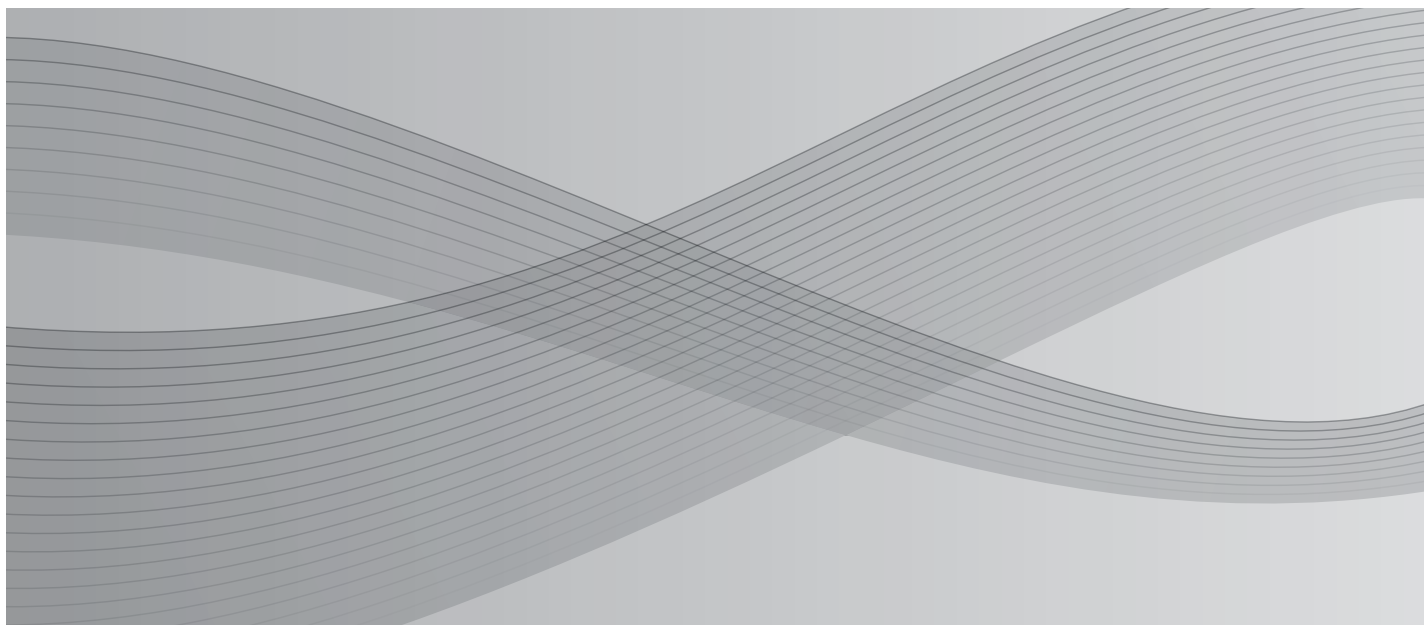


D125 Copier/Printer
D110 Copier/Printer
D95 Copier/Printer



User Guide

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1 Before Using the Machine

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

- Preface 12
- Types of Manuals 13
- Using This Guide 14
- About License 17
- Legal Notice 23

Preface

Thank you for selecting the D125/D110/D95 (hereafter referred to as “the machine”).

This guide describes how to operate the machine and the precautions you should follow during operation. To get the most out of the machine and to use it effectively, be sure to read this guide before use.

The guide assumes that you are familiar with a personal computer and that you are knowledgeable of computer networks. When you need additional information, refer to the manuals provided with the personal computer, operating system, and network products.

For information on how to configure your network environment, refer to the Administrator Guide. For information on optional components for the print feature, also refer to the guide provided with each optional component.

Use the FreeFlow Print Server to make use of the print functions. For the functions and operation of the FreeFlow Print Server, refer to the FreeFlow Print Server’s manual.

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

Types of Manuals

The following guides are provided with the machine.

Accompanying Manuals

■ **User Guide (this guide) (Document CD-ROM)**

The guide describes all the necessary steps for copy, print, and scan.

■ **Administrator Guide (Document CD-ROM)**

The guide is intended for system administrators, and describes how to configure network and how to solve problems that may occur with the machine. This guide also describes daily maintenance and the System Settings procedures.

■ **Quick Reference Guide (Booklet)**

The guide describes the basic operations of the machine, as well as daily management and maintenance.

■ **Safety Notes**

This guide provides instructions you should follow for safe operation of the machine.

■ **Manual (HTML)**

The manual describes installation and configuration procedures for print drivers and the printer environment. This manual is included in the Driver CD Kit.

■ **Print Driver Help**

The help describes print features and operations.

■ **CentreWare Internet Services Help**

The help describes how to change various settings of the machine using a web browser, and how to import scanned data to a computer from the machine.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.

Manuals Provided with FreeFlow Print Server

The FreeFlow Print Server to be connected to the machine comes with manuals. The manuals describe the features, operations, and configuration procedures for the FreeFlow Print Server.

Guides for Optional Components

Optional components are available for this machine. Some of them come with user guides. The guides for optional components describe all the necessary steps for using the optional components and installing the software.

Using This Guide

This guide is intended for first time users of the machine. It describes the basic operations for the Copy, Print, and Scan services.

Organization of This Guide

This guide consists of the following chapters:

■ **1 Before Using the Machine**

Describes how to use this guide, as well as legal notices, and other important information you should read before using the machine.

■ **2 Product Overview**

Describes the basic information of the machine, such as the names of components, how to use the touch screen, how to switch the machine on and off, and how to exit the Energy Saver mode.

■ **3 Copy**

Describes the basic operations and features for the Copy service.

■ **4 Scan**

Describes the basic operations and features for the Scan services.

■ **5 Send from Folder**

Describes the basic operations and features to use folders.

■ **6 Job Flow Sheets**

Describes the operations to use a job flow created on a remote system.

■ **7 Stored Programming**

Describes the Stored Programming service that enables you to store customized job settings.

■ **8 Web Applications**

Describes the operations to connect to web applications.

■ **9 Media Print - Text**

Describes the basic operations and features of Media Print that allows you to print image data and document files.

■ **10 Job Status**

Describes how to check job status and how to delete jobs.

■ **11 Computer Operations**

Describes operations performed from a computer, such as printing documents, importing scanned files and operating CentreWare Internet Services.

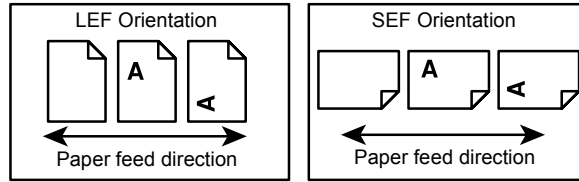
■ **12 Appendix**

Contains a glossary of terms used in this guide.

Conventions

- The screen shots and illustrations used in this guide vary depending on the machine configuration and optional components installed. Some of the items in the screen shots may not be displayed or available depending on your machine configuration.
- The procedures in this guide may vary depending on the driver and utility software being used due to the upgrades.
- In this document, "Computer" refers to a personal computer or workstation.
- The following terms are used in this guide:
 - Important : Important information that you should read.
 - Note : Additional information on operations or features.
- The following symbols are used in this guide:
 - " " :
 - A cross-reference included in this guide.
 - Names of CD-ROM, features, and touch screen messages and input text.
 - [] :
 - Folders, files, applications, button or menu names displayed on the touch screen.
 - Names of menus, commands, windows, or dialog boxes displayed on the computer screen and their buttons and menu names.
 - < > button : Hardware buttons on the control panel.
 - < > key : Keys on the keyboard of the computer.
 - > :
 - Path to a certain item within a procedure on the control panel. For example: When you see the procedure "select [Tools] > [Setup] > [Create Folder]", this means that you need to select [Tools], select [Setup], and then select [Create Folder].
 - Path to a certain item within a procedure on a computer. For example: When you see the procedure "to search for files and folders, click [Start] > [Search] > [All files and folders]", this means that you need to click [Start], click [Search], and then click [All files and folders] to search for files and folders.
 - Cross-reference
For example: "Refer to "5 Tools" > "Common Service Settings" > "Audio Tones" in the Administrator Guide."
The sentence above means that you need to refer to the section "Audio Tones", which can be found under "Common Service Settings" in chapter 5 Tools of the Administrator Guide.

- Orientation of documents or paper is described in this guide as follows:
☐, ☐, Long Edge Feed (LEF): Loading documents or paper in portrait orientation when you view the machine from the front.
☐, ☐, Short Edge Feed (SEF): Loading documents or paper in landscape orientation when you view the machine from the front.



About License

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JPEG Code

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

Libcurl

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2 Product Overview

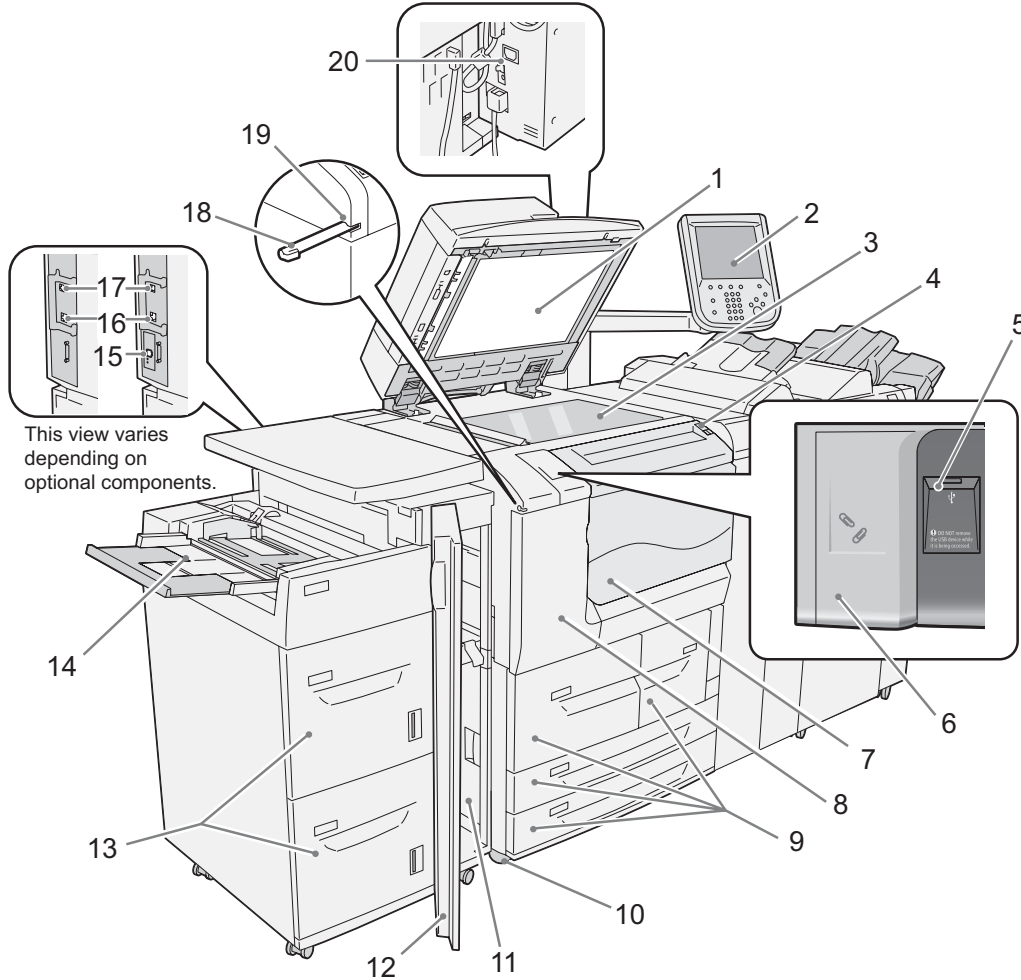
This chapter describes the basic information of the machine, such as machine components, how to switch the machine on and off, and how to use the touch screen.

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- Energy Saver Mode 39
- Control Panel 41
- About the [Services Home] Screen.....45
- Entering Text48

Machine Components

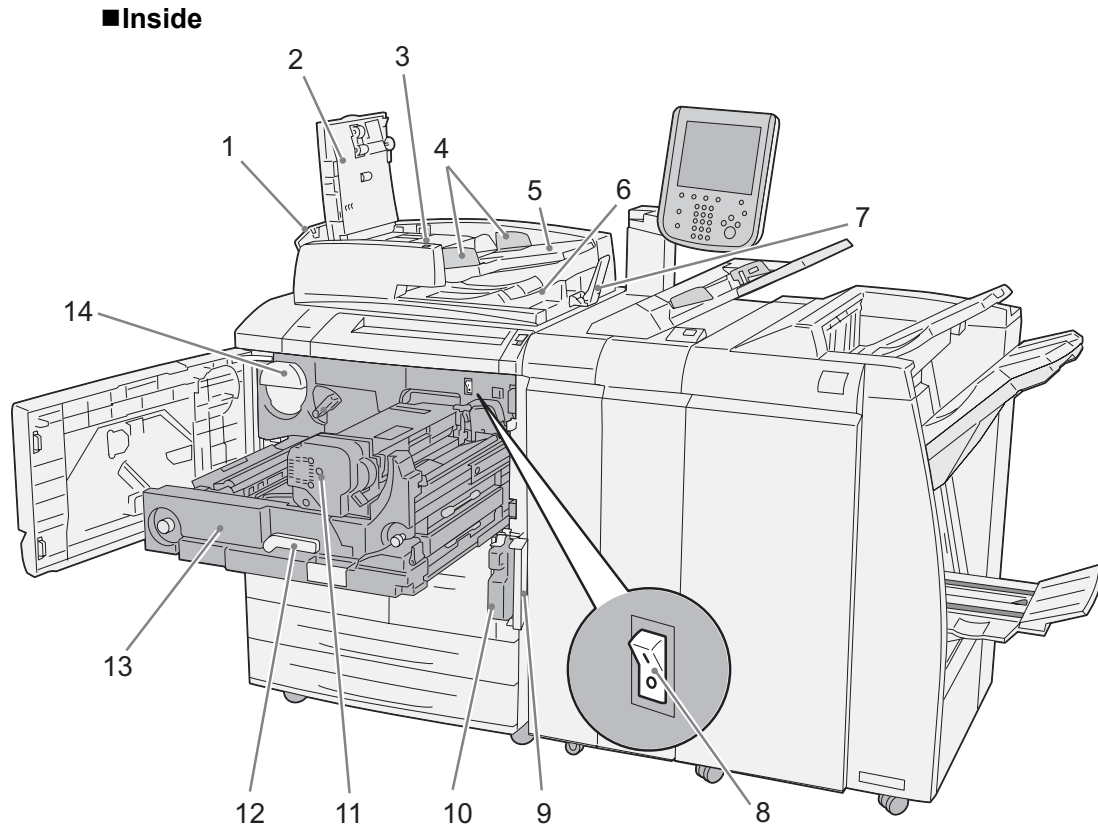
This following describes machine components and their functions.

■ Main Body and A4 High Capacity Feeder (optional)



| No. | Component | Function |
|-----|-----------------|--|
| 1 | Document cover | Holds the document down. |
| 2 | Control panel | Consists of operation buttons, LED indicators, and a touch screen. Refer to "Control Panel" (P.41). |
| 3 | Document glass | Load documents here. |
| 4 | Power switch | Switches the power of the machine on and off. Refer to "Power Source" (P.35). |
| 5 | USB memory slot | Insert a USB 2.0 memory device here. Note • This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center. |
| 6 | Paper clip tray | Used for placing paper clips and staples. |
| 7 | Front cover | Open this cover to access the insides of the machine to clear paper jams or replace consumables. |

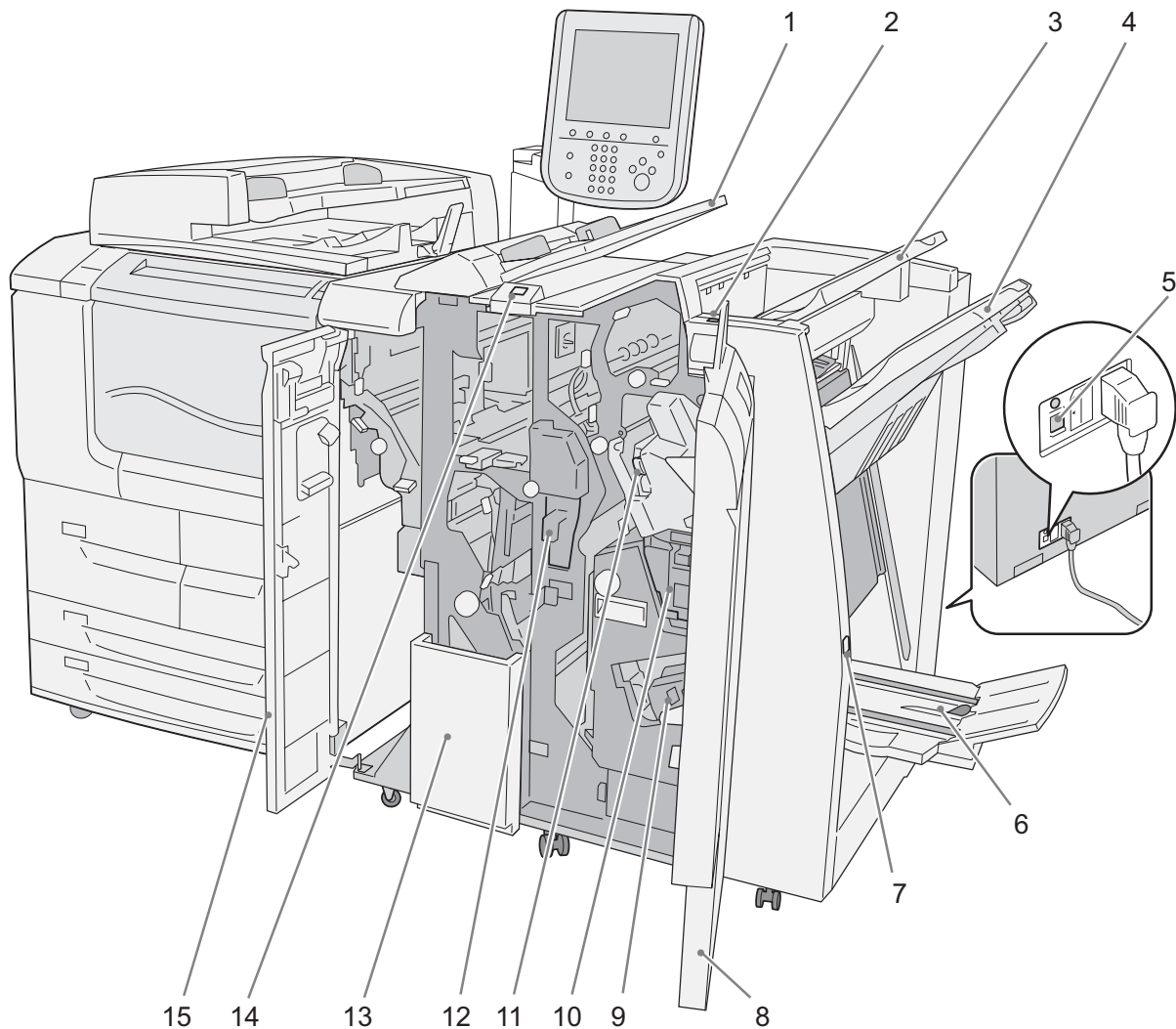
| No. | Component | Function |
|-----|---|--|
| 8 | Toner cover | Open this cover to replace the toner cartridge. |
| 9 | Tray 1, 2, 3, 4 | Load paper here. |
| 10 | Locking casters | Used for locking the wheels of the machine. Lock these casters after moving the machine to its installation site. |
| 11 | Bottom left cover | Open this cover to access the inside of the machine to remove jammed paper. |
| 12 | Front cover for high capacity tray unit | Open this cover to access the bottom left cover of the machine to remove jammed paper. |
| 13 | Tray 6, 7 (optional) | Load paper here. |
| 14 | Tray 5 (Bypass) | Used for loading non-standard paper (thick-stock paper, and other special media) that cannot be loaded in Trays 1 to 4, 6, 7. |
| 15 | Gigabit Ethernet Board (optional) | Connected to a network cable. |
| 16 | 10BASE-T / 100BASE-TX connector | Connected to a network cable. This connector is not available when the Gigabit Ethernet Board (optional) is installed. |
| 17 | USB 2.0 interface connector | Connected to a USB cable. |
| 18 | Stylus pen | Used for touching the touch screen on the control panel to configure settings. Note • You can directly touch the touch screen not only with the stylus pen but also with a finger. |
| 19 | Stylus pen holder | Stores the stylus pen. |
| 20 | Ground fault interrupter | Automatically turns the machine off when a current leakage is detected. |



| No. | Component | Function |
|-----|-----------------------------|--|
| 1 | Left cover | Opens slightly when the top cover is opened. Open this cover widely when removing jammed paper. |
| 2 | Top cover | Open this cover to remove jammed paper. |
| 3 | Confirmation indicator | This indicator lights when a document is loaded correctly. |
| 4 | Document guides | Use these guides to align the edges of documents. |
| 5 | Document feeder tray | Load documents here. |
| 6 | Document output tray | Delivers scanned documents. |
| 7 | Document stopper | Holds large document such as A3 in place. Pull this out to the right when using. |
| 8 | Main power switch | Switches the main power of the machine on and off. Always follow the instructions of the system administrator. Important • Always switch the power off before switching the main power off. For details, refer to "Power Source" (P.35). |
| 9 | Waste toner container cover | Open this cover when removing the waste toner container. |
| 10 | Waste toner container | Collects used toner. |
| 11 | Fusing unit | Fuses toner on paper. Important • This is extremely hot, so do not touch it. |
| 12 | Handle | Use this handle when pulling out the transfer module. |

| No. | Component | Function |
|-----|-----------------|--|
| 13 | Transfer module | Transfers an image on the drum to paper. Open this when removing jammed paper. |
| 14 | Toner cartridge | Contains toner (image forming powder). |

■ Finisher D4 (optional)/Finisher D4 with Booklet (optional)

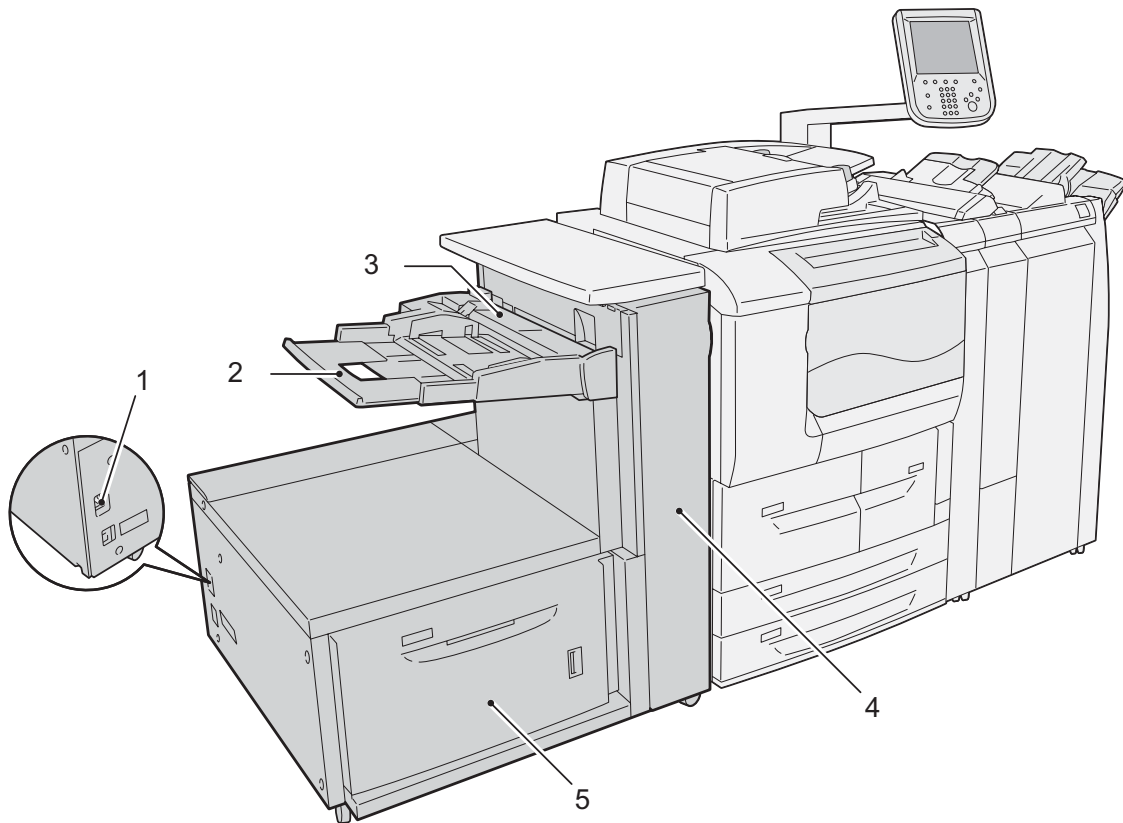


| No. | Component | Function |
|-----|--------------------------|--|
| 1 | Tray 8 (Inserter) | Load paper or transparencies for covers or separators. The machine does not copy on paper or transparencies loaded in this tray. |
| 2 | De-curl button | Fixes the curl of output copies. |
| 3 | Output tray | Outputs are delivered here when normal copy, [Auto], [Collated], [Uncollated], or [Uncollated with Separators] is selected. |
| 4 | Finisher tray | Outputs are delivered here when [Staple], [Hole Punch], or [Z Fold Half Sheet] is selected. |
| 5 | Ground fault interrupter | Automatically shuts off electricity in the event of current leakage. |

| No. | Component | Function |
|-----|--|---|
| 6 | Booklet output tray (Only available when the Finisher D4 with Booklet (optional) is installed.) | Outputs are delivered here when [Fold Only] or [Fold & Staple] is selected. |
| 7 | Booklet output tray button (Only available when the Finisher D4 with Booklet (optional) is installed.) | Press this button to move booklets that have been delivered to a position where they can be removed. |
| 8 | Right cover | Open this cover to clear paper jams; replace staples or clear jammed staples; or remove scraps from the hole punch waste container. |
| 9 | Staple cartridges for booklet (Only available when the Finisher D4 with Booklet (optional) is installed.) | Two staple cartridges for booklet. Remove these cartridges when replacing them with new ones, or when clearing staple jams. |
| 10 | Staple waste container | Collects scraps from the stapler. Remove this cartridge to replace the staple waste container. |
| 11 | Staple cartridge | Contains staples. Take this cartridge out when replacing the cartridge with a new one, or when clearing staple jams. |
| 12 | Hole punch waste container | Collects scraps from the puncher. Remove this when discarding scraps. |
| 13 | Tri-Fold output tray (Only available when the D4 Folder Unit (optional) is installed.) | Outputs are delivered here when [C Fold] or [Z Fold] is selected in [Folding]. |
| 14 | Tri-Fold output tray button (Only available when the D4 Folder Unit (optional) is installed.) | Press this button to open the Tri-Fold output tray. |
| 15 | Left cover | Open this cover to access the inside of the machine to clear paper jams. |

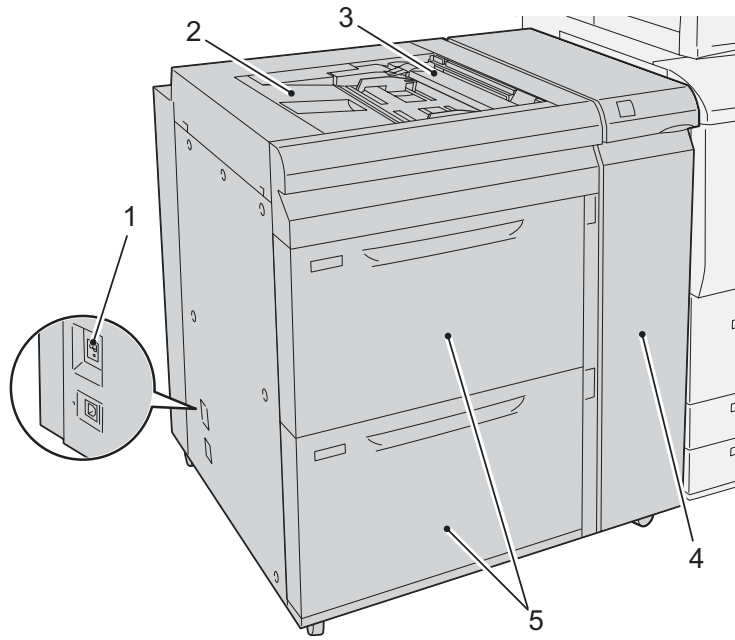
- Note**
- The Finisher D4 and Finisher D4 with Booklet are optional. In this manual, the Finisher D4 and Finisher D4 with Booklet are both referred to as the "Finisher".

■ A3 High Capacity Feeder (optional)

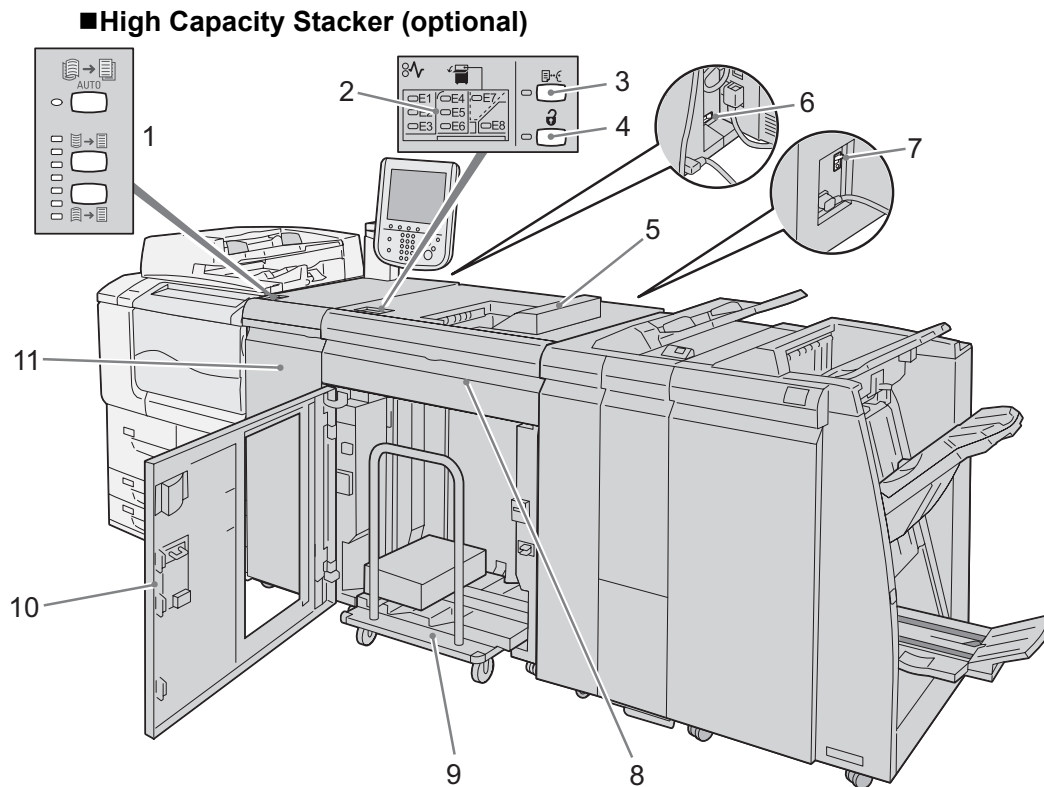


| No. | Component | Function |
|-----|---|---|
| 1 | Ground fault interrupter | Automatically shuts off electricity in the event of current leakage. |
| 2 | Tray 5 (Bypass) | Use this when copying or printing on paper that cannot be loaded in Trays 1 - 4, 6 such as heavyweight paper or other special media. |
| 3 | Tray 5 (Bypass) top cover | Open this cover to clear paper jams. |
| 4 | Front cover for the High Capacity Tray unit | This unit delivers paper fed through Tray 6 or Tray 5 (Bypass) to the main unit. Open the front cover of this unit when clearing paper jams. |
| 5 | Tray 6 | Load paper here. If you close the tray after loading paper, the tray automatically adjusts the its front and rear positions based on the center of the paper. |

■High Capacity Feeder C2-DS (optional)

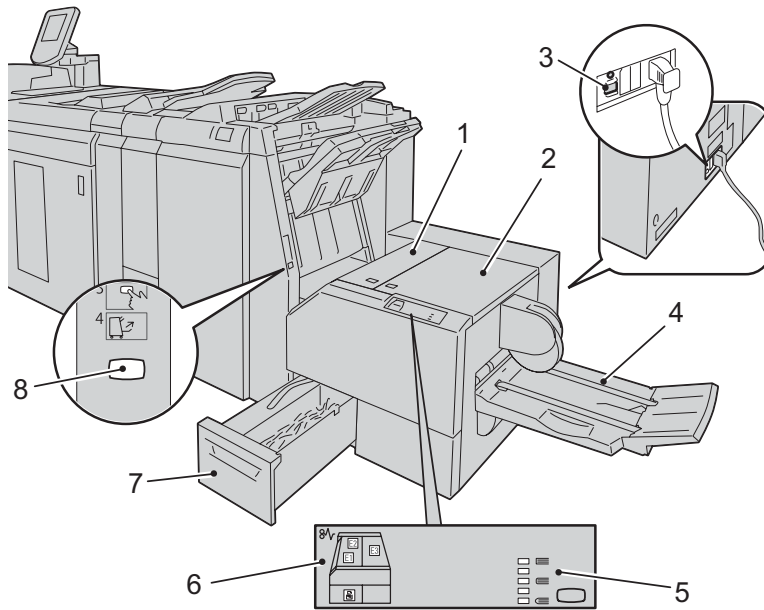


| No. | Component | Function |
|-----|---|---|
| 1 | Ground fault interrupter | Automatically shuts off electricity in the event of current leakage. |
| 2 | Tray 5 (Bypass) | Use this when copying or printing on paper that cannot be loaded in Trays 1 - 4, 6-7, such as heavyweight paper or other special media. |
| 3 | Tray 5 (Bypass) top cover | Open this cover to clear paper jams. |
| 4 | Front cover for the High Capacity Tray unit | This unit delivers paper fed through the Tray 6, Tray 7, or Tray 5 (Bypass) to the main unit. Open the front cover of this unit when clearing paper jams. |
| 5 | Tray 6, 7 | Load paper here. If you close the tray after loading paper, the tray automatically adjusts the its front and rear positions based on the center of the paper. |



| No. | Component | Function |
|-----|--|---|
| 1 | De-curl button | Fixes the curl of output copies if they are curled when they were delivered. |
| 2 | Error lamp | If a paper jam occurs, the lamp of the jammed location lights up. |
| 3 | Sample button | Press this button to output a sample page onto the stacker output tray. |
| 4 | Paper eject button | Press this button when removing copied outputs. |
| 5 | Stacker output tray | Copied outputs are delivered here. A sample page or sample set of a document is delivered in this tray. |
| 6 | Ground fault interrupter (Interface module) | Automatically shuts off electricity in the event of current leakage. |
| 7 | Ground fault interrupter (High capacity stacker) | Automatically shuts off electricity in the event of current leakage. |
| 8 | Stacker top cover | Open this cover when clearing paper jams. |
| 9 | Stacker tray (Stacker cart) | Copied outputs are delivered here. |
| 10 | Stacker front cover | Open this cover when removing copied outputs. |
| 11 | Interface module front cover | Open this cover when clearing paper jams. |

■ Squarefold Trimmer Module (optional)



| No. | Component | Function |
|-----|---------------------------------|--|
| 1 | Left cover of the Trimmer unit | Open this cover when clearing paper jams. |
| 2 | Right cover of the Trimmer unit | Open this cover when clearing paper jams. |
| 3 | Ground fault interrupter | Automatically shuts off electricity in the event of current leakage. |
| 4 | Booklet output tray | Outputs are delivered here when [Fold Only], [Fold & Staple], or [Trimming/Pressing] is selected. |
| 5 | Square-fold setting button | Use this button to adjust the amount of pressure applied to the spine of booklets when the spine is flattened. |
| 6 | Error lamp | If a paper jam occurs, the lamp of the jammed location lights up. |
| 7 | Trimmer waste container | Collects scraps from the trimmer. Pull this container out when discarding the scraps. |
| 8 | Booklet output tray button | Press this button to move booklets delivered on the booklet output tray to a position where they can be removed. |

Power Source

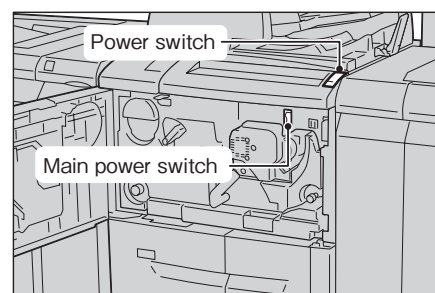
The machine is provided with the power switch and the main power switch.

■Main power switch

Press the main power switch to the [○] position. The <Main Power> indicator goes out on the right side of the control panel, and the machine powers off.

■Power switch

To use the machine, press the power switch to the [|] position to switch its power on. You can start operations after the machine warms up.

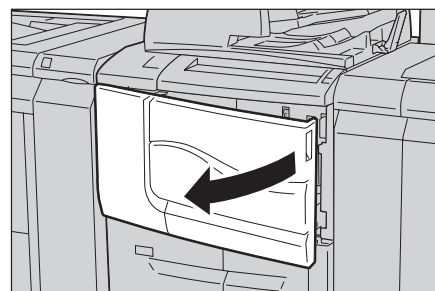


Switching the Main Power On

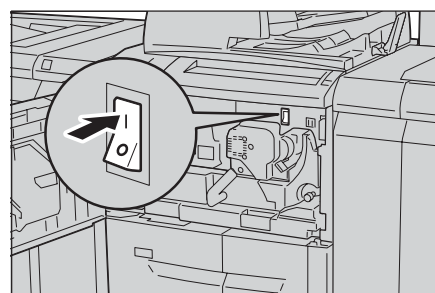
The following describes how to switch the main power on.

Important • Do not switch off the main power immediately after switching on the main power. This may damage the hard disk and the memory or cause a machine malfunction.

- 1 Make sure that the power cord is plugged in correctly.
- 2 Open the front cover.



- 3 Press the main power switch to the [|] position to switch the main power on.
The <Main Power> indicator lights up on the control panel.



- 4 Close the front cover.

Switching the Power On

The following describes how to switch the power on.

When using D125 or D110, the machine takes approximately 5 minutes to warm up and to be ready to copy or print after switching the power on. This may take more time depending on your machine configuration.

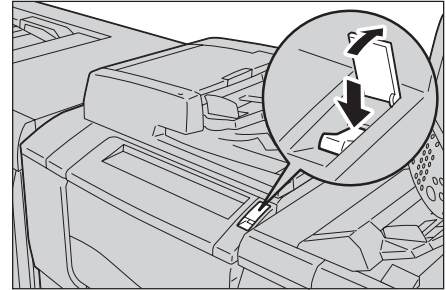
When using D95, the machine takes approximately 6 minutes to warm up and to be ready to copy or print after switching the power on. This may take more time depending on your machine configuration.

Switch the power off at the end of the day or when not using the machine for an extended period of time.

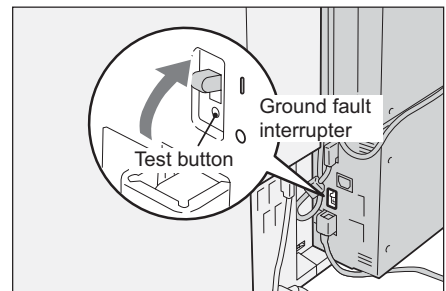
Use also the Energy Saver feature to save power consumption while the machine is not in use.

For information on the Energy Saver feature, refer to "Energy Saver Mode" (P.39).

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



- Note**
- The "Please wait..." message indicates that the machine is warming up. The machine is not available during warming up.
 - If the machine is not powered on, check the following:
 - The power cord is plugged in.
 - The main power is switched on.
 - The ground fault interrupter is in the On ("I") position.



Switching the Power Off

The following describes how to switch the power off.

- 1 Before switching the power off, make sure that the machine has completed all copy or print jobs. Then, make sure that the <Data> indicator is not blinking.

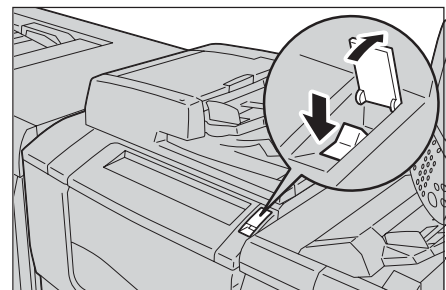
Important • Do not switch the power off in the following situations. If the power is switched off, the processing data may be erased.

- While data is being received
- While data is being sent (FTP/SMB/e-mail)
- While a job is being printed
- While a job is being copied
- While a job is being scanned
- While data is being imported from a computer
- When switching the power off, wait 5 seconds or more after outputs have been delivered.

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

Important • Power off processing is performed internally on the machine for a while after the power is switched off. Therefore, do not switch the main power off immediately after switching the power off.

Note • When powering the machine on after it has been switched off, wait 15 seconds or more after the touch screen has gone dark.

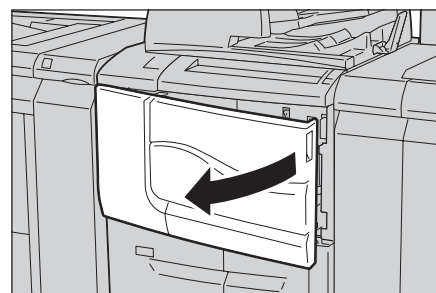


Switching the Main Power Off

The following describes how to switch the main power off.

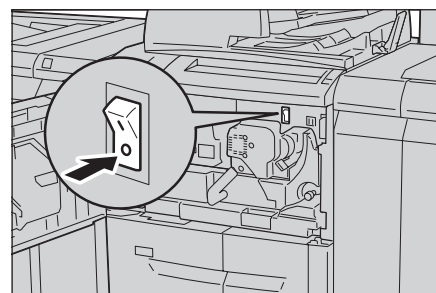
- Important**
- Do not switch the main power off while the touch screen displays a screen or the <Energy Saver> button blinks. Switching off the main power may damage the hard disk and the memory or cause a machine malfunction.
 - Switch the main power off first when unplugging the power cord. Unplugging the power cord with the main power on may damage the hard disk and the memory or cause a machine malfunction.

- 1** Make sure that the power is switched off.
- 2** Make sure that the touch screen is blank and the <Energy Saver> button is not blinking.
- 3** Open the front cover.



- 4** Press the main power switch to the [O] position to switch the main power off.

The <Main Power> indicator goes out on the control panel.



- 5** Close the front cover.

Ground Fault Interrupter

A ground fault interrupter is embedded in this product.

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

If the ground fault interrupter does not work properly, contact our Customer Support Center.

For information on how to check if the ground fault interrupter are working, refer to Safety Notes.

Energy Saver Mode

The machine is equipped with the Energy Saver mode that reduces the power consumption by saving the electricity to the machine when no copy or print data is received for a specified time.

The Energy Saver feature has two modes: the Low Power mode and the Sleep mode.

The machine enters the Low Power mode after the preset time has elapsed if the machine is left unused for a fixed period of time.

The machine then enters the Sleep mode if a further preset time elapses.

To enter the Energy Saver mode, press the <Energy Saver> button on the control panel.

■ Low Power Mode

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

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

■ Sleep Mode

In this mode, the power supply to devices such as hard disk drive is suspended and the power is lowered more than in the Low Power mode.

The touch screen goes out, and the <Energy Saver> button on the control panel lights up. To use the machine, press the <Energy Saver> button. The <Energy Saver> button goes out to indicate that the Sleep mode is exited.

The Sleep mode requires more time for the machine to exit and to be ready for use than the Low Power mode.

- Note**
- When the following device is connected to the machine and a user performs the following operation, the Low Power mode can be deactivated without pressing the <Energy Saver> button. If the machine is in the Sleep mode, however, the Sleep mode will not be deactivated by the operation. By setting longer time to elapse until the machine enters the Sleep mode, you can make the machine exit the Energy Saver mode without pressing the <Energy Saver> button. For more information on how to change the time to elapse until the machine enters the Sleep mode, refer to "1 Before Using the Machine" > "Energy Saver Mode" > "Changing the Interval for Entering Energy Saver Mode" in the Administrator Guide.
 - Touch the card to IC Card Reader (sold separately).
 - When the machine enters the Low Power mode while a user is authenticated, the machine exits the authentication mode.

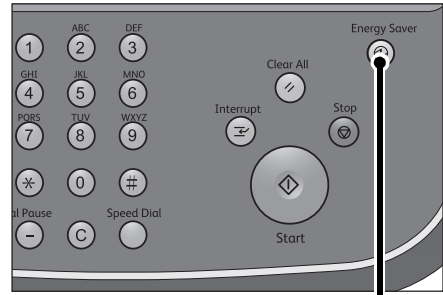
Entering the Energy Saver Mode

The following describes how to enter the Energy Saver mode.

- Note**
- To enter the Energy Saver mode by pressing the <Energy Saver> button, specify a longer time period in [From Last Operation to Sleep Mode] than in [From Last Operation to Low Power Mode] under [Energy Saver Timers]. For information on [Energy Saver Timers], refer to "5 Tools" > "Common Service Settings" > "Machine Clock/Timers" > "Energy Saver Timers" in the Administrator Guide.

1 Press the <Energy Saver> button.

- Note**
- The machine will not enter the Energy Saver mode while a job is being processed. Press the <Energy Saver> button after the job is completed.



<Energy Saver> button

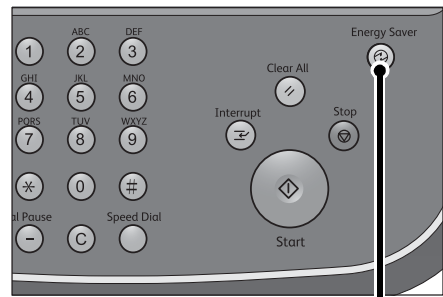
Exiting the Energy Saver Mode

The following describes how to exit the Energy Saver mode.

1 Press the <Energy Saver> button.

The Energy Saver mode is exited in the following instances:

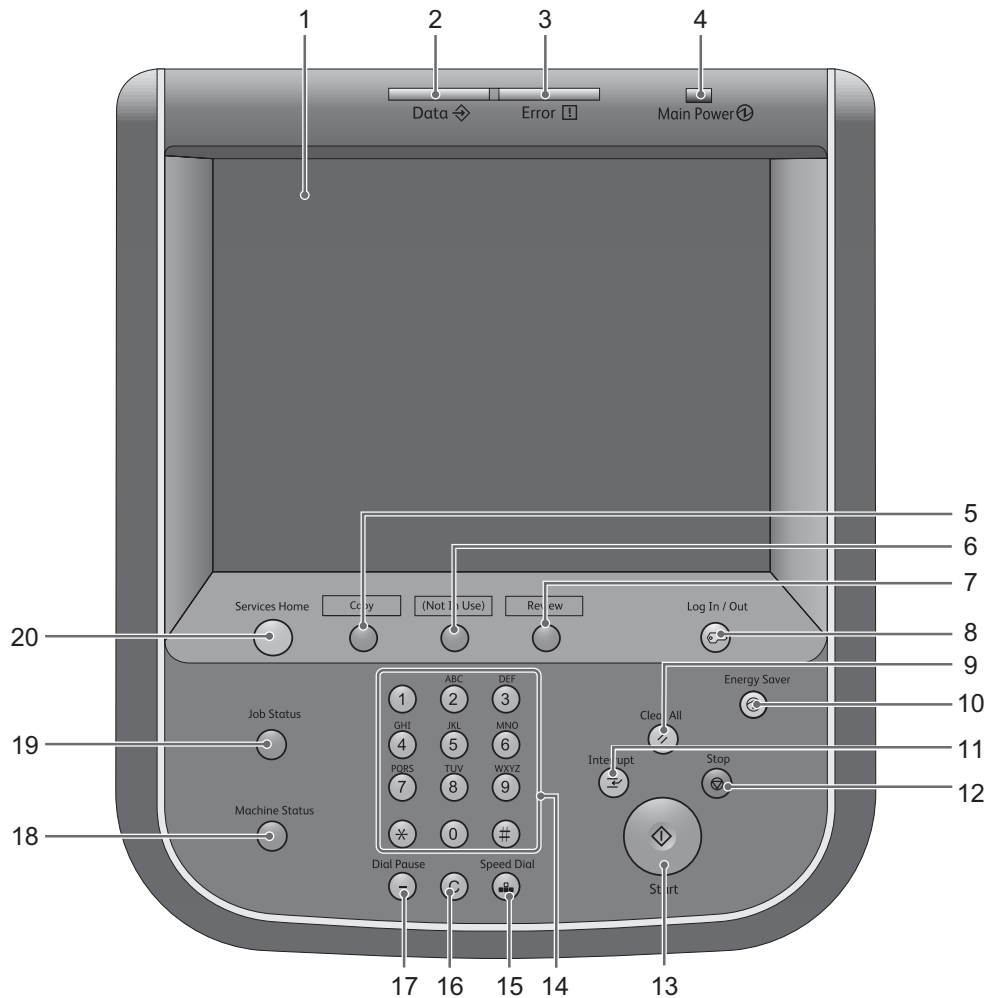
- Receiving a job
- Selecting [Apply] in CentreWare Internet Services



<Energy Saver> button

Control Panel

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



| No. | Component | Function |
|-----|------------------|---|
| 1 | Touch screen | Displays messages required for operation and buttons for various features. You can directly touch the touch screen to instruct operations and set features. |
| 2 | <Data> indicator | <p>Blinks when the machine is sending or receiving data. This indicator lights up when data is stored in the machine's memory.</p> <p>You can check stored scan files in a Folder List. For information on the Folder List, refer to "4 Machine Status" > "Machine Information" > "Print Reports" > "Folder List" in the Administrator Guide.</p> <p>You can change the blink pattern of the <Data> indicator. For more information, refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Data Indicator" in the Administrator Guide.</p> |

| No. | Component | Function |
|-----|----------------------------|---|
| 3 | <Error> indicator | Blinks if a system error occurs. This indicator lights up when a problem other than a system error occurs with the machine, including paper jams and running out of paper or toner. If the <Error> indicator blinks, contact our Customer Support Center. If the <Error> indicator lights up, refer to "12 Problem Solving" > "Machine Trouble" in the Administrator Guide. |
| 4 | <Main Power> indicator | Lights up when the main power is switched on. Note • If the main power is not switched on, the machine will not be powered on even when the power is switched on. |
| 5 | <Custom 1> (Copy) button | "Copy" is assigned to this button by default. Press this button to display the [Copy] screen. For information on how to assign a service to the button, refer to "1 Before Using the Machine"> "Customizing the Control Panel" > "Assigning Services to the Custom Buttons" in the Administrator Guide. |
| 6 | <Custom 2> button | Press this button to call its associated service. To the button, you can assign [Language] or any service displayed on the [Services Home] screen. For information on how to assign a service to the button, refer to "1 Before Using the Machine" > "Customizing the Control Panel" > "Assigning Services to the Custom Buttons" in the Administrator Guide. |
| 7 | <Custom 3> (Review) button | "Review" is assigned to this button by default. On the [Review] screen, you can check a list of the status of Copy, and Scan services whose settings have been changed from the defaults. For information on how to assign a service to the button, refer to "1 Before Using the Machine" > "Customizing the Control Panel" > "Assigning Services to the Custom Buttons" in the Administrator Guide. |
| 8 | <Log In/Out> button | Lights up when a user is authenticated in the System Administration mode, the Authentication mode, or the Accounting mode. Press this button to display the User ID entry screen for entering the System Administration mode, the Authentication mode, or the Accounting mode. Also press this button to exit these modes. |
| 9 | <Clear All> button | Resets to the default values. The machine returns to the same state as when it is powered on. |
| 10 | <Energy Saver> button | When the machine is not used for a while, it enters the Energy Saver mode to reduce power consumption. When the Energy Saver mode is active, the <Energy Saver> button lights up. Press this button to enter or exit the Energy Saver mode. |
| 11 | <Interrupt> button | Press this button to suspend a copy or print job in progress to have the machine process another job. During the Interrupt mode, the <Interrupt> button lights up. Pressing the <Interrupt> button again exits the Interrupt mode and resumes the suspended job. Some types of jobs cannot be executed in the Interrupt mode. Refer to "13 Appendix" > "Notes and Restrictions" > "Notes and Restrictions on the Interrupt Mode" in the Administrator Guide. |
| 12 | <Stop> button | Press this button to pause the current job or communications. |
| 13 | <Start> button | Press this button to start scanning a document. |
| 14 | Numeric keypad | Use the numeric buttons on the keypad to enter the number of copies, passwords, and other numerical values. |
| 15 | <Speed Dial> button | This button is not to be used. |

| No. | Component | Function |
|-----|-------------------------|--|
| 16 | <C (Clear)> button | <p>Press this button to cancel the numerical value you have entered with the numeric keypad.</p> <p>Important • When the machine is connected to the FreeFlow Print Server, do not press <C (Clear)> to cancel a print job from the FreeFlow Print Server.</p> |
| 17 | <Dial Pause> button | This button is not to be used. |
| 18 | <Machine Status> button | Press this button to check the machine status and meters, to check the status of the consumables, and to print reports. |
| 19 | <Job Status> button | Press this button to check or cancel the current job, to check or print stored jobs, or to check completed jobs. |
| 20 | <Services Home> button | <p>Press this button to display the [Services Home] screen.</p> <p>You can change the services displayed on the [Services Home] screen. For more information, refer to "1 Before Using the Machine" > "Customizing the Control Panel" > "Customizing the Button Layout" > "Services Home" in the Administrator Guide.</p> |

Screens and Buttons Displayed

You can register or change the services and buttons displayed on the touch screen. You can customize the following screens:

- Note**
- The following screens and buttons may have been changed by the system administrator. Use the machine according to the changes that have been made.

Setting the Initial Screen

You can set the screen displayed after switching the power on or exiting the Energy Saver mode.

Setting the Screen Displayed after Auto Clear

You can select [Last Selection Screen] or [Services Home] for the screen to be displayed after Auto Clear.

Assigning Services to the <Custom> Buttons

You can assign services to the <Custom> buttons on the control panel: "Custom 1" to "Custom 3".

By assigning frequently-used services to the <Custom> buttons, you can switch to the services without returning to the [Services Home] screen.

- Note**
- By default, "Copy" is assigned to the <Custom 1> button, and "Review" is assigned to the <Custom 3> button. No service is assigned to the <Custom 2> button.

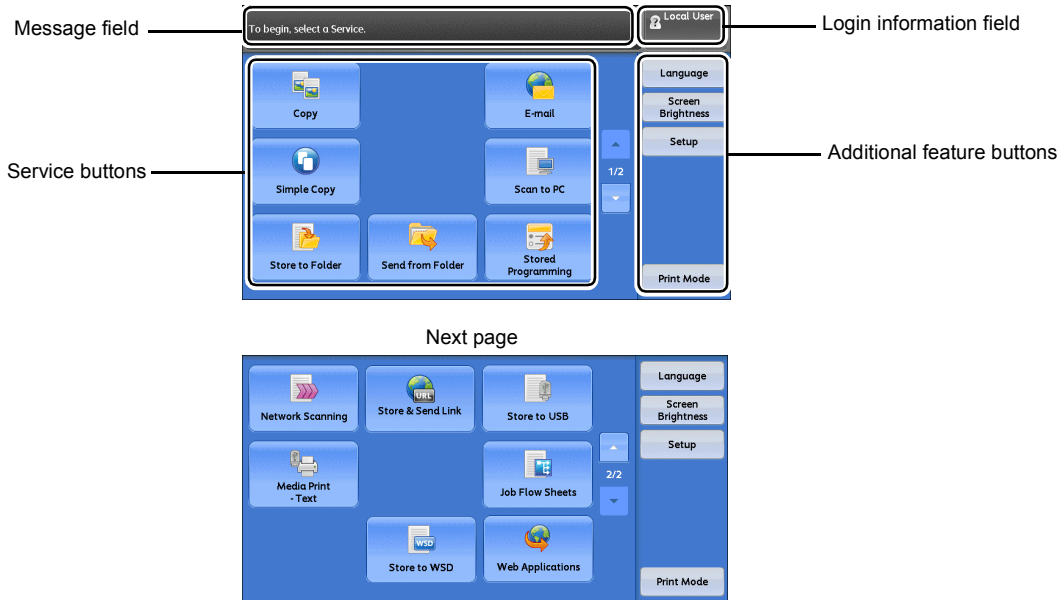
Customizing the [Services Home] Screen

You can customize the layout of services and buttons on the [Services Home] screen that is displayed when you press the <Services Home> button on the control panel.

For information on how to customize the [Services Home] screen, refer to "1 Before Using the Machine" > "Customizing the Control Panel" > "Customizing the Button Layout" > "Services Home" in the Administrator Guide.

About the [Services Home] Screen

This section describes the fields and buttons on the [Services Home] screen which is displayed by pressing the <Services Home> button.



Note • WSD stands for Web Services on Devices.

Message Field

Displays a message.

Login Information Field

Select this field in the upper right corner of the touch screen to display the User ID entry screen for entering the System Administration mode, the Authentication mode, or the Accounting mode.

When a user is authenticated, the login information is displayed in this field.

Note

- You can also press the <Log In/Out> button on the control panel to enter the Authentication mode.
- To exit the Authentication mode, press the <Log In/Out> button on the control panel. You can also select the login information field in the upper right corner of the touch screen.

For information on the Authentication or Accounting mode, refer to "11 Authentication and Accounting Features" in the Administrator Guide.

Service Buttons

Allows you to set the features for each service.

■ Copy

You can set the features for the Copy service.

For more information, refer to "Copy" (P.49).

■ E-mail

You can scan documents and send the scanned data as an e-mail attachment.

For more information, refer to "E-mail" (P.147).

■ Simple Copy

You can set the features for the Copy service. Selecting [Simple Copy] allows you to easily specify the basic copy features on a single screen.

For more information, refer to "Simple Copy" (P.62).

■ Scan to PC

You can scan documents and send the scanned data to a network computer via the FTP or SMB protocol.

For more information, refer to "Scan to PC" (P.168).

■ Store to Folder

You can scan documents and save the scanned data in a folder of the machine.

For more information, refer to "Store to Folder" (P.174).

■ Send from Folder

You can operate files stored in a folder on the machine.

For more information, refer to "Send from Folder" (P.209).

■ Stored Programming

You can operate stored programs.

Stored Programming is a service that allows you to store settings that you expect to use frequently and call them with a single button operation.

For more information, refer to "Stored Programming" (P.271).

■ Network Scanning

You can scan documents after specifying a file (job template) which saves scanning conditions, information on the forwarding destination server, and so on.

For more information, refer to "Network Scanning" (P.166).

■ Store & Send Link

After you scan documents, the machine temporarily saves the scanned data and sends you e-mail attached with two URLs: one is for the location to retrieve the scanned data, and the other is for the location to delete the data.

For more information, refer to "Store & Send Link" (P.182).

Note • This service appears on the screen when the Authentication feature is enabled.

For information on how to display [Store & Send Link] on the [Services Home] screen, refer to "1 Before Using the Machine" > "Customizing the Control Panel" in the Administrator Guide.

■ Store to USB

You can scan documents and save the scanned data to a USB memory device.

For more information, refer to "Store to USB" (P.176).

Note • This service is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

■ Job Flow Sheets

You can scan documents using a job flow sheet.

Job Flow Sheets is a service that allows you to set a flow of transfer settings for scanning data to enable efficient routine transfer.

For more information, refer to "Job Flow Sheets" (P.265).

■Media Print - Text

You can print document files (PDF, TIFF, XML Paper Specification (XPS), XDW (XBD), and JPG (JFIF)) after retrieving the files from a USB memory device. You can also print the scan data stored with the Store to USB service.

For more information, refer to "Media Print - Text" (P.294).

Note • This service is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

■Store to WSD

You can scan documents set on the machine and save the scanned data by operating from a computer on the network. Also, you can save the scanned data to a computer on the network.

For more information, refer to "Store to WSD" (P.185).

Note • WSD stands for Web Services on Devices.

■Web Applications

You can access web applications via a network using the browser on the machine in order to display and store data.

For more information, refer to "Web Applications" (P.281).

Note • This service is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

Additional Feature Buttons

Allows you to set the additional features that are not related to jobs.

■Language

You can select the language to be displayed on the touch screen.

The setting here will be reset when the power is switched off and on.

Important • When you select [English], only ASCII characters can be used.

- When you set [Language] to [English] on the [Services Home] screen and an address book entry or contents of [Details] of Job Flow Sheets is entered in double-byte characters, the characters may not be displayed properly. When you use CentreWare Internet Services to import a CSV file* that includes double-byte characters other than a selected language, the characters in the file may be garbled or the import may fail.

*: CSV (Comma Separated Values) is a file format that is often used for saving data by spreadsheets and database programs.

Note • Under [Default Language] in the System Administration mode, you can select the standard language displayed on the touch screen when the power is switched on. For more information on how to set [Default Language], refer to "5 Tools" > "Common Service Settings" > "Screen/Button Settings" > "Default Language" in the Administrator Guide.

■Screen Brightness

You can adjust the screen brightness of the touch screen.

■Setup

You can create or update folders, job flows, and the Address Book.

For more information, refer to "5 Tools" > "Setup" in the Administrator Guide.

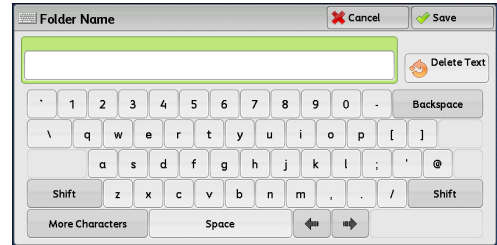
■Print Mode

You can register a print mode and change its settings.

For more information, refer to "4 Machine Status" > "Machine Information" > "Print Mode" in the Administrator Guide.

Entering Text

During operations, a screen for entering text sometimes appears. The following describes how to enter text.



You can enter the following characters: numerals, alphabets, and symbols.

| Item | Description |
|---------------------------------|--|
| Entering alphabets and numerals | To enter uppercase letters, select [Shift]. To return to the lowercase letters, select [Shift] again. |
| Entering symbols | Select [More Characters]. Note <ul style="list-style-type: none"> • Depending on the keyboard, you can select a symbol from the pull-up options displayed on the bottom left of the screen. |
| Entering a space | Select [Space]. |
| Deleting characters | Select [Backspace] to delete one character at a time. Select [Delete Text] to delete all characters. |

3 Copy

This chapter describes the basic operation and features for the Copy service.

- Copying Procedure 50
- Operations during Copying 56
- Saving Scanned Documents 59
- Simple Copy 62
- Copy 66
- Image Quality..... 73
- Layout Adjustment 76
- Output Format..... 90
- Job Assembly 123

Copying Procedure

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

| | |
|--|----|
| Step 1 Loading Documents | 50 |
| Step 2 Selecting Features | 52 |
| Step 3 Entering a Quantity | 54 |
| Step 4 Starting the Copy Job | 54 |
| Step 5 Confirming the Copy Job in Job Status | 55 |

Step 1 Loading Documents

The following two methods are available to load documents:

■ Document Feeder

- Single sheet
- Multiple sheets

■ Document Glass

- Single sheet
- Bound documents, such as books

Document Feeder

The document feeder supports single and multiple sheet documents with sizes from 139.7 x 139.7 mm (Standard size: A5, A5 \square , 5.5 x 8.5", 5.5 x 8.5" \square) to 297 x 432 mm (Standard size: A3, 11 x 17").

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

For information on document sizes that can be detected automatically and how to enter a non-standard document size, refer to "Original Size (Specifying the Scan Size for the Document)" (P.81).

The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode. For information on paper size settings, refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paper Size Settings" in the Administrator Guide.

The document feeder accepts the following number of sheets.

| Weight | Number of Sheets |
|---------------|------------------|
| 38 - 80 gsm | 250 sheets |
| 81 - 128 gsm | 150 sheets |
| 129 - 200 gsm | 100 sheets |

- Important**
- To avoid paper jams, use the document glass for folded or wrinkled documents, cut-and-pasted documents, curled paper, or back carbon paper.
 - 2-sided scanning of lightweight paper (38 - 48 gsm) is not supported.

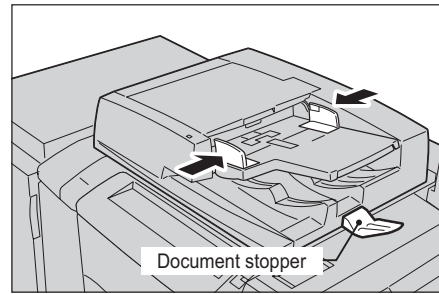
For information on how to copy mixed sized documents, refer to "Mixed Size Originals (Scanning Different Size Documents Simultaneously)" (P.82).

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

2 Adjust the document guides to match the size of the document loaded.

Note

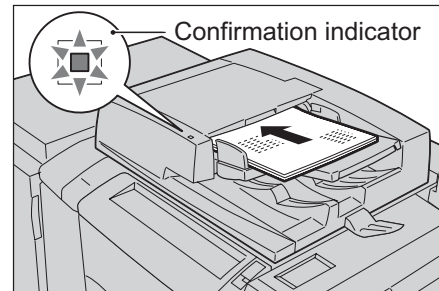
- When loading a large size document such as A3, lift up the document feeder tray, and open the document stopper rightward.



3 Load the document face up (when the document is 2-sided, load the front side up) in the center of the document feeder.

Note

- The Confirmation indicator lights up when the document is loaded correctly.
- When the documents is loaded in the document feeder, the document feeder tray lifts up. You can set the timing of the lift. For more information, refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Document Feeder Tray Elevation" in the Administrator Guide.



Document Glass

The document glass supports a single sheet, a book, or other similar documents with sizes from 15 x 15 mm to 297 x 432 mm (Standard size: A3, 11 x 17").

Important • Always close the document cover after using the document glass.

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

For information on document sizes that can be detected automatically and how to enter a non-standard document size, refer to "Original Size (Specifying the Scan Size for the Document)" (P.81).

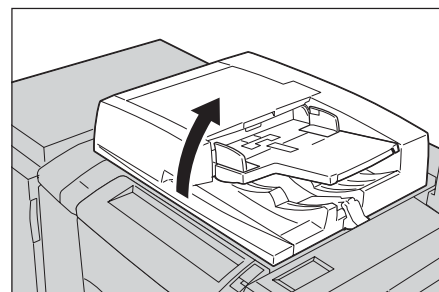
The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paper Size Settings" in the Administrator Guide.

CAUTION

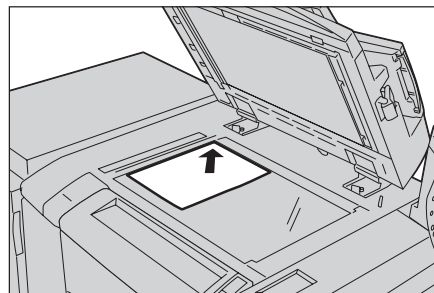
Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

1 Open the document cover.

Important • Make sure that the touch screen is active, and then load a document. Otherwise, the machine may not properly detect the document size.



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



- 3 Close the document cover.

Note • When a standard size document is loaded on the document glass, the size of the document is displayed in the message field. For information on the message field, refer to "Message Field" (P.45).

Step 2 Selecting Features

The following two services are available to copy documents.

■ Simple Copy

Allows you to only select basic features to copy documents.

■ Copy

Allows you to make detailed settings to copy documents.

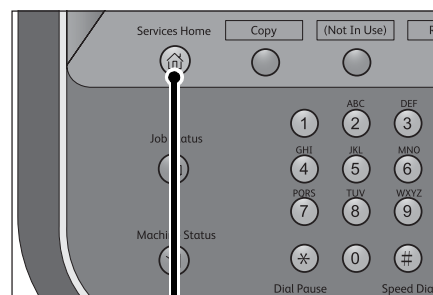
The following procedure uses [Copy] to describe how to select features.

The following describes how to copy a document and how to store scanned documents as data in a folder on the machine.

For information on Simple Copy, refer to "Simple Copy" (P.62).

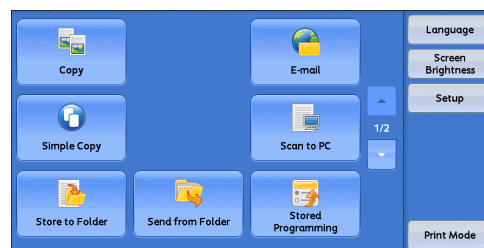
Note • The features displayed on the screen depend on the configuration of your machine.
 • When the Authentication or Accounting feature is enabled, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.

- 1 Press the <Services Home> button.

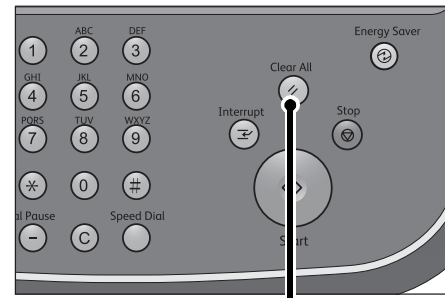


<Services Home> button

- 2 Select [Copy].

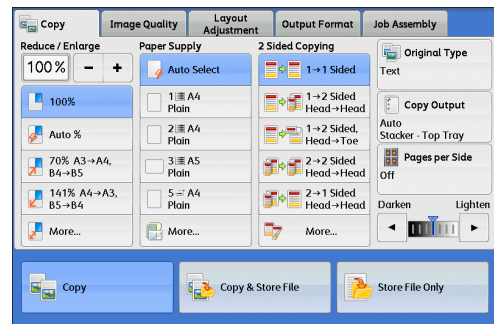


- If the previous settings still remain, press the <Clear All> button.



<Clear All> button

- Select one from [Copy], [Copy & Store File] or [Store File Only].



Copy 3

■Copy

Copies scanned documents.

■Copy & Store File

Copies scanned documents and then saves them as data in a folder on the machine. You can print the data or change the settings on the [Send from Folder] screen.

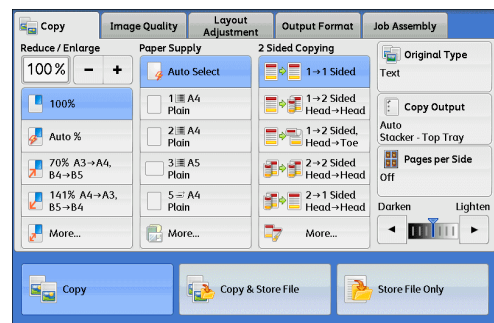
■Store File Only

Saves scanned documents as data in a folder on the machine. You can print the data or change the settings on the [Send from Folder] screen.

For information on [Copy & Store File] and [Store File Only], refer to "Saving Scanned Documents" (P.59). For more information on how to operate folders, refer to "Send from Folder" (P.209).

- Note**
- The features displayed on the screen depend on your machine configuration.
 - When the Authentication or Accounting feature is enabled, the machine may prompt you to enter the system administrator's ID, or both the system administrator's ID and the passcode. Ask your system administrator for the ID and passcode.

- Select each tab, and configure features as necessary.



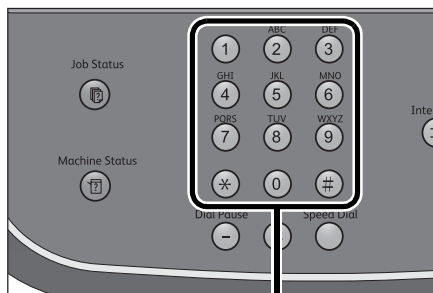
The following shows the reference section for each tab.

- "Copy" (P.66)
- "Image Quality" (P.73)
- "Layout Adjustment" (P.76)
- "Output Format" (P.90)
- "Job Assembly" (P.123)

Step 3 Entering a Quantity

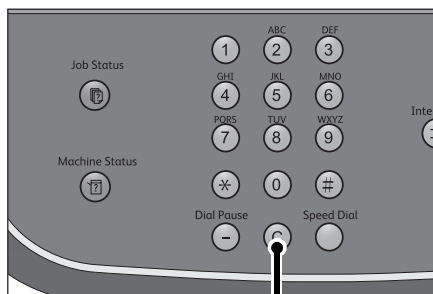
The following describes how to enter the number of copy sets. You can enter up to 9999 sets.

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



Numeric keypad

- 2 If you have entered an incorrect value, press the <C (Clear)> button and then enter the correct value.



<C (Clear)> button

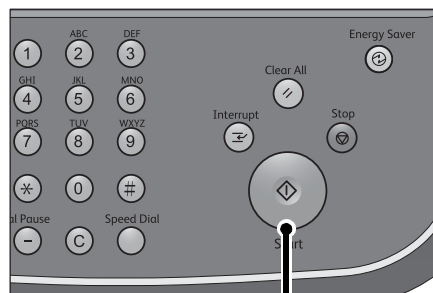
Step 4 Starting the Copy Job

The following describes how to start a copy job.

- 1 Press the <Start> button.

Important

- If the document has been loaded in the document feeder, do not hold down the document while it is being conveyed.
- Copies cannot be made if a copy protection code is detected. For information on copy protection codes, refer to "Secure Watermark (Managing Document Security)" (P.109).



<Start> button

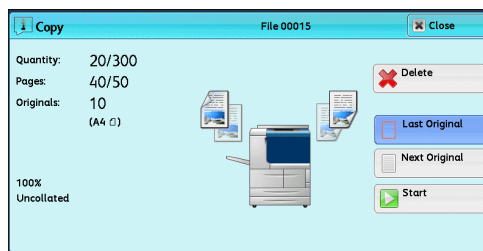
■If you have more documents

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

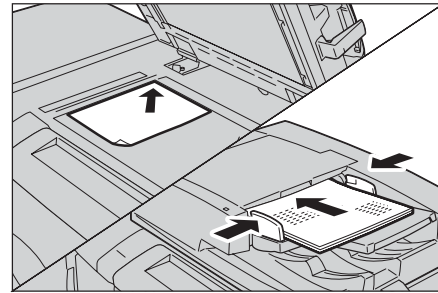
- 2 Select [Next Original] while scanning is in progress.

Note

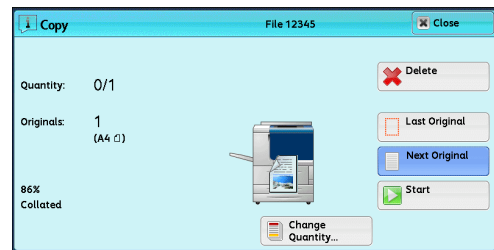
- When using the document feeder, load the next document after the machine has finished scanning the first document.
- When [Next Original] is displayed on the screen shown on the right and no operation is performed for a certain period of time, the machine automatically assumes that there are no more documents.
- You can change the number of copies by selecting [Change Quantity] that is displayed after selecting [Delete].



- 3 Load the next document.



- 4 Press the <Start> button.
If you have more documents, repeat steps 3 and 4.
- 5 When all documents have been scanned, select [Last Original].

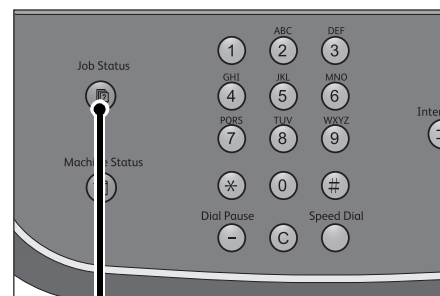


Copy 3

Step 5 Confirming the Copy Job in Job Status

If copies are not output after you start the copy job, the job may be in pending status. Use the following procedure to confirm the job status.

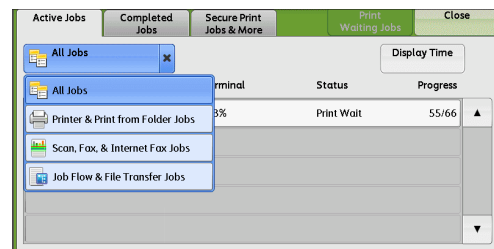
- 1 Press the <Job Status> button.



<Job Status> button

- 2 Confirm the job status.

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



Operations during Copying

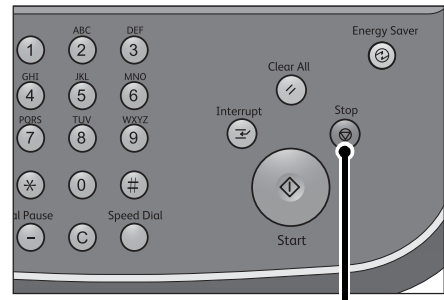
This section describes available operations during copying. The following shows the reference section for each operation.

| | |
|------------------------------------|----|
| Stopping the Copy Job | 56 |
| Changing the Number of Copies..... | 57 |
| Interrupting the Copy Job | 58 |

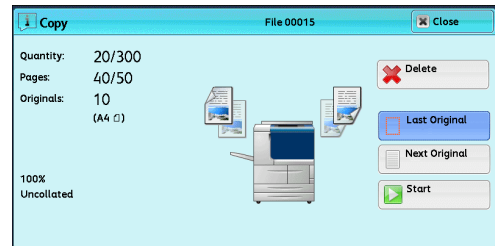
Stopping the Copy Job

To cancel a copy job in progress, use the following procedure.

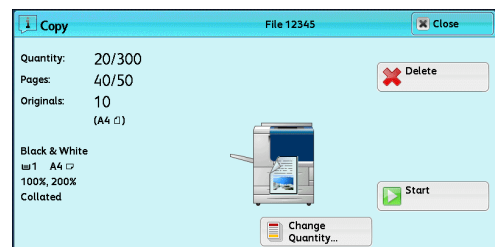
- 1 Press either the <Stop> button on the control panel or [Delete] on the touch screen.



<Stop> button

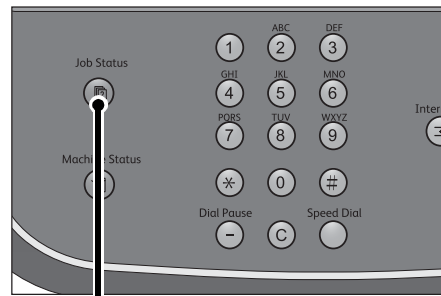


- 2 Select [Delete].



■If [Delete] does not appear on the screen:

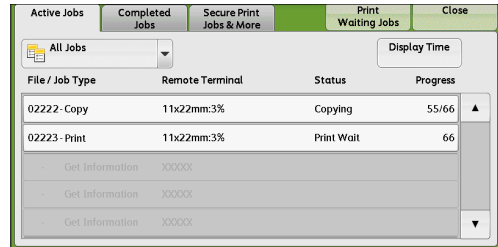
1 Press the <Job Status> button.



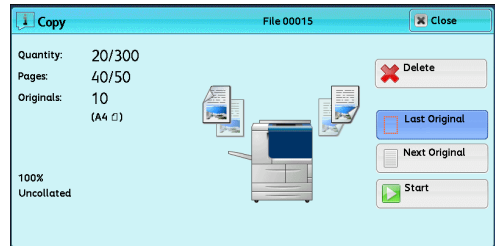
<Job Status> button

2 Select the job to cancel.

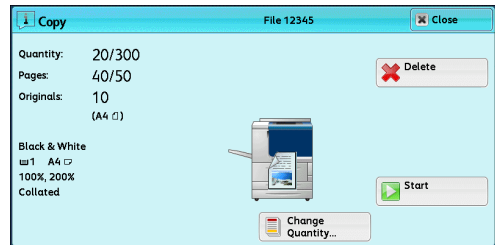
Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.



3 Select [Delete].



4 Select [Delete].

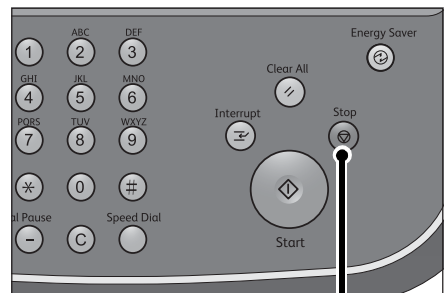


Copy 3

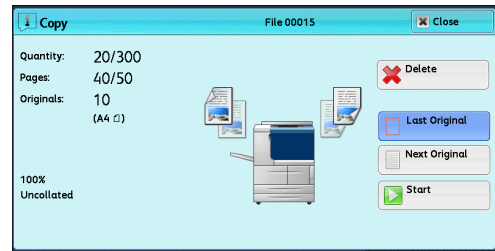
Changing the Number of Copies

To change the number of copy sets during scanning or copying, use the following procedure.

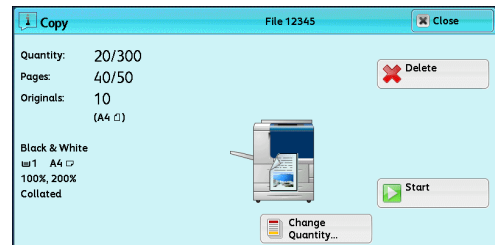
1 Press either the <Stop> button on the control panel or [Delete] on the touch screen.



<Stop> button



2 Select [Change Quantity].



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

4 Press the <Start> button.

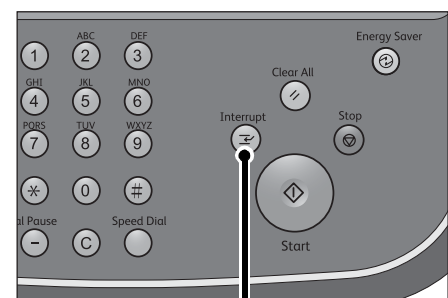
Note • If you enter the same value as the number of copies that have already been printed, the machine will not execute a copy job even when you press the <Start> button.

Interrupting the Copy Job

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

Important • Press the <Interrupt> button only after all the documents have been scanned. The machine does not accept another job while it is scanning the documents, or when [Next Original] has been selected.

1 Press the <Interrupt> button.
The <Interrupt> button lights up to indicate that the machine is in the Interrupt mode.



<Interrupt> button

2 Load a document and set features if necessary.

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

4 Press the <Start> button.

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

The <Interrupt> button goes out to indicate that the Interrupt mode is exited.

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

6 Press the <Start> button.

The suspended copy job is resumed.

Saving Scanned Documents

You can save scanned documents as data in a folder on the machine.

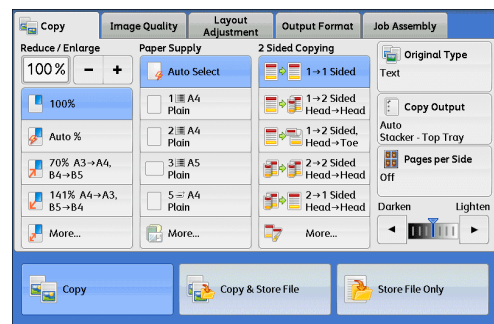
To use a folder, select [Copy & Store File] or [Store File Only]. You also need to create a folder in advance.

For information on how to create a folder, refer to "5 Tools" > "Setup" > "Create Folder" in the Administrator Guide.

For information on how to operate folders, refer to "Send from Folder" (P.209).

- Note**
- The maximum number of pages that can be stored in the machine is about 2000 pages per file. This value is for reference only, and varies depending on the type, size, and orientation of the document.
 - Once a copy file has been saved, you cannot create a file that exceeds a total of 10000 pages by merging files, inserting files, or inserting separators.

- 1 Select [Copy] on the [Services Home] screen.
- 2 Select each tab, and configure features as necessary.
- 3 Select [Copy & Store File] or [Store File Only].



- 4 Specify a folder to save data in.

- Note**
- If a passcode is set for the folder, the passcode entry screen may appear. Enter the passcode and select [Confirm]. If you have forgotten the passcode, set the folder passcode in the System Administration mode again.



- 5 Press the <Start> button.

■Folder

A folder to save scanned data in.

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

■File Name

Specify the file name for saving.

Using the displayed keyboard and the numeric keypad, you can enter up to 28 characters.

For information on how to enter characters, refer to "Entering Text" (P.48).

■Go to

Displays a folder at the top when you enter the 3-digit folder number with the numeric keypad.

■ Number of Files

Displays the number of files stored in the selected folder.

■ File List

Select a folder and then select this button to check or delete files stored in the folder.

File List

You can check or delete files stored in a folder.

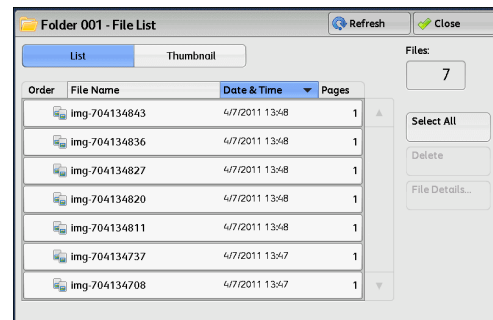
- 1 Select a folder.
- 2 Select [File List].



- 3 Select the file you want to check or delete.

If the scanned data is not displayed, select [Refresh].

- Note**
- Select [▲] to display the previous screen or [▼] to display the next screen.
 - You can sort files in ascending or descending order by selecting either [File Name] or [Date & Time].



■ List

Lists the files stored in the folder, with their stored dates and pages.

■ Thumbnail

Displays the images and names of the files stored in the folder.

Important • If the power is cut off immediately after a scanned file is stored in a folder, or if the hard disk space is insufficient to display thumbnails, files in the folder may not be displayed in thumbnail view. In that case, display them in list view.

- The thumbnail view may not be available for long documents. If a long document is not displayed in thumbnail view, display it in list view.
- Characters and images in thumbnail view may not be correctly displayed because they are scaled down from the actual sizes.

Note • The orientation of an image displayed in thumbnail view may not match the orientation (LEF Orientation/SEF Orientation) in which the document was loaded.

■ Number of Files

Displays the number of files stored in the selected folder.

■ Select All

Selects all the files in the folder. If you select [Select All] again, all the files are deselected.

■ **Delete**

Deletes the selected files in the folder.

■ **File Details**

Previews the selected file to allow you to check its details.

Simple Copy

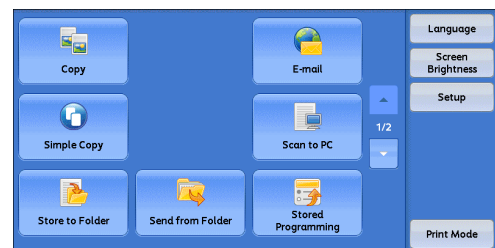
You can select [Copy] or [Simple Copy] on the [Services Home] screen to set the features for the Copy service.

This section describes the features you can select on the [Simple Copy] screen. [Simple Copy] allows you to use only basic features to easily copy documents. The following shows the reference section for each feature.

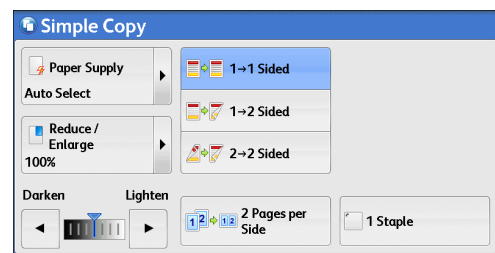
- Paper Supply (Selecting the Paper for Copying)..... 62
- Reduce/Enlarge (Making Enlarged/Reduced Copies)..... 63
- 2 Sided Copying (Making 2 Sided Copies)..... 64
- Lighten/Darken (Adjusting the Copy Density) 64
- 2 Pages per Side (Copying Two Pages onto One Sheet)..... 65
- 1 Staple 65

Copy 3

- 1 Select [Simple Copy] on the [Services Home] screen.



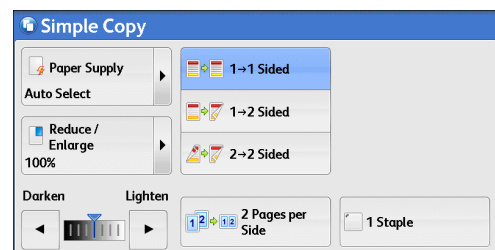
- 2 Select a feature on the [Simple Copy] screen.



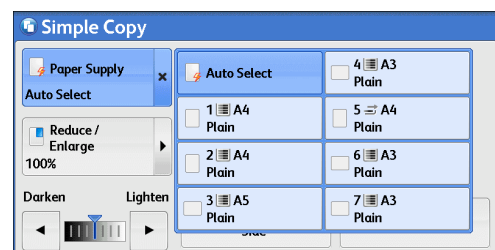
Paper Supply (Selecting the Paper for Copying)

This feature allows you to select the paper tray for copying.

- 1 Select [Paper Supply].



- 2 Select a paper tray to be used.



■Auto Select

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

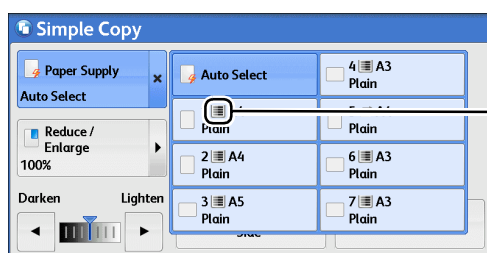
Note • If you select [Auto Select], an option other than [Auto %] is selected in [Reduce/Enlarge].

■Trays 1 to 5, and Trays 6 and 7 (optional)

Allows you to directly select the desired tray.

Checking the Remaining Amount of Paper in a Tray

The icons displayed in a tray allows you to check the remaining amount of paper loaded in the tray.



You can view the icons to check the remaining amount of paper in a tray.



: Indicates that the remaining amount of paper is 25 to 100%.



: Indicates that the remaining amount of paper is 25% or less.

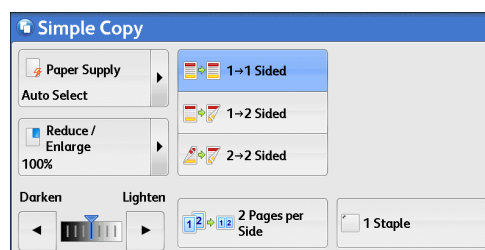


: Indicates that the tray has run out of paper, or no paper is loaded in the tray.

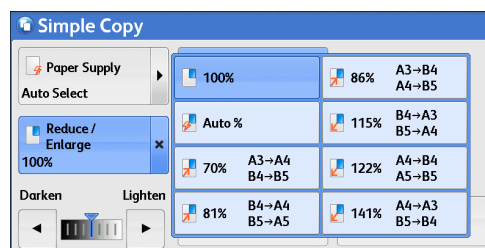
Reduce/Enlarge (Making Enlarged/Reduced Copies)

This feature allows you to select a copy ratio to enlarge or reduce the size of copies.

1 Select [Reduce/Enlarge].



2 Select a copy ratio.



■100%

Copies at the same image size as the original document.

■Auto %

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

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

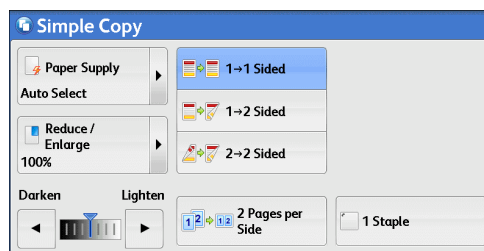
■Ratios

Allows you to select from preset copy ratios.

2 Sided Copying (Making 2 Sided Copies)

This feature allows you to copy 1-sided and 2-sided documents on one side or both sides of paper.

- 1 Select any option.



■1 → 1 Sided

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

■1 → 2 Sided

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

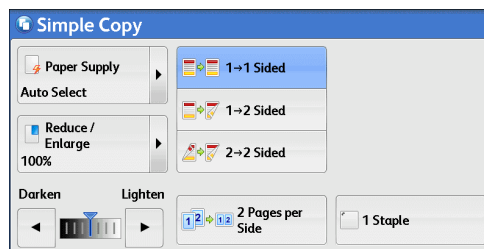
■2 → 2 Sided

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

Lighten/Darken (Adjusting the Copy Density)

This feature allows you to select a copy-density level from seven levels.

- 1 Use [◀] and [▶] to set a density level.



2 Pages per Side (Copying Two Pages onto One Sheet)

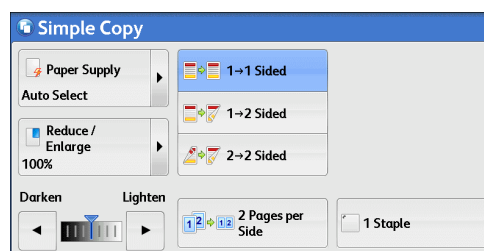
This feature allows you to copy two pages of a document together onto one side of a single sheet of paper.

When you select [2 Pages per Side], [Auto %] is automatically selected in [Reduce/Enlarge]. The machine automatically sets the copy ratio and makes copies of the images so that they fit on the selected paper.

- Note**
- When you deselect [Auto %] in [Reduce/Enlarge] (when you select another copy ratio), image loss may occur depending on the image size of the document.
 - Select a tray other than [Auto Select] in [Paper Supply]. When you select [Auto Select], the tray containing A4 paper is selected. If no tray contains A4 paper, the machine selects a tray based on the [Auto Paper Off] setting. For information on [Auto Paper Off], refer to "5 Tools" > "Copy Service Settings" > "Copy Control" > "Auto Paper Off" in the Administrator Guide.

For information on how to copy four or eight pages of a document together onto one side of a single sheet of paper, refer to "Pages per Side (Copying Multiple Pages onto One Sheet)" (P.97).

- 1 Select [2 Pages per Side].



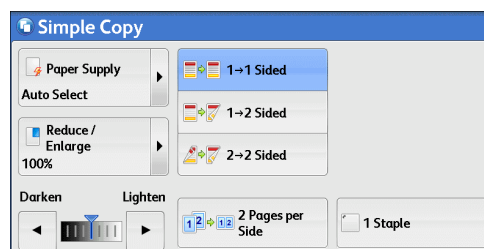
1 Staple

This feature allows you to select whether to staple copied outputs at the top left corner.

The number of sheets that can be stapled is 2 - 100 (when 80 gsm paper is used). Available paper types are: Plain (64 - 105 gsm), Pre-Printed (64-105 gsm), Plain - Special 1 (64 - 105 gsm), Pre-Printed SP1 (64-105 gsm), Recycled (64 - 105 gsm), Recycled - Special 1 (64 - 105 gsm), Plain Reload (64 - 105 gsm), Plain ReloadSP1 (64 - 105 gsm), Punched (64 - 105 gsm), Lightweight (52 - 63 gsm), LW Pre-Printed (52 - 63 gsm), Heavyweight (106 - 216 gsm), HW Pre-Printed (106 - 216 gsm), Heavyweight SP1 (106 - 216 gsm), HW Pre-Printed SP1 (106 - 216 gsm), Tab Stock (106 - 216 gsm), and Custom Paper 1 to 5. If paper heavier than 90 gsm is used, outputs may not be stapled correctly even if the number of sheets is 100 or less.

- Note**
- The feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

- 1 Select [1 Staple].



Copy

You can select [Copy] or [Simple Copy] on the [Services Home] screen to set the features for the Copy service.

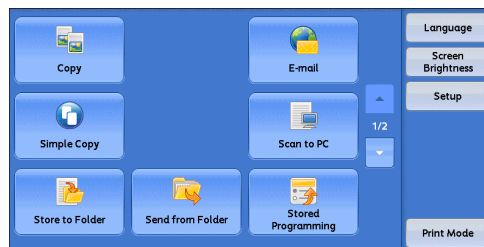
This section describes the features you can select on the [Copy] screen. The following shows the reference section for each feature.

- Reduce/Enlarge (Making Enlarged/Reduced Copies) 66
- Paper Supply (Selecting the Paper for Copying) 70
- 2 Sided Copying (Making 2 Sided Copies) 72
- Original Type (Selecting the Document Type)..... 72
- Copy Output (Specifying Finishing Options) 72
- Pages per Side (Copying Multiple Pages onto One Sheet)..... 72
- Lighten/Darken (Adjusting the Copy Density)..... 72

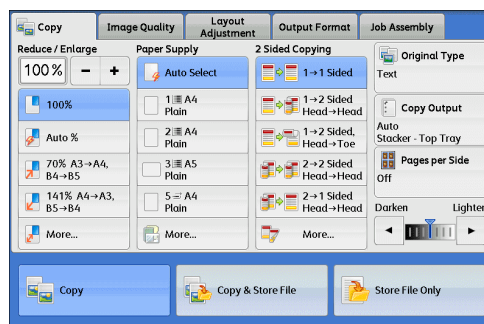
You can customize the layout of the features displayed on the [Copy] screen. For more information, refer to "5 Tools" > "Copy Service Settings" > "Copy Tab - Features Allocation" in the Administrator Guide.

Copy
3

- 1 Select [Copy] on the [Services Home] screen.



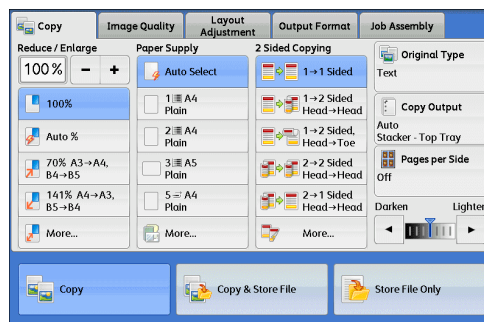
- 2 Select a feature on the [Copy] screen.



Reduce/Enlarge (Making Enlarged/Reduced Copies)

This feature allows you to select a copy ratio to enlarge or reduce the size of copies.

- 1 Specify a copy ratio. You can use the numeric keypad to specify a value, or [+] and [-] to specify reduction/enlargement ratios directly.



■ 100%

Copies at the same image size as the original document.

■ Auto %

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

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

■ Ratios (3rd and 4th buttons)

Displays preset copy ratios.

You can change the copy ratio associated with each button. For information on the settings, refer to "5 Tools" > "Copy Service Settings" > "Preset Buttons" > "Reduce/Enlarge - Button 3 - 4" in the Administrator Guide.

■ More

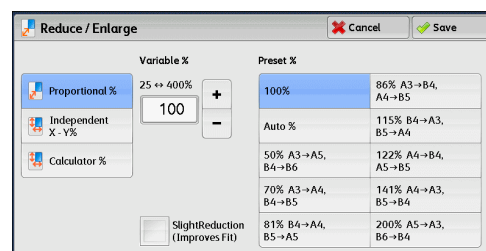
Displays the [Reduce/Enlarge] screen on which you can set [Proportional %], [Independent X - Y%], and [Calculator %].

For information on the settings on the [Reduce/Enlarge] screen, refer to "When [Proportional %] is Selected" (P.67), "When [Independent X - Y%] is Selected" (P.68), or "When [Calculator %] is Selected" (P.69).

When [Proportional %] is Selected

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

- 1 Select a copy ratio, or specify a value.



■ Variable %

Specify a ratio in the range from 25 to 400% in 1% increments. To specify a value, use the numeric keypad or [+] and [-]. Specifying "100 %" allows you to make copies at the same image size as the original document.

When you make enlarged/reduced copies from standard sized documents on standard sized paper, the following copy ratios will be applied.

| Copy Original | A6 | B6 | A5 | B5 | A4 | B4 | A3 |
|------------------|------|------|------|------|------|------|------|
| A6 | 100% | 122% | 141% | 173% | 200% | 245% | 283% |
| B6 | 82% | 100% | 116% | 142% | 164% | 200% | 232% |
| A5 | 71% | 86% | 100% | 122% | 141% | 174% | 200% |
| B5 | 58% | 70% | 81% | 100% | 115% | 141% | 163% |
| A4 | 50% | 61% | 70% | 86% | 100% | 122% | 141% |
| B4 | 41% | 50% | 58% | 70% | 81% | 100% | 115% |
| A3 | 35% | 43% | 50% | 61% | 70% | 86% | 100% |

■Preset %

Select a copy ratio from the following options.

- 100%

Copies at the same image size as the original document.

- Auto %

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

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

- Preset ratios

Select from the preset ratios.

You can change the copy ratio associated with each button. For information on the settings, refer to "5 Tools" > "Copy Service Settings" > "Reduce/Enlarge Presets" in the Administrator Guide.

■Slight Reduction (Improves Fit)

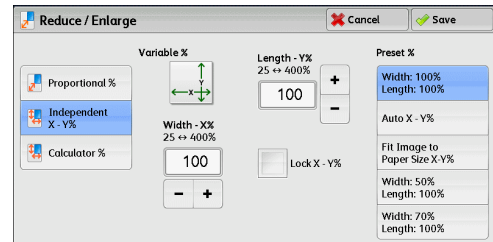
Select this check box to slightly reduce the specified copy ratio to copy the complete image onto the paper.

Important • If you select [SlightReduction (Improves Fit)] and you do not want to erase the edges of the document, set the amount of edge erase to 0 mm. Note that if the amount is set to 0 mm, the edges of the copied document may get dirty. You can set [Edge Erase] on the [Layout Adjustment] screen. For more information, refer to "Edge Erase (Erasing Edges and Margin Shadows of the Document)" (P.83).

When [Independent X - Y%] is Selected

You can specify reduction/enlargement ratios for the width and length individually.

- 1 Select any option.



■Variable %

- Width - X%, Length -Y%

Allows you to specify reduction/enlargement ratios for the width and length in the range from 25 to 400% in 1% increments. Use [+] and [-] or the numeric keypad to specify a ratio.

■Lock X - Y%

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

■Preset %

- Width: 100% /Length: 100%

Copies at the same image size as the original document.

- Auto X - Y%

Automatically determines the reduction/enlargement ratios for the width and length so that the document image fits in the paper.

- Fit Image to Paper Size X - Y%

Automatically determines the reduction/enlargement ratios for the width and length so that the document image fits in the paper, and then slightly reduces the ratios so that the complete image is copied onto the paper.

- Width: XX% Length: XX%

Allows you to specify the preset reduction/enlargement ratios.

When [Calculator %] is Selected

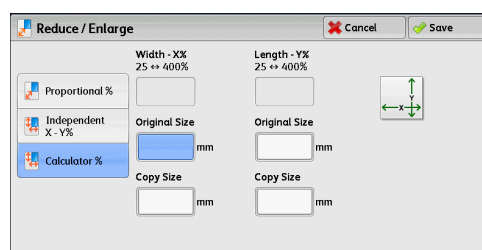
You can specify values for the length and width individually.

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

Note • Selecting [Calculator %] allows you to set copy ratios. The values entered in [Original Size] and [Copy Size] are used to calculate ratios, and do not reflect a scan size for the document or the paper size. Be sure to specify a scan size for the document. Also, select a paper tray if necessary.

For information on how to specify a scan size for the document, refer to "Original Size (Specifying the Scan Size for the Document)" (P.81). For information on how to select a paper tray, refer to "Paper Supply (Selecting the Paper for Copying)" (P.70).

- 1 Enter the width of the original document in [Original Size] of [Width - X%] using the numeric keypad.



- 2 Enter the width of the output copy in [Copy Size] of [Width - X%] using the numeric keypad.
- 3 In the same way, enter the length for [Original Size] and [Copy Size] of [Length - Y%].

■Width - X% / Length - Y%

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

■Original Size

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

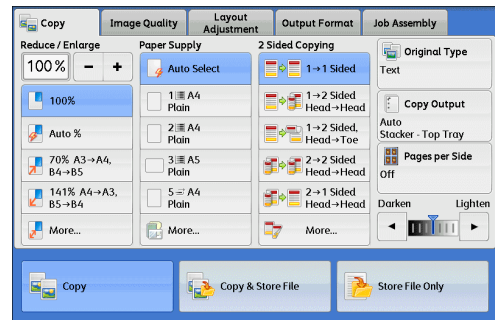
■Copy Size

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

Paper Supply (Selecting the Paper for Copying)

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

- 1 Confirm paper size and type, and select a paper tray.



■ Auto Select

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

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

■ Trays (2nd to 5th buttons)

Allows you to directly select the desired tray.

You can change the paper tray associated with each button on the [Copy] screen. For information on the settings, refer to "5 Tools" > "Copy Service Settings" > "Preset Buttons" > "Paper Supply - Button 2 - 5" in the Administrator Guide.

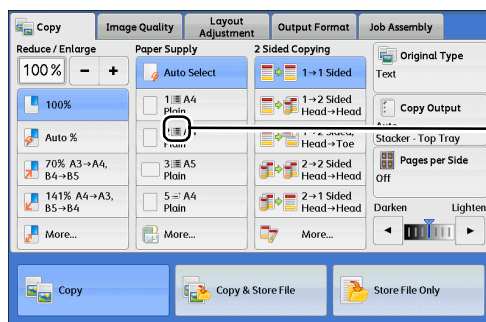
■ More

Displays the [Paper Supply] screen.

Refer to "[Paper Supply] Screen" (P.71).

Checking the Remaining Amount of Paper in a Tray

The icons displayed in a tray allows you to check the remaining amount of paper loaded in the tray.



You can view the icons to check the remaining amount of paper in a tray.



: Indicates that the remaining amount of paper is 25 to 100%.



: Indicates that the remaining amount of paper is 25% or less.

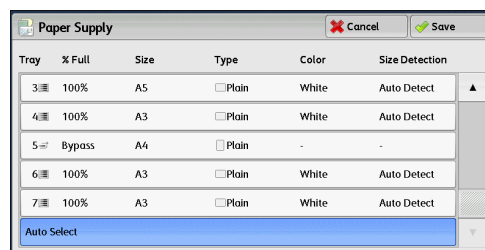


: Indicates that the tray has run out of paper, or no paper is loaded in the tray.

[Paper Supply] Screen

This screen allows you to select a paper tray.

- 1 Select a paper tray.



■ Tray

Allows you to select a paper tray.

Note • Trays 6 and 7 are optional.

■ % Full

Displays the remaining amounts of paper loaded in trays.

■ Size

Displays paper sizes.

■ Type

Displays paper types.

■ Color

Displays paper colors.

For information on how to set [Paper Color], refer to "5 Tools" > "Common Service Settings" > "Paper Tray Settings" > "Paper Tray Attributes" in the Administrator Guide.

■ Size Detection

Displays how the machine detects a paper size.

For information on how to set [Size Detection], refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paper Size Settings" in the Administrator Guide.

[Tray 5] Screen

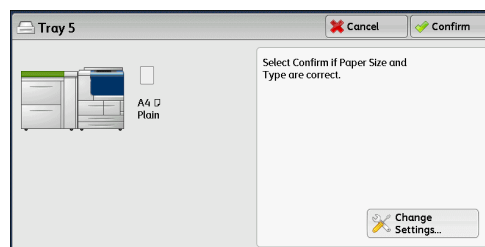
The [Tray 5] screen appears when you load paper.

For information on paper that can be loaded in Tray 5, refer to "2 Paper and Other Media" > "Paper Types" in the Administrator Guide.

- 1 Make sure the paper size and type match the paper loaded in the tray.

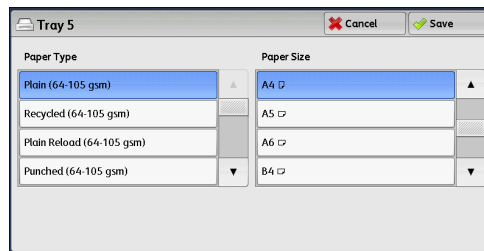
When the paper size and type match the paper loaded in the tray, select [Confirm].

When you change the paper size and type, go to step 2.



2 Select a paper size and a paper type.

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



■Paper Type

Select a paper type.

■Paper Size

Select a paper size.

2 Sided Copying (Making 2 Sided Copies)

This feature is the same as [2 Sided Copying] on the [Layout Adjustment] screen.
For more information, refer to "2 Sided Copying (Making 2 Sided Copies)" (P.76).

Original Type (Selecting the Document Type)

This feature is the same as [Original Type] on the [Image Quality] screen.
For more information, refer to "Original Type (Selecting the Document Type)" (P.73).

Copy Output (Specifying Finishing Options)

This feature is the same as [Copy Output] on the [Output Format] screen.
For more information, refer to "Copy Output (Specifying Finishing Options)" (P.118).

Pages per Side (Copying Multiple Pages onto One Sheet)

This feature is the same as [Pages per Side] on the [Output Format] screen.
For more information, refer to "Pages per Side (Copying Multiple Pages onto One Sheet)" (P.97).

Lighten/Darken (Adjusting the Copy Density)

This feature allows you to select a copy-density level from seven levels.

Note • [Lighten/Darken] on the [Copy], [Image Quality] and [Simple Copy] screens is the same.

1 Use [◀] and [▶] to select from seven density levels.

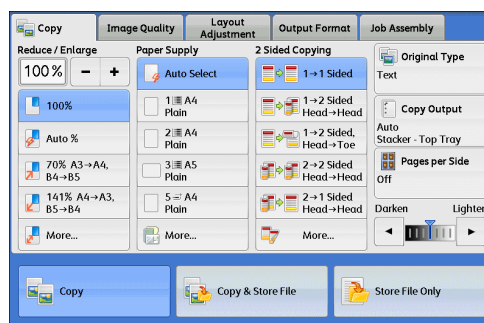
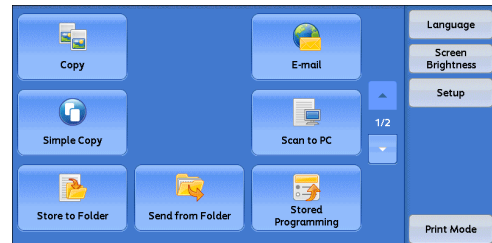


Image Quality

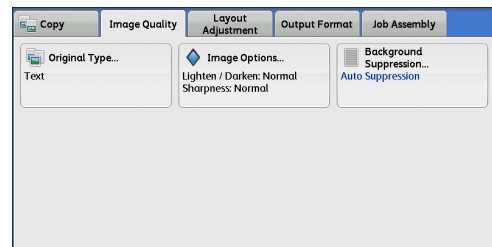
The section describes the features you can select on the [Image Quality] screen. The following shows the reference section for each feature.

| | |
|---|----|
| Original Type (Selecting the Document Type) | 73 |
| Image Options (Adjusting Copy Density/Sharpness of Images) | 74 |
| Background Suppression (Erasing the Background Color of Documents)..... | 75 |

- 1 Select [Copy] on the [Services Home] screen.



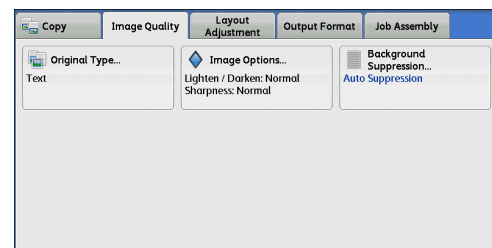
- 2 Select a feature on the [Image Quality] screen.



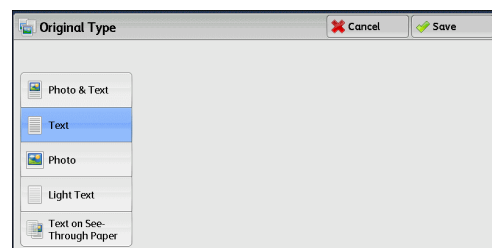
Original Type (Selecting the Document Type)

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

- 1 Select [Original Type].



- 2 Select the original type.



■Photo & Text

Select this option to make copies of documents containing both text and photos. The machine automatically distinguishes the text and photo areas and sets the appropriate image quality for each area of the document.

■Text

Select this option to make sharp copies of text. This option is suitable for graphs and illustrations.

■Photo

Select this option to make copies of photos.

■Light Text

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

■Text on See-Through Paper

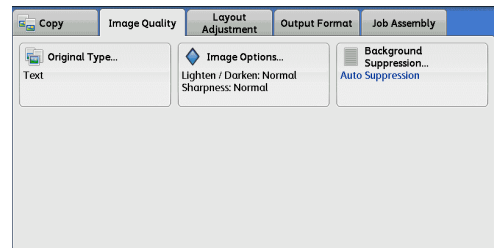
Select this option to reduce blurs of tracing paper documents or to suppress background shadows of lightweight documents.

Image Options (Adjusting Copy Density/Sharpness of Images)

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

Note • [Lighten/Darken] under [Image Options] is the same as [Lighten/Darken] on the [Copy] screen.

1 Select [Image Options].

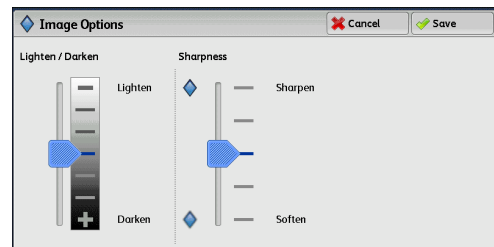


2 Adjust the copy density, and sharpness.

■Lighten/Darken

Allows you to select from seven copy density levels between [Lighten] and [Darken].

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



■Sharpness

Allows you to select from five sharpness levels between [Soften] and [Sharpen].

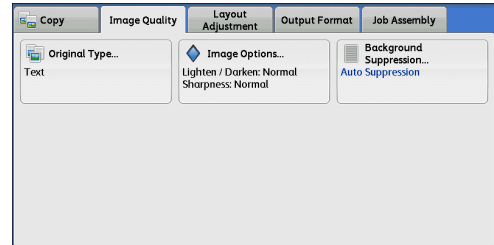
Selecting an upper cell on the bar makes the contours of images sharper, and selecting a lower cell makes softer.

Background Suppression (Erasing the Background Color of Documents)

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

Note • [Background Suppression] is not available when [Original Type] is set to [Photo].

1 Select [Background Suppression].



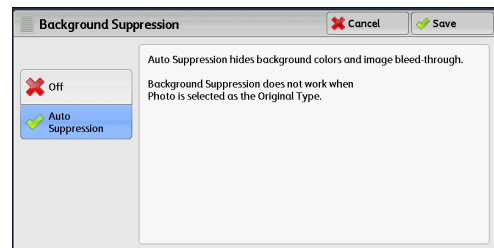
2 Select [Auto Suppression].

■ Off

Scans the document backgrounds with no filtering.

■ Auto Suppression

Suppresses the background of a document printed on colored paper, such as newspaper.



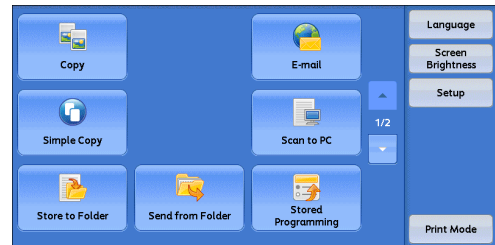
Layout Adjustment

This section describes the features you can select on the [Layout Adjustment] screen. The following shows the reference section for each feature.

- 2 Sided Copying (Making 2 Sided Copies)76
- Book Copying (Copying Facing Pages onto Separate Sheets)78
- 2 Sided Book Copying (Making 2 Sided Copies of Facing Pages)79
- Original Size (Specifying the Scan Size for the Document).....81
- Mixed Size Originals (Scanning Different Size Documents Simultaneously)82
- Edge Erase (Erasing Edges and Margin Shadows of the Document)83
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- Invert Image (Making Reversed Copies of Images)87
- Original Orientation (Specifying the Orientation of Loaded Documents)87
- Image Rotation (Changing the Orientation of Images).....88

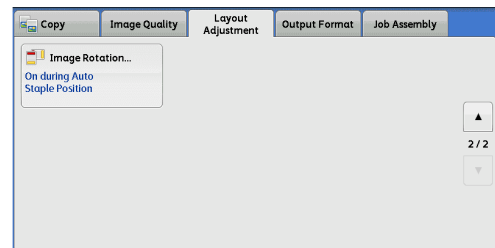
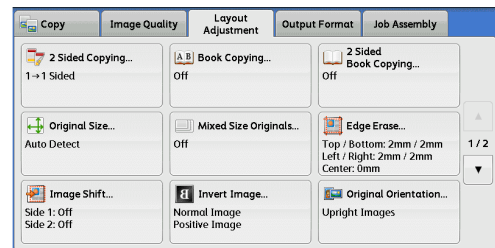
Copy 3

- 1 Select [Copy] on the [Services Home] screen.



- 2 Select a feature on the [Layout Adjustment] screen.

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

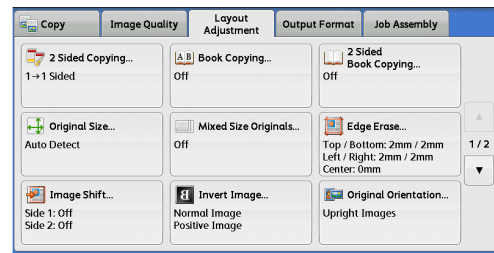


2 Sided Copying (Making 2 Sided Copies)

This feature allows you to copy 1-sided and 2-sided documents on one side or both sides of paper.

Important • Ensure that the actual orientation of the original document matches the [Original Orientation] setting on the [Layout Adjustment] screen.

1 Select [2 Sided Copying].



2 Select any option.

■ 1 → 1 Sided

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

■ 1 → 2 Sided

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

■ 2 → 2 Sided

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

■ 2 → 1 Sided

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

■ Originals

• Head to Head

Select this option when the front and back sides of the document are of the same orientation.

This option is displayed when you select [2 → 2 Sided] or [2 → 1 Sided].

• Head to Toe

Select this option when the front and back sides of the document are of the opposite orientation.

■ Copies

• Head to Head

Select this option when you want the orientation of the first and second sides of the copy to be the same as that of the document.

This option is displayed when you select [1 → 2 Sided] or [2 → 2 Sided].

• Head to Toe

Select this option when you want the orientation of the first and second sides of the copy to be the opposite of that of the document.

This option is displayed when [1 → 2 Sided] or [2 → 2 Sided] is selected.

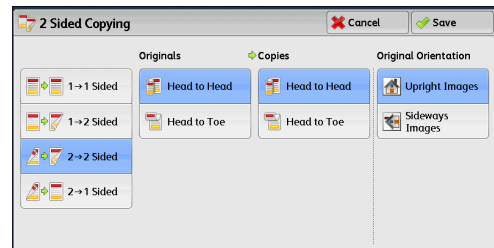
■ Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

• Upright Images

Select this option when placing the top of the document facing the inner side of the document glass or document feeder.



- Sideways Images
Select this option when placing the top of the document facing the left side of the document glass or document feeder.

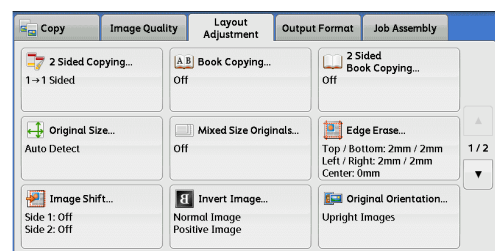
Book Copying (Copying Facing Pages onto Separate Sheets)

This feature allows you to copy facing pages of a document on separate sheets of paper in page order.

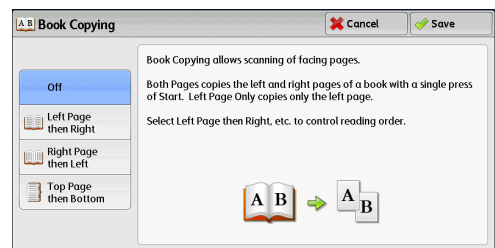
This is useful when you need to make separate copies of facing pages of a bound document such as a booklet.

- Note**
- You cannot use the document feeder with this feature.
 - A non-standard size document or undetectable-size document may not be separated into two accurately.
 - Select [Face Down] in [Face Up/Down Output] on the [Output Format] tab when outputting sheets sorted into sets that are arranged in page order.

1 Select [Book Copying].



2 Select any option.

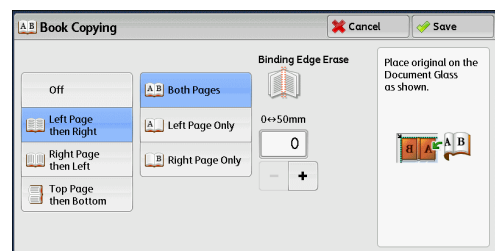


■ Off

Does not copy as a bound document.

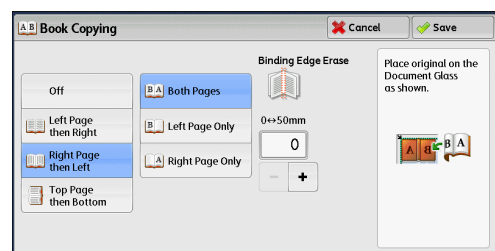
■ Left Page then Right

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



■ Right Page then Left

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



Top Page then Bottom

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

Both Pages

Copies both pages in page order.

Left Page Only

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

Right Page Only

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

Top Page Only

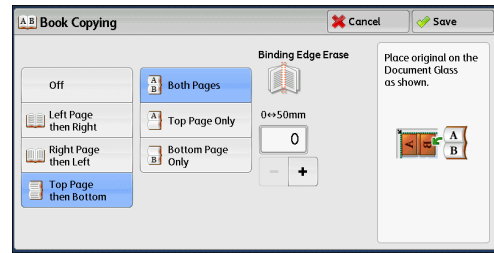
Copies the top page only. You can select this option when [Top Page then Bottom] is selected.

Bottom Page Only

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

Binding Edge Erase

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

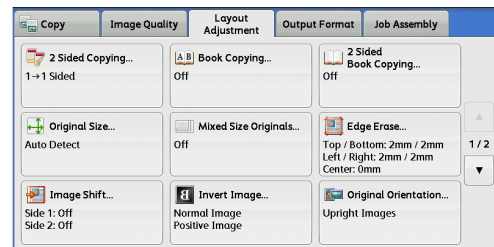


2 Sided Book Copying (Making 2 Sided Copies of Facing Pages)

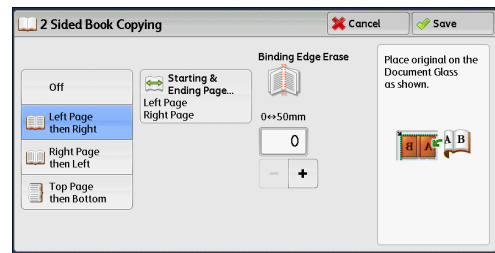
This feature allows you to assign pages when making copies of facing pages in a bound document such as a booklet so that pages face each other in the same way as the document. You can also specify the starting and ending pages from the left and right of facing pages.

- Note**
- A non-standard size document or undetectable-size document may not be separated into two accurately.
 - Use the document glass to load a document.
 - This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

1 Select [2 Sided Book Copying].



2 Select any option.



■ Off

Disables this feature.

■ Left Page then Right

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

■ Right Page then Left

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

■ Top Page then Bottom

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

■ Starting & Ending Page

Displays the [Starting & Ending Page] screen.

Refer to "[Starting & Ending Page] Screen" (P.80).

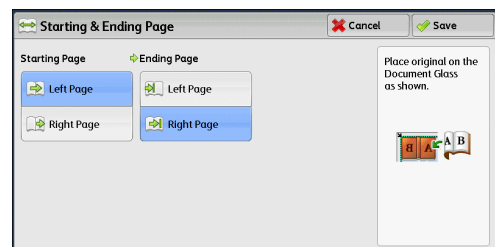
■ Binding Edge Erase

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

[Starting & Ending Page] Screen

This screen allows you to set the starting and ending pages to be copied.

1 Set [Starting Page] and [Ending Page].



■ Starting Page

- [Left Page] / [Right Page]

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

- [Top Page] / [Bottom Page]

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

■ Ending Page

- [Left Page] / [Right Page]

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

- [Top Page] / [Bottom Page]

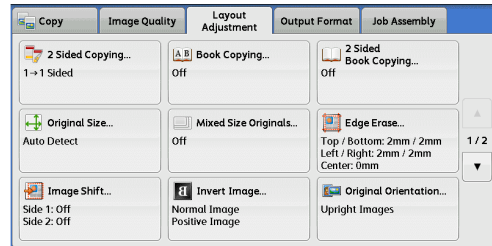
You can select these options when [Top Page then Bottom] is selected.

Original Size (Specifying the Scan Size for the Document)

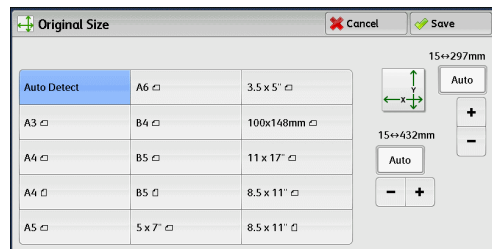
This feature allows you to specify the scan size for a document.

Use this feature when a document is a non-standard size, or when you want to copy a document at a size different from the original size. You can also add margins, or delete unnecessary margins using this feature.

- 1 Select [Original Size].



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



■ Auto Detect

Detects the document size automatically. The following table shows the document sizes that can be detected automatically.

| | Document Feeder | Document Glass |
|--------------------------------------|--|--|
| Auto-detectable Document Size | B5, B5□, B4, A5, A5□, A4, A4□, A3, 8.5 x 11", 8.5 x 11"□, 11 x 17", 16K□, 8K | B6, B6□, B5, B5□, B4, A6, A5, A5□, A4, A4□, A3 |

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

The document sizes that can be automatically detected depend on [Paper Size Settings] in the System Administration mode. For more information, refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paper Size Settings" in the Administrator Guide.

■ Standard Size

Select a document size from preset options.

You can change the sizes displayed on the screen. For information on the settings, refer to "5 Tools" > "Copy Service Settings" > "Original Size Defaults" in the Administrator Guide.

■ Variable Size

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

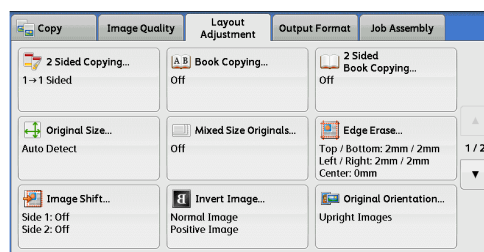
Important • When the document is loaded in the document feeder, the base point in the Y (length) direction is the center of the edge. If you specify 100 mm, the scan length will be from 50 mm above to 50 mm below the center of the document.

Mixed Size Originals (Scanning Different Size Documents Simultaneously)

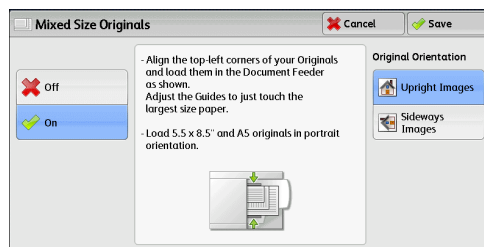
You can scan documents of various sizes simultaneously and make copies on each size or a single size of paper. To use this feature, load the documents in the document feeder.

- Important**
- Load documents in landscape orientation. However, always load A5 documents in portrait orientation.
 - When loading B5 documents together with A3 documents loaded in landscape orientation or A4 documents loaded in portrait orientation, load B5 documents in portrait orientation.
 - If the top left corners of the documents are not aligned properly, the documents may not be scanned correctly.
 - The recommended document size combinations are A4 portrait and A3 landscape, or B5 portrait and B4 landscape. If another combination of document sizes is used, the documents can be fed at an angle and may not be copied properly.
 - This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

1 Select [Mixed Size Originals].



2 Select [On].



Off

Select this option when copying documents of the same size.

On

When documents of different sizes are copied, the machine automatically detects the size of each document.

Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

- Note**
- The [Original Orientation] setting is based on the orientation of the first page of a document. Load the second and subsequent pages of the document based on this setting.
 - If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

• Upright Images

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

• Sideways Images

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

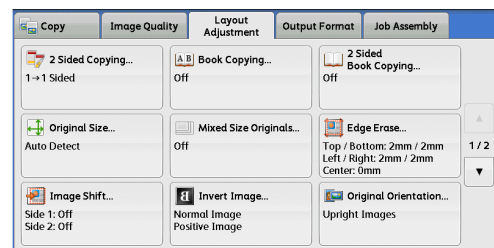
Edge Erase (Erasing Edges and Margin Shadows of the Document)

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

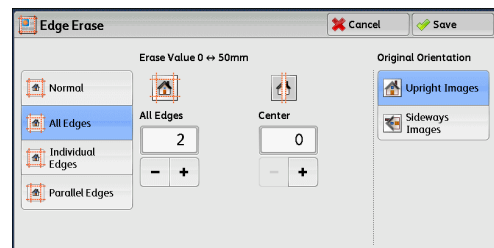
- Note**
- For 2-sided originals, the same edge erase amounts are set for the front and back sides.
 - If you set [Reduce/Enlarge], the edge erase amounts will be reduced or enlarged in proportion to the ratio you specified.
 - The binding shift specified in [Booklet Creation] will not affect the edge erase amounts.
 - If original is placed on the document glass and [1→2 Sided] is selected when using 2 Sided Copying feature, symmetrical edge erase amounts on both sides are not applied to output even if [Individual Edges] is specified and [Mirror Side 1] is selected as [2 Sided Original - Side 2] option. To apply symmetrical edge erase amounts on both sides, select [2→2 Sided] for 2 Sided Copying operation.

Even when the edge erase amount is set to 0 mm, full page copying cannot be made. For information on the areas that can actually be printed, refer to "13 Appendix" > "Printable Area" in the Administrator Guide.

1 Select [Edge Erase].



2 Select any option.



■ Normal

The edge width to erase is set to 2 mm for the top and bottom, and left and right edges.

■ All Edges

Erases the shadows of the four edges of a document, as well as the shadow in the center of the document if it is a bound document or a booklet. You can specify values for [All Edges] and [Center] individually.

■ Individual Edges

Erases the shadows of the top, bottom, left, and right edges of a document, as well as the shadow in the center of the document if it is a bound document or a booklet. You can specify values for [Top], [Bottom], [Left], [Right], and [Center] individually.

■ Parallel Edges

Erases the shadows of the top and bottom edges, and left and right edges of a document, as well as the shadow in the center of the document if it is a bound document or a booklet. You can specify values for [Top & Bottom], [Left & Right], and [Center] individually.

■ Erase Value

Allows you to specify values to erase the edges of a document.

- All Edges

Erases the shadows of the four edges of the document according to the orientation of the loaded document. You can specify the edge width you want to erase in the range from 0 to 50 mm in 1 mm increments.

- Top & Bottom (Top/Bottom)

Erases the shadows of top and bottom edges of the document according to the orientation of the loaded document. You can specify the edge width you want to erase in the range from 0 to 50 mm in 1 mm increments.

- Left & Right (Left/Right)

Erases the shadows of left and right edges of the document according to the orientation of the loaded document. You can specify the edge width you want to erase in the range from 0 to 50 mm in 1 mm increments.

- Center

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

■ Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

- Note**
- If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

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

- Sideways Images

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

■ 2 Sided Original - Side 2

You can select this option when [Individual Edges] is selected. Set whether the same value is set to the edge erase amount of Side 1 and Side 2.

- Same as Side 1

The same value is set to the edge erase amount of Side 1 and Side 2.

- Mirror Side 1

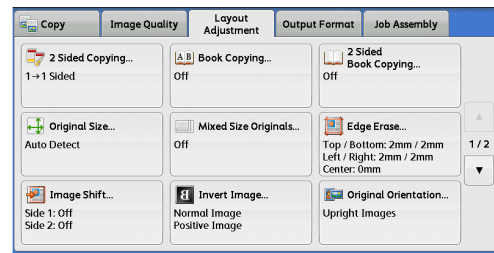
The edge erase amounts of Side 1 and Side 2 are set symmetrically.

Image Shift (Adjusting the Image Position)

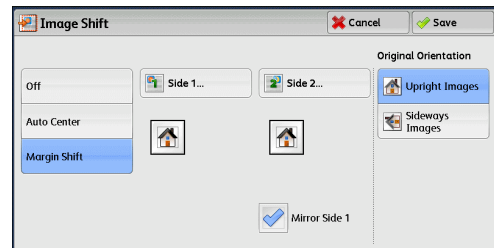
This feature allows you to shift the position of document images so that the images are placed on the left, right, top, bottom, or center of paper. You can also adjust the amounts of the left, right, top, and bottom margins. If you make 2-sided copies, you can adjust the image positions for Side 1 and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

- Note**
- The image shift amount is set in accordance with the paper, and does not affect the setting made in [Reduce/Enlarge].

1 Select [Image Shift].



2 Select any option.



■Off

Does not shift the position of document images.

■Auto Center

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

■Margin Shift

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

- Side 1

Displays the [Image Shift - Side 1] screen.

Refer to "[Image Shift - Side 1] Screen" (P.86).

- Side 2

Displays the [Image Shift - Side 2] screen.

Refer to "[Image Shift - Side 2] Screen" (P.86).

- Mirror Side 1

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

■Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

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

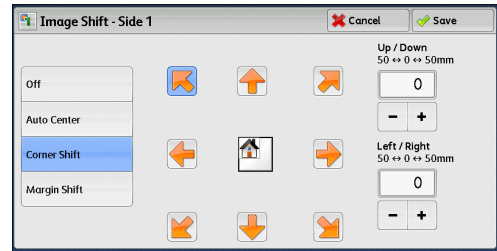
- Sideways Images

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

[Image Shift - Side 1] Screen

This screen allows you to set the image shift for Side 1.

- 1 Select any option.



Off

Does not shift the position of document image.

Auto Center

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

Specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

Corner Shift

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

Specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

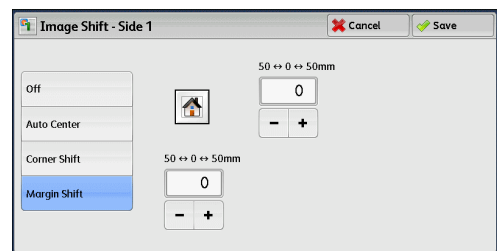
Margin Shift

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

[Image Shift - Side 2] Screen

This screen allows you to set the image shift for Side 2.

- 1 Select any option.



Off

Does not shift the position of document image.

Auto Center

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

Specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

■Corner Shift

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

Specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

■Margin Shift

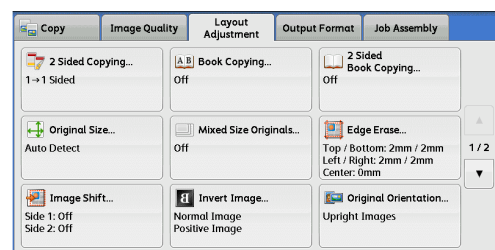
Allows you to specify the amounts of the top and bottom, and left and right margins in the range from 0 to 50 mm in 1 mm increments.

Invert Image (Making Reversed Copies of Images)

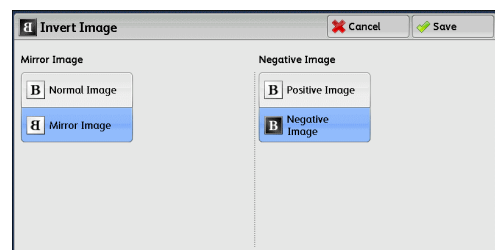
This feature allows you to reverse the left and right sides of the document image or to reverse the density (contrast) of the document image when making copies.

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

1 Select [Invert Image].



2 Select any option.



■Mirror Image

Reverses the left and right sides of the document image.

■Negative Image

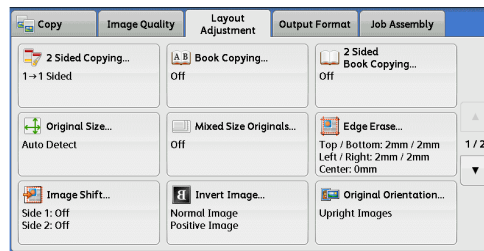
Reverses the density (contrast) of the document image.

Original Orientation (Specifying the Orientation of Loaded Documents)

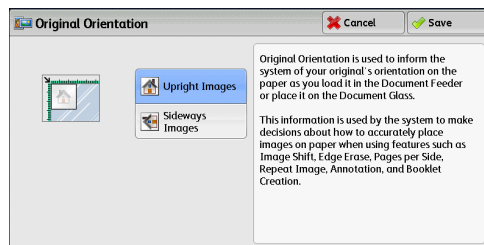
This feature allows you to specify the orientation of a document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

1 Select [Original Orientation].



2 Select [Upright Images] or [Sideways Images] according to the orientation of the document loaded.



■ Upright Images

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

■ Sideways Images

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

Image Rotation (Changing the Orientation of Images)

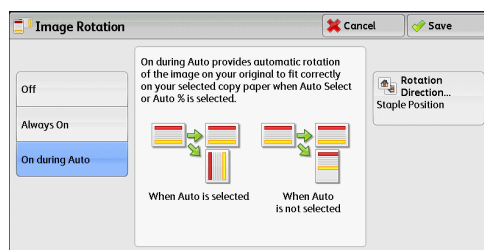
If the orientation of the paper currently loaded in the tray differs from that of the document loaded, the machine automatically rotates the document image so that the orientation of the image matches that of the paper. You can also select a reference position for image rotation if documents are of mixed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

This feature is available only when you make copies on A4, 8.5 x 11", or smaller size paper.

1 Select [Image Rotation].



2 Select any option.



■Off

Copies documents as they are, even if the orientation of the images does not match that of the paper.

■Always On

Automatically rotates document images so that the orientation of the images matches that of the paper.

■On during Auto

Automatically rotates document images so that the orientation of the images matches that of the paper only when [Auto %] is selected in [Reduce/Enlarge], or when [Auto Select] is selected in [Paper Supply].

■Rotation Direction

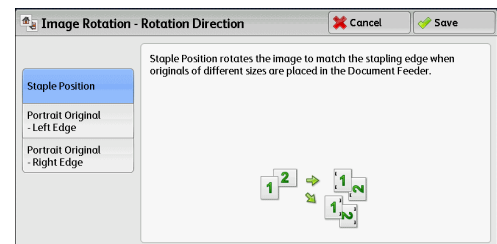
Displays the [Image Rotation - Rotation Direction] screen.

Refer to "[Image Rotation - Rotation Direction] Screen" (P.89).

[Image Rotation - Rotation Direction] Screen

This screen allows you to set the reference position for rotation.

- 1 Select any option.

**■Staple Position**

This option is displayed when the finisher is installed. If documents are of mixed orientations, the images will be rotated to match the stapling edge specified in the settings of the Staple feature.

■Portrait Original - Left Edge

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

■Portrait Original - Right Edge

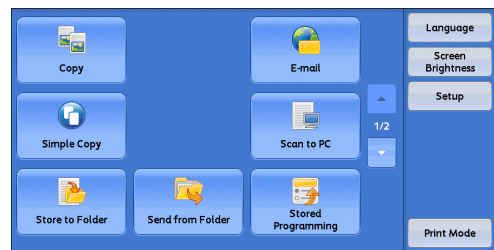
If documents are of mixed orientations, the images will be rotated so that the top edge of landscape documents is aligned with the right edge of portrait documents.

Output Format

This section describes the features you can select on the [Output Format] screen. The following shows the reference section for each feature.

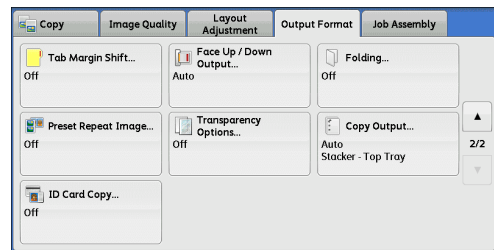
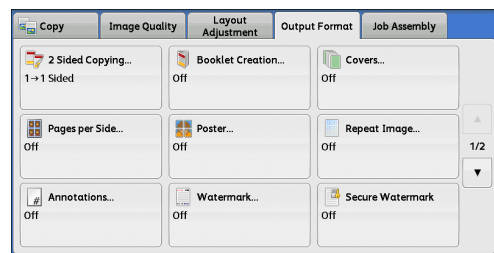
- 2 Sided Copying (Making 2 Sided Copies)90
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- 1 Select [Copy] on the [Services Home] screen.



- 2 Select a feature on the [Output Format] screen.

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



2 Sided Copying (Making 2 Sided Copies)

This feature is the same as [2 Sided Copying] on the [Layout Adjustment] screen. For more information, refer to "2 Sided Copying (Making 2 Sided Copies)" (P.76).

Booklet Creation (Creating a Booklet)

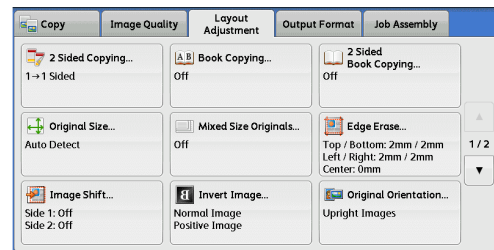
This feature lays out pages so that booklets are formed when the output sheets are folded in half. You can also set the binding shift and attach a cover when making booklets.

When the Finisher D4 with Booklet (optional) is installed, you can also fold the output sheets in half, or staple the folded output sheets.

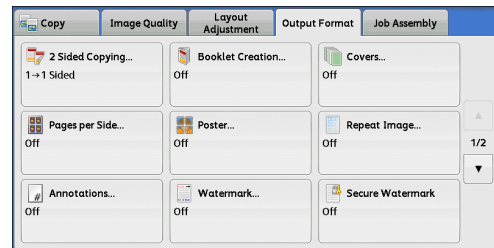
Important • Ensure that the actual orientation of the original document matches the [Original Orientation] setting on the [Layout Adjustment] screen.

- Note**
- The machine copies four pages of the document onto one sheet of paper. If the number of pages in the booklet is not a multiple of four, the remaining pages will be output as blank pages.
 - If [Auto Select] is selected in [Paper Supply], a tray specified in [Auto Paper Off] is automatically selected. Change the setting if necessary. For information on [Auto Paper Off], refer to "5 Tools" > "Copy Service Settings" > "Copy Control" in the Administrator Guide.
 - This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

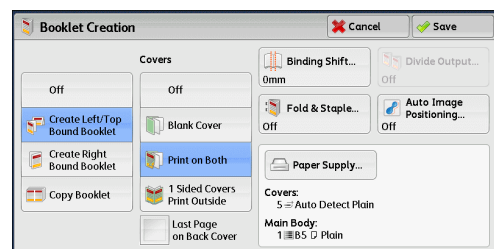
- 1 Specify the orientation of the document in [Original Orientation] on the [Layout Adjustment] screen.



- 2 Select [Booklet Creation] on the [Output Format] screen.



- 3 Select any option.



■Off

Disables this feature.

■Create Left/Top Bound Booklet

Copies are made to enable left binding or top binding.

■Create Right Bound Booklet

Copies are made to enable right binding.

■ Copy Booklet

You can output the copies of scanned documents as they are by specifying [Fold & Staple]. Select this option when you do not need a document to be copied in booklet page order.

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

■ Covers

You can attach covers to a booklet.

- Off

No cover is attached.

- Blank Cover

A blank sheet of paper is attached as the cover.

- Print on Both

The first and second pages of the document are copied on both sides of the cover.

- 1 Sided Covers Print Outside

The first and the last pages of the document is copied on the front side of the cover.

- Last Page on Back Cover

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

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

■ Binding Shift

Displays the [Booklet Creation - Binding Shift] screen.

Refer to "[Booklet Creation - Binding Shift] Screen" (P.93).

■ Divide Output

Displays the [Booklet Creation - Divide Output] screen.

Refer to "[Booklet Creation - Divide Output] Screen" (P.93).

■ Fold & Staple

Displays the [Booklet Creation - Fold & Staple] screen.

Refer to "[Booklet Creation - Fold & Staple] Screen" (P.93).

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

■ Auto Image Positioning

This option is displayed if you select [Create Left/Top Bound Booklet] or [Create Right Bound Booklet].

Auto Image Positioning is a feature that adjusts the image position. Image shifting may occur, for example, when you print and create booklets that contain a large number of pages due to their thicknesses. This feature adjusts images so that the printing position from the edge of each page remains consistent between the inner and outer pages of a booklet.

Based on the image position on the sheet in the middle of a booklet, the whole image on each page will be slightly shifted from the inner to the outer side.

- Note**
- You can set [Auto Image Positioning] in the System Administration mode. For more information, refer to "5 Tools" > "Copy Service Settings" > "Copy Control" > "Auto Image Positioning - Below 105 gsm" or "Auto Image Positioning - Above 106 gsm" in the Administrator Guide.

■ Paper Supply

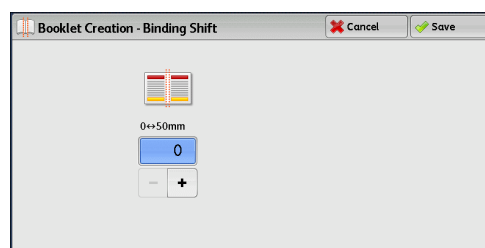
Displays the [Booklet Creation - Paper Supply] screen.

Select the tray to be used for body pages from [Main Body Tray], and the tray for cover pages from [Cover Tray]. Select the same size of paper for [Main Body Tray] and [Cover Tray], and also select the trays with paper loaded in landscape orientation ()

[Booklet Creation - Binding Shift] Screen

This screen allows you to specify the binding shift value in the range from 0 to 50 mm in 1 mm increments.

- 1 Use [+] and [-] or the numeric keypad to specify a binding shift value.



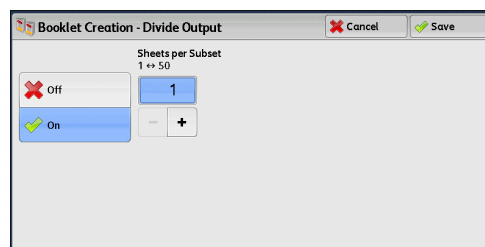
[Booklet Creation - Divide Output] Screen

When you have a large number of originals, the originals are divided to create subsets to reduce the thickness of each booklet. The machine folds copies in half, and piles them up to form a booklet.

You can specify the number of sheets in the range from 1 to 50 in 1 sheet increments.

- Note**
- When you specify the folding feature, specify the dividing number of sheets in the range from 1 to 25.

- 1 Select [On].

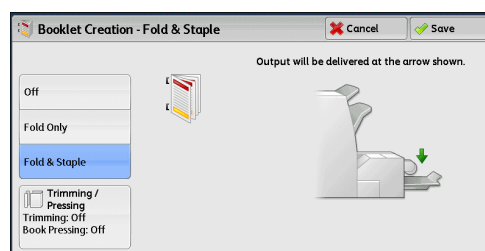


- 2 Specify the number of sheets using [+] and [-] or the numeric keypad.

[Booklet Creation - Fold & Staple] Screen

When the Finisher D4 with Booklet (optional) is installed, [Fold Only] and [Fold & Staple] become available.

- 1 Select any option.



■Off

No finishing is carried out.

■Fold Only

The copies are folded in half. The number of copies that can be folded is up to 5. When the number is more than 5, the document is divided by every 5 sheet.

■Fold & Staple

The copies are folded in half and stapled at the center. The number of copies that can be folded and stapled is 2 to 25.

■Trimming/Pressing

This option is displayed if you select [Fold Only] or [Fold & Staple] when the Squarefold Trimmer Module (optional) is installed.

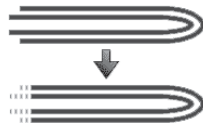
You can specify whether to trim the fore edge of a booklet, and whether to press the booklet spine.

Refer to "[Booklet Trimming/Pressing] Screen" (P.94).

[Booklet Trimming/Pressing] Screen

When the Squarefold Trimmer Module (optional) is installed, [Trimming] and [Book Pressing] become available if you select [Fold Only] or [Fold & Staple] on the [Booklet Creation - Fold & Staple] screen.

Trimming is a feature that trims the fore edge of a booklet, which is opposite of the booklet spine, in order to finish the edge neatly.



Trimming

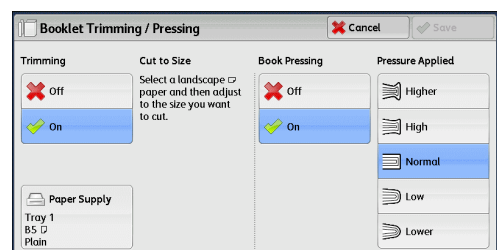
Book Pressing is a feature that presses the spine of a booklet to flatten the spine.



Booklet Pressing

Important • If outputs are not stapled, or if a finished booklet is four pages or less, paper may be jammed or wrinkled, resulting in a poor shaped spine.

1 Select any option.



■Trimming

- Off
 - Does not trim the fore edge of booklets.
- On
 - Trims the fore edge of booklets.

- Paper Supply
Displays [Paper Supply] screen.
Select the paper tray with paper loaded in landscape orientation (☐).
 - Cut to Size
Displays the width of a finished booklet after being trimmed by the amount specified in [Default Trim Margin]. Change the value as necessary.
- Note** • You can set [Default Trim Margin] in the System Administration mode. For more information, refer to "5 Tools" > "Copy Service Settings" > "Copy Control" > "Default Trim Margin" in the Administrator Guide.

■Book Pressing

- Off
Does not press the booklet spine to flatten the spine.
- On
Presses the booklet spine to flatten the spine.

■Pressure Applied

Adjusts the amount of pressure applied to the spine of a booklet when the spine is flattened. Select from five levels between [Higher] and [Lower].

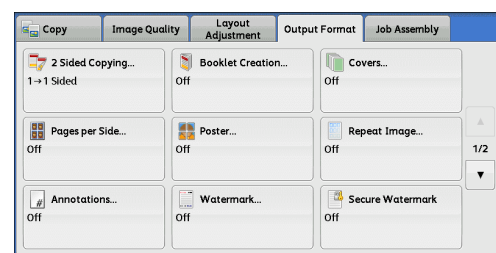
Covers (Attaching Covers to Copies)

This feature allows you to attach covers to copies.

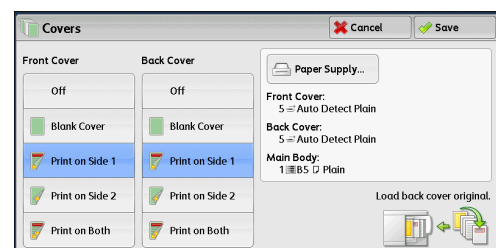
You can use different types of paper (such as colored paper and heavyweight paper) as the front and back covers of copies.

- Important** • When you select this feature, if the number of pages scanned by the machine exceeds the maximum, the machine will not print the already-scanned data. In that case, follow the instructions of the message displayed on the screen to cancel the job. The maximum number of pages that the machine can scan is 2000 pages per job.
- If you use tab stock paper, select [Face Down] in [Face Up/Down Output] on the [Output Format] screen.

1 Select [Covers].



2 Select any option.



■Front Cover

Attaches a front cover to the copies.

- Off
No front cover is attached.
- Blank Cover
Blank sheets of paper are attached as front covers.
- Print on Side 1
The first page of the document is copied on the front side of the front cover.
- Print on Side 2
The first page of the document is copied on the back side of the front cover.
- Print on Both
The first and second pages of the document are copied on the front and back sides of the front cover.

■Back Cover

Attaches a back cover to the copies.

- Off
No back cover is attached.
- Blank Cover
Blank sheets of paper are attached as back covers.
- Print on Side 1
The first page of the document is copied on the front side of the back cover.
- Print on Side 2
The first page of the document is copied on the back side of the back cover.
- Print on Both
The first and second pages of the document are copied on the front and back sides of the back cover.

■Paper Supply

Displays the [Covers - Paper Supply] screen.

Select a tray to be used.

- Front Cover Tray
Select the tray used for front covers.
- Back Cover Tray
Select the tray used for back covers.
- Main Body Tray
Select the tray used for the body pages of the document.

■Front Cover Quantity

This option is displayed when you select [Blank Covers] in [Front Cover]. Specify the number of blank sheets to be used as front covers.

■ Back Cover Quantity

This option is displayed when you select [Blank Covers] in [Back Cover]. Specify the number of blank sheets to be used as back covers.

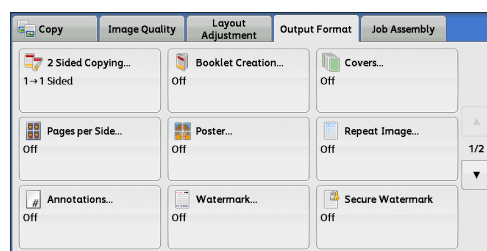
Pages per Side (Copying Multiple Pages onto One Sheet)

This feature allows you to copy two, four, or eight pages of a document together onto a single sheet of paper.

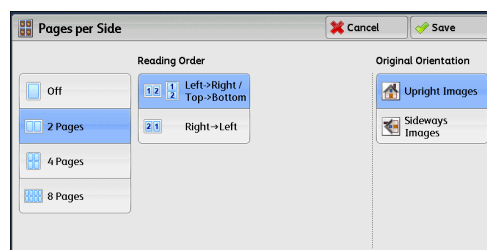
When you set [Pages per Side], [Auto %] is automatically selected in [Reduce/Enlarge]. The machine automatically sets the copy ratio and makes copies of the images so that they fit on the selected paper.

- Note**
- When you deselect [Auto %] in [Reduce/Enlarge] (when you select another copy ratio), image loss may occur depending on the image size of the document.
 - When [Image Shift] is set, the image shift amounts are applied to the whole document. For this reason, image loss may occur depending on the image size of the document.
 - When [Edge Erase] is set, the edge erase amounts are applied to each document page.
 - Select a tray other than [Auto Select] in [Paper Supply] on the [Copy] screen. If [Auto Select] is selected in [Paper Supply], a tray specified in [Auto Paper Off] is automatically selected. Change the setting as necessary. For information on [Auto Paper Off], refer to "5 Tools" > "Copy Service Settings" > "Copy Control" > "Auto Paper Off" in the Administrator Guide.

- 1 Select [Pages per Side].



- 2 Select any option.



■ Off

Disables this feature.

■ 2 Pages

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

■ 4 Pages

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

■ 8 Pages

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

■ Reading Order

Allows you to select how to layout images on a page.

■Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

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

- Sideways Images

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

Poster (Making Enlarged Copies Spread over Multiple Sheets)

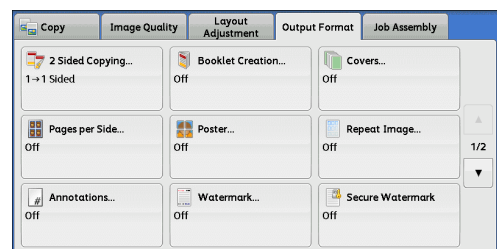
An enlarged copy of a document can be made spread over multiple sheets.

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

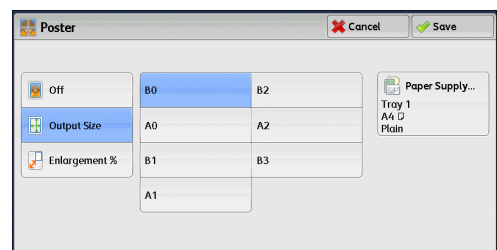
Important • Ensure that the actual orientation of the original document matches the [Original Orientation] setting on the [Layout Adjustment] screen.

Note • You cannot use the document feeder with this feature.

1 Select [Poster].



2 Select any option.



■Off

No enlarged copies are made.

■Output Size

Allows you to select the paper size.

■Enlargement %

Refer to "When [Enlargement %] is Selected" (P.99).

■Paper Supply

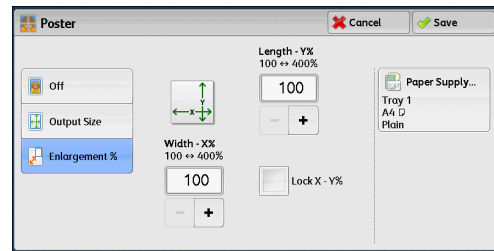
Displays the [Paper Supply] screen.

Select the paper tray to be used.

When [Enlargement %] is Selected

This screen allows you to specify a different ratio for the width and length.

- 1 Use [+] and [-] to specify the copy ratios for the width and length.



■Width - X%/Length - Y%

Allows you to specify the copy ratios for the width and length in the range from 100 to 400% in 1% increments.

■Lock X - Y%

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

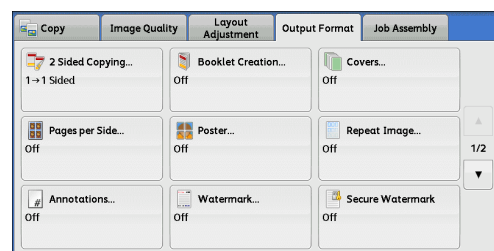
Repeat Image (Making Multiple Copies on One Sheet)

This feature allows you to copy a document image on one sheet of paper repeatedly for a specified number of times.

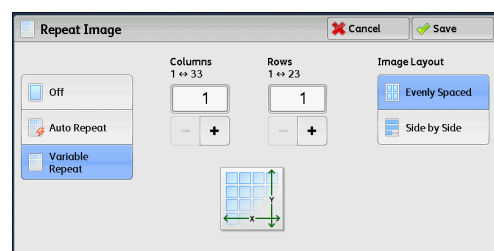
When [Reduce/Enlarge] is set to [Auto %], the repeated copies of the image are reduced to fit on the selected paper. You can also specify how the repeated copies of the image are arranged.

- Note**
- When making copies at the same size as the document image, the number of repeats is specified so that the copies fit on the paper.
 - If [Auto Select] is selected in [Paper Supply], a tray specified in [Auto Paper Off] is automatically selected. Change the setting if necessary. For information on [Auto Paper Off], refer to "5 Tools" > "Copy Service Settings" > "Copy Control" > "Auto Paper Off" in the Administrator Guide.

- 1 Select [Repeat Image].



- 2 Select any option.



■Off

Disables this feature.

■Auto Repeat

Automatically determines the number of the repeated copies according to the document size, paper size, and copy ratio, and then repeatedly copies the document image onto the paper.

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

■Variable Repeat

Allows you to specify how many copies to place along each of the long and short edges of paper. You can specify a value between 1 and 23 in the Y direction, and a value between 1 and 33 in the X direction.

■Image Layout

- Evenly Spaced
The specified number of images are evenly arranged on the paper.
- Side by Side
The specified number of images are arranged with no space on the paper.

Annotations (Adding a Comment/a Date/Page Numbers to Copies)

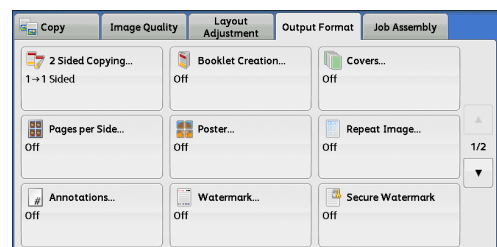
This feature allows you to add a comment, date, and page numbers onto copies.

You can select a comment, date, and page numbers, and their print positions from preset formats.

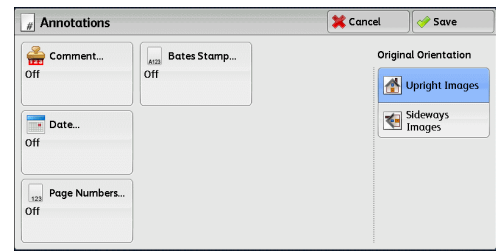
Important • When you select this feature, if the number of pages scanned by the machine exceeds the maximum, the machine will not print the already-scanned data. In that case, follow the instructions of the message displayed on the screen to cancel the job. The maximum number of pages that the machine can scan is 2000 pages per job.

- Note**
- The setting in [Reduce/Enlarge] does not affect the annotation image and text sizes.
 - If you specify a comment, date, and page numbers together, make sure that their print positions do not overlap before making copies.
 - When [Pages per Side] is set, an annotation is added to the combined image.
 - When [Repeat Image] or [Booklet Creation] is set, an annotation is added to each copy image.
 - If a layout template is specified in [Apply Layout Template to Copy/Print Jobs] under [Force Annotation] in the System Administration mode, the comment, date, and page number specified here are overlapped with the text on the layout template when printed. For information on [Force Annotation], refer to "5 Tools" > "Common Service Settings" > "Force Annotation" in the Administrator Guide.

1 Select [Annotations].



2 Select any option.



■Comment

Displays the [Comment] screen.
Refer to "[Comment] Screen" (P.101).

■Date

Displays the Date screen.
Refer to "[Date] Screen" (P.102).

■Page Numbers

Displays the [Page Numbers] screen.
Refer to "[Page Numbers] Screen" (P.103).

■Bates Stamp

Displays the [Bates Stamp] screen.
Refer to "[Bates Stamp] Screen" (P.105).

■Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

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

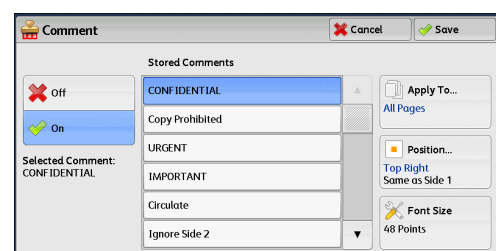
- Sideways Images

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

[Comment] Screen

This screen allows you to select a comment style and its position.

1 Select any option.



■Off

No comment is added.

■On

A comment is added.

■Stored Comments

Allows you to select comment text from eight preset options, or text set in the System Administration mode.

For information on how to register text, refer to "5 Tools" > "Common Service Settings" > "Watermark" > "Custom Watermark 1 to 3" in the Administrator Guide.

■Apply To

Displays the [Apply Comment To] screen.

You can select whether to add a comment onto the first copy page only, or onto each copy page.

■Position

Displays the [Comment - Position] screen.

You can select a comment position from nine options.

For side 2 of copy sheets, you can select [Same as Side 1] or [Mirror Side 1].

■Font Size

Displays the [Comment - Font Size] screen.

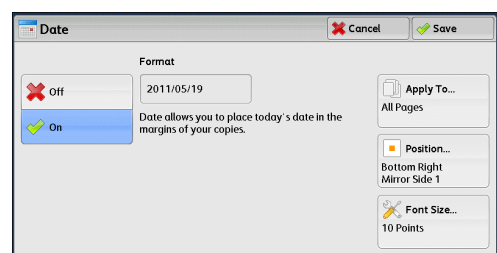
You can select a comment size from three options, or can directly specify the size in the range from 6 to 64 points in 1 point increments.

[Date] Screen

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

You can change the date format. For more information, refer to "5 Tools" > "Common Service Settings" > "Watermark" > "Date Format" in the Administrator Guide.

- 1 Select any option.

**■Off**

No date is added.

■On

A date is added.

■Apply To

Displays the [Apply Date To] screen.

You can select whether to add a date onto the first copy page only, or onto each copy page.

■Position

Displays the [Date - Position] screen.

You can select a date position from six options.

For side 2 of copy sheets, you can select [Same as Side 1] or [Mirror Side 1].

■Font Size

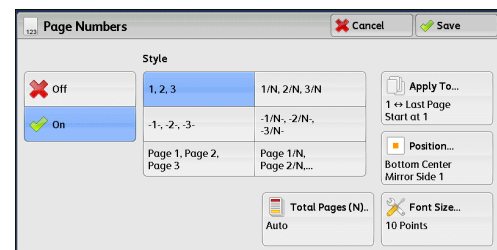
Displays the [Date - Font Size] screen.

You can select a date size from three options, or can directly specify a size in the range from 6 to 24 points in 1 point increments.

[Page Numbers] Screen

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

- 1 Select any option.



■Off

No page number is added.

■On

Page numbers are add onto copies.

■Style

- 1, 2, 3
Adds page numbers only.
- -1-, -2-, -3-
Adds page numbers, and hyphens before and after each page number.
(Example: -1-)
- Page 1, Page 2, Page 3
Adds page numbers, and the text "Page" before each page number.
(Example: Page 1, Page 2)
- 1/N, 2/N, 3/N
Adds page numbers, and the total number of pages to the right of each page number.
(Example: 1/50, 2/50)
When you select [1/N, 2/N, 3/N], the value specified in [Total Page (N)] is used.
- -1/N-, -2/N-, -3/N-
Adds page numbers followed by the total number of pages, and hyphens before and after the numbers.
(Example: -1/50-, -2/50-)
When you select [-1/N-, -2/N-, -3/N-], the value specified in [Total Page (N)] is used.

- **Page 1/N, Page 2/N**
Adds page numbers followed by the total number of pages, and the text "Page" before each page number.
When you select [Page 1/N, Page 2/N], the value specified in [Total Page (N)] is used.
- **Total Pages (N)**
Displays the [Total Pages (N)] screen.
 - Auto
Automatically calculates the total number of pages.
 - Enter Number
Allows you to specify the total number of pages in the range from 1 to 9999.

■Apply To

Displays the [Apply Page Numbers To] screen.
Refer to "[Apply Page Numbers To] Screen" (P.104).

■Position

Displays the [Page Numbers - Position] screen.
You can select a page-number position from six options.
For side 2 of copy sheets, you can select [Same as Side 1] or [Mirror Side 1].

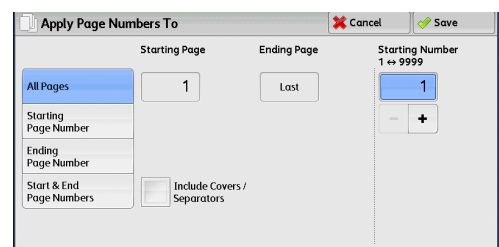
■Font Size

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

[Apply Page Numbers To] Screen

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

- 1 Select any option.



■All Pages

Adds page numbers to all copy pages.

■Starting Page Number

Allows you to specify the start page to add a page number, in the range from 1 to 9999.

Note • Use [+] and [-], or the numeric keypad to enter the start page number.

■Ending Page Number

Allows you to specify the end page to add a page number, in the range from 1 to 9999.
The start page is fixed to "1".

Note • Use [+] and [-], or the numeric keypad to enter the end page number.

■ Start & End Page Numbers

Allows you to specify the start and end pages to add page numbers, in the range from 1 to 9999.

Note • Use [+] and [-], or the numeric keypad to enter the start and end page numbers.

■ Include Covers/Separators

This option is available when you select [All Pages]. Select this check box to include covers and separators.

■ Starting Number

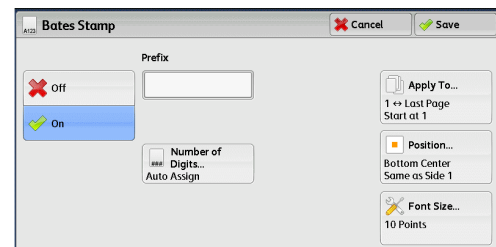
Allows you to specify a starting page number to add page numbers, in the range from 1 to 9999.

Note • Use [+] and [-], or the numeric keypad to enter a starting page number.

[Bates Stamp] Screen

This screen allows you to add prefix text and page numbers onto copies.

- 1 Select any option.



■ Off

Does not add prefix text and page numbers onto copies.

■ On

Adds prefix text and page numbers onto copies.

■ Prefix

Allows you to enter prefix text with up to 16 characters, using the displayed keyboard.

■ Number of Digits

Displays the [Bates Stamp - Number of Digits] screen.

You can select [Auto Assign] or [Manual Assign]. When you select [Manual Assign], you can specify the number of digits to be used for page numbers in the range from 1 to 9 in 1 digit increments.

■ Apply To

Displays the [Apply Bates Stamp To] screen.

Refer to "[Apply Bates Stamp To] Screen" (P.106).

■ Position

Displays the [Bates Stamp - Position] screen.

You can select a prefix and page-number position from six options. For side 2 of copy sheets, you can select [Same as Side 1] or [Mirror Side 1].

■ Font Size

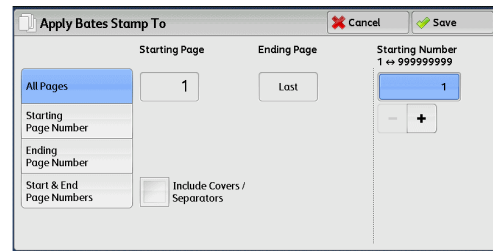
Displays the [Bates Stamp - Font Size] screen.

You can select a prefix and page-number size from three options, or can directly specify a size in the range from 6 to 24 points in 1 point increments.

[Apply Bates Stamp To] Screen

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

- 1 Select any option.



■ All Pages

Adds prefix text and page numbers to all pages.

■ Starting Page Number

Allows you to specify the start page to add prefix text and a page number, in the range from 1 to 9999.

Note • Use [+] and [-], or the numeric keypad to enter the start page number.

■ Ending Page Number

Allows you to specify the end page to add prefix text and a page number, in the range from 1 to 9999.

Note • Use [+] and [-], or the numeric keypad to enter the end page number.

■ Start & End Page Numbers

Allows you to specify the start and end pages to add prefix text and page numbers, in the range from 1 to 9999.

Note • Use [+] and [-], or the numeric keypad to enter the start and end page numbers.

■ Include Covers/Separators

This option is available when you select [All Pages]. Select this check box to include covers and separators.

■ Starting Number

You can specify a starting page number in the range from 1 to 999999999 when you do not set [Number of Digits], or can specify a starting page number of up to the allowable number of digits specified in [Number of Digits].

Note • Use [+] and [-], or the numeric keypad to enter the end page number.

Important • If the page number exceeds the specified value (999999999 when [Number of Digits] is not set) during copying, the copy job will be canceled.

Watermark (Printing Control Numbers on the Background of Copies)

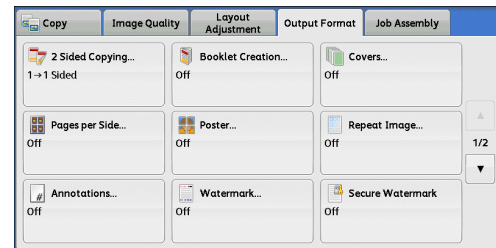
This feature allows you to faintly print a sequential control number in the background of each copy page.

If you set "1" as the starting number, "1" is printed on each page of the first copy set and "2" is printed on each page of the second set.

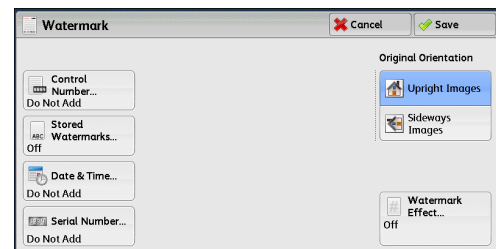
To prevent, for instance, the duplication of confidential documents that are to be distributed at a conference, you can use this feature to add sequential numbers to the copies, and associate the numbers with the conference members.

- Important** • When you select this feature, if the number of pages scanned by the machine exceeds the maximum, the machine will not print the already-scanned data. In that case, follow the instructions of the message displayed on the screen to cancel the job. The maximum number of pages that the machine can scan is 2000 pages per job.
- Note**
- If a layout template is specified in [Apply Layout Template to Copy/Print Jobs] under [Force Annotation] in the System Administration mode, the watermark specified here is overlapped with the text on the layout template when printed. For information on [Force Annotation], refer to "5 Tools" > "Common Service Settings" > "Force Annotation" in the Administrator Guide.
 - When [Force Watermark - Copy] is set to [On], [Watermark] is fixed to [On], which cannot be changed. For more information on Watermark, refer to "5 Tools" > "Common Service Settings" > "Watermark" in the Administrator Guide.

1 Select [Watermark].



2 Select any option.



Copy
3

■Control Number

- Do Not Add
No control number will be printed.
- Add
A control number is printed. Enter the starting number of the control number. You can specify a value in the range from 1 to 9999, using [+] and [-] or the numeric keypad.

■Stored Watermarks

Displays the [Stored Watermarks] screen.

Refer to "[Stored Watermarks] Screen" (P.108).

■User Account Number

Allows you to select whether to print a user account number when the Authentication or Accounting feature is enabled. However, if a user is not authenticated, the account number will not be printed.

- Note**
- [User Account Number] is the No. (User Administration Number) registered by users with the Authentication and Accounting feature.
 - You can see if a user is authenticated by checking that the <Log In/Out> button lights up.

■Date & Time

Allows you to select whether to print the date and time when the copy job started.

For information on the date format, refer to "5 Tools" > "Common Service Settings" > "Watermark" > "Date Format" in the Administrator Guide.

■Serial Number

Allows you to select whether to print the serial number of the machine.

■Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

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

- Sideways Images

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

■Watermark Effect

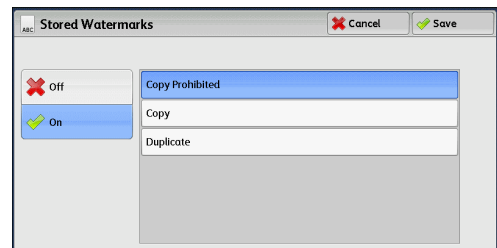
Displays the [Watermark Effect] screen.

Refer to "[Watermark Effect] Screen" (P.108).

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

[Stored Watermarks] Screen

This screen allows you to select text to print on copies.

1 Select [On].**2** Select any text.**■Off**

No text is printed.

■On

Text is printed. Select the text to be used for watermark. You can specify text from three preset options, or text registered in the System Administration mode.

For information on how to register text, refer to "5 Tools" > "Common Service Settings" > "Watermark" > "Custom Watermark 1 to 3" in the Administrator Guide.

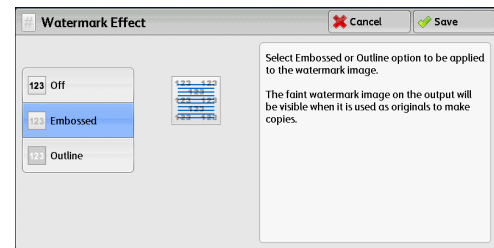
[Watermark Effect] Screen

This screen allows you to set the Watermark Effect feature.

If you enable the Watermark Effect feature, the text strings specified in [Control Number], [Stored Watermarks], [User Account Number], [Date & Time], and [Serial Number] on the [Watermark] screen are embedded in the background of each copy. When you copy a document that has been copied with Watermark Effect, the text embedded in the background is printed as embossed or outline text depending on the option you select on the [Watermark Effect] screen.

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

1 Select any option.



■Off

Prints the text specified in [Stored Watermarks] as it is.

■Embossed

When you copy a document that has been copied with Watermark Effect, the text embedded in the background of the copy is printed as embossed text.

■Outline

When you copy a document that has been copied with Watermark Effect, the text embedded in the background of the copy is printed as outline text.

You can specify the size, density, and other settings for text to be printed with Watermark in the System Administration mode. For more information, refer to "5 Tools" > "Common Service Settings" > "Watermark" in the Administrator Guide.

Secure Watermark (Managing Document Security)

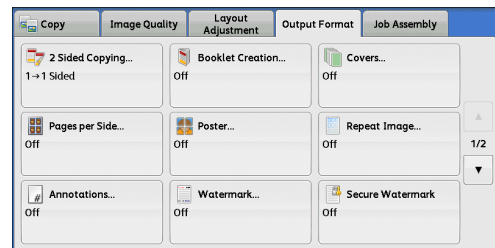
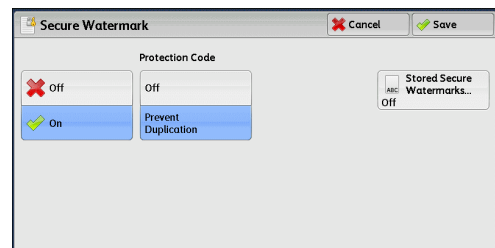
Secure Watermark is a security management feature to embed protection code into a document, to restrict the document to be duplicated. The digital code enables you to analyze "when", "from which machine", and "by whom" the document was output.

- Important**
- This feature is only supported on Fuji Xerox manufactured machines that are compatible to Secure Watermark.
 - The copy protection of a document, the analysis function of digital codes, and the restrictive effect of hidden text using the Secure Watermark feature is not warranted to always function. The feature may not function depending on the document or settings. For more information, contact our Customer Support Center.
 - We assume no responsibility for a damage caused by using or not being able to use the Secure Watermark feature.
 - Using the Secure Watermark feature may degrade print quality as follows:
 - Colors may become darker.
 - Text in documents may become hard to read.
 - Dots such as decimal characters and periods may become hard to read.
 - The Secure Watermark feature may not work properly for a document if its size is smaller than A5, if its background color is not white, or if the Watermark or Secure Watermark feature has already been used for the document.
 - In some cases, a document may not be printed even if the Secure Watermark feature has not been used for the document. This happens because the machine incorrectly detects a copy protection code from the document. In that case, ask the system administrator to temporarily disable [Secure Watermark Detection] for copy protection codes.
 - If a layout template is specified in [Apply Layout Template to Copy/Print Jobs] under [Force Annotation] in the System Administration mode, an embedded copy protection code is overlapped with the text on the layout template. For information on [Force Annotation], refer to "5 Tools" > "Common Service Settings" > "Force Annotation" in the Administrator Guide.
 - Analyzing output paper allows the system administrator to grasp the identification information of the user who requested the job. Note that we assume no responsibility for a privacy issue of the user caused by using the Secure Watermark feature.

- If you use the Secure Watermark feature to a document that a protection code of the Secure Watermark feature (including the Copy Management Expansion Kit (optional)) has already been embedded, the copy protection of a document, the analysis function of digital codes, and the restrictive effect of hidden text will be ineffective.
- When [Secure Watermark Detection] is set to [On], it takes longer time for the first page of a document to be copied than usual as the machine detects a copy protection code.
- The following settings for the Secure Watermark Effect of the Secure Watermark Kit (optional) are set to fixed and cannot be changed: print density, embedded text display (outline), and the font size.
- The Watermark and Secure Watermark features cannot be used simultaneously.

Note

- To analyze digital codes, an application, ApeosWare Secure Watermark Analyzer (sold separately), is required. For information on how to use ApeosWare Secure Watermark Analyzer, refer to the documentation provided with the application.
- This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

1 Select [Secure Watermark].**2** Select any option.**■Off**

Does not manage document security.

■On

Manages document security. Specify any option if necessary.

■Protection Code

- Off

Does not prevent document duplication. Protection code is not embedded while digital code is embedded into copies.

- Prevent Duplication

Prevents document duplication. Protection code and digital code are embedded into copies.

■Stored Secure Watermarks

Displays the [Stored Secure Watermarks] screen.

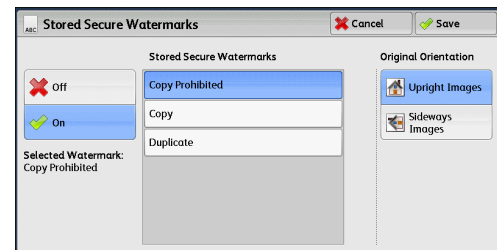
Refer to "[Stored Secure Watermarks] Screen" (P.111).

[Stored Secure Watermarks] Screen

This screen allows you to embed hidden text into documents. With this hidden text feature, the specified text is embedded in the entire sheet.

When you copy a document that has been copied with this hidden text feature, the embedded text on the output appears in white regardless of whether or not the Secure Watermark Kit (optional) is installed.

- 1 Select any option.



■Off

Does not print hidden text.

■On

Prints hidden text.

Allows you to specify text from three preset texts, or text registered in the System Settings.

For information on how to register text, refer to "5 Tools" > "Common Service Settings" > "Secure Watermark" > "Secure Watermark Effect" > "Custom Secure Watermark 1 to 3" in the Administrator Guide.

■Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

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

- Sideways Images

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

Tab Margin Shift (Copying on Tab Stock Paper)

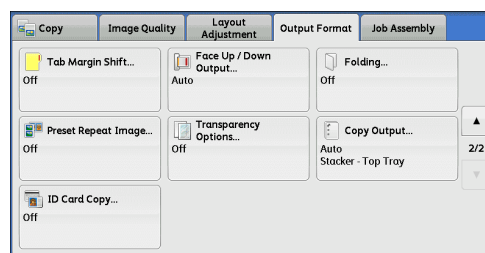
This feature allows you to adjust the position of your document image to copy the image onto tab stock paper.

Available sizes of tab stock paper are A4[□] and 8.5 x 11"[□].

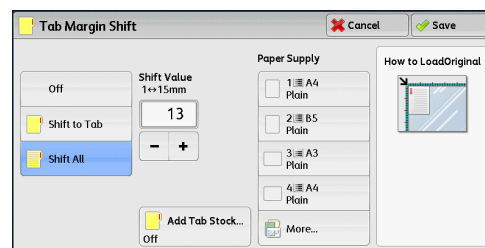
Available paper trays are Tray 3, Tray 4, Tray 5 (Bypass), Tray 6 (A3 High Capacity Feeder (optional) or High Capacity Feeder C2-DS (optional)), and Tray 7 (High Capacity Feeder C2-DS (optional)). When using Trays 3 and 4, load tab stock paper face down, with the edge opposite to the tab on your left. When using Trays 5 to 7, load tab stock paper face up, with the edge opposite to the tab to be fed first.

- Note**
- When a paper jam occurs, clear the paper jam. The machine delivers skipped papers according to the tab position of the state before the paper jam occurred, then copying is automatically resumed.
For information on job operation in the case of paper jam during tab stock paper copying, refer to "2 Paper and Other Media" > "Loading Paper" > "Loading Tab Paper in Tray 5 (Bypass)", "Loading Tab Paper in Tray 6 (A3 High Capacity Feeder (optional))", or "Loading Tab Paper in Trays 6 to 7 (High Capacity Feeder C2-DS (optional))" in the Administrator Guide.
 - When tab stock paper copying is interrupted, a confirmation screen will appear on the touch screen after the interrupt mode is exited. Follow the instruction displayed and load tab stock paper again if necessary.
For information on job operation in the case of interruption, refer to "2 Paper and Other Media" > "Loading Paper" > "Loading Tab Paper in Tray 5 (Bypass)", "Loading Tab Paper in Tray 6 (A3 High Capacity Feeder (optional))", or "Loading Tab Paper in Trays 6 to 7 (High Capacity Feeder C2-DS (optional))" in the Administrator Guide.

1 Select [Tab Margin Shift].



2 Select any option.



■ Off

Disables this feature.

■ Shift to Tab

Copies the image located on the edge of the document onto the tab area of tab stock paper.

Enter a value in [Shift Value] to adjust the position of the tab image so that it is correctly copied onto the tab area. Only the shifted image is copied, which means that the rest of the image on the document is not copied.

■ Shift All

Copies the whole image of the document onto tab stock paper.

Specify a value in [Shift Value] to shift the position of the image located on the edge of the document so that the image can be copied onto the tab area.

■ Shift Value

Allows you to specify how much the image needs to be shifted in the range from 1 to 15 mm in 1 mm increments.

■ Add Tab Stock

Allows you to specify the number of sheets of tab stock paper.

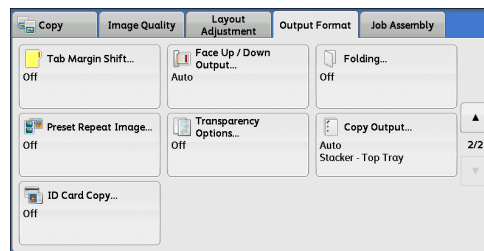
■ Paper Supply

Allows you to select a tray to be used for tab stock paper.

Face Up/Down Output (Specifying Face Up or Down)

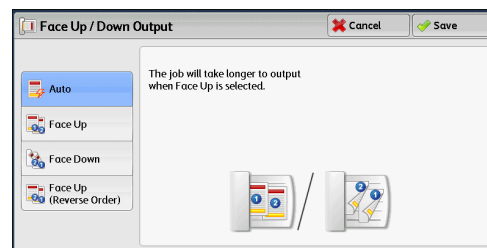
This feature allows you to select whether to output copies facing up or down.

- 1 Select [Face Up/Down Output].



- 2 Select any option.

- Note**
- To display [Face Up (Reverse Order)] on the [Face Up/Down Output] screen, a prior setting is required in the System Administration mode.



■Auto

Automatically determines whether copies are output facing up or down.

■Face Up

Copies are output facing up and delivered from the last page.

■Face Down

Copies are output facing down and delivered from the last page.

■Face Up (Reverse Order)

Copies are output facing up and delivered from the first page.

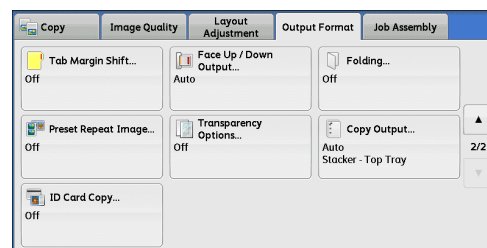
Folding (Outputting Bi-Folded/Tri-Folded Paper)

This feature allows you to fold copies in half or in three.

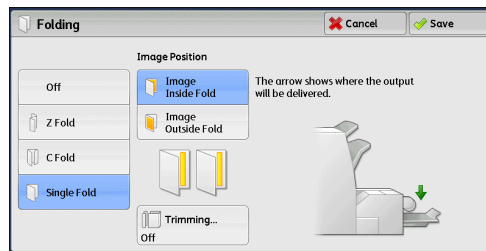
When the Finisher D4 with Booklet (optional) is installed, [Single Fold], [Z fold], and [C Fold] are available.

- Note**
- The supported paper orientation is only . Select the tray whose orientation is set to .
 - [Z Fold] and [C Fold] can only be applied to A4 and 8.5 x 11" paper.
 - This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

- 1 Select [Folding].



2 Select any option.

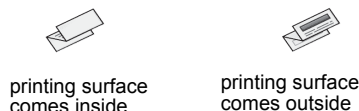


■ **Off**

Does not fold copies.

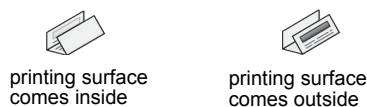
■ **Z Fold**

Folds copies in three with the printed side inside or outside.



■ **C Fold**

Folds copies in three with the printed side inside or outside.



■ **Single Fold**

Folds copies in half.

■ **Image Inside Fold**

Folds copies so that the image is printed inside.

■ **Image Outside Fold**

Folds copies so that the image is printed outside.

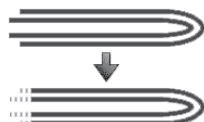
■ **Trimming**

When the Squarefold Trimmer Module (optional) is installed, this option is displayed if you select [Single Fold]. You can select whether to trim the fore edge of booklets. Refer to "[Trimming] Screen" (P.114).

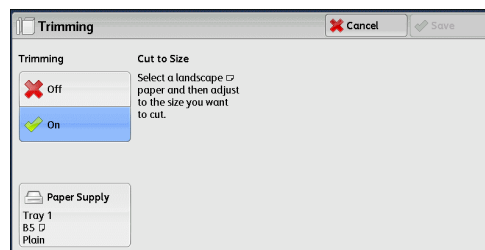
[Trimming] Screen

When the Squarefold Trimmer Module (optional) is installed, [Trimming] becomes available if you select [Single Fold] on the [Folding] screen.

Trimming is a feature that trims the fore edge of a booklet, which is opposite of the booklet spine, in order to finish the edge neatly.



1 Select any option.



■Off

Does not trim the fore edge of booklets.

■On

Trims the fore edge of booklets.

■Paper Supply

Displays the [Paper Supply] screen. Select the paper tray to be used. Select the tray with paper loaded in landscape orientation.

■Cut to Size

Displays the width of the finished booklet after being trimmed by the amount specified in [Default Trim Margin]. Change the value as necessary.

Important • When trimming, set the width of the finished booklet after being trimmed to trim 2 mm or more.

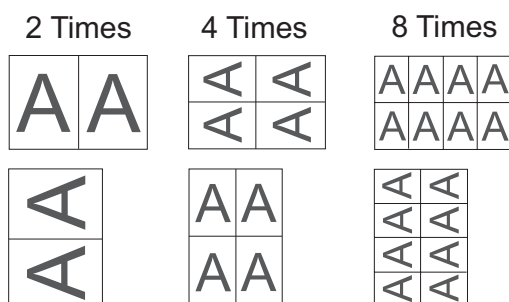
Note • You can set [Default Trim Margin] in the System Administration mode. For more information, refer to "5 Tools" > "Copy Service Settings" > "Copy Control" > "Default Trim Margin" in the Administrator Guide.

• In rare cases, delivered outputs may contain trim scraps.

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

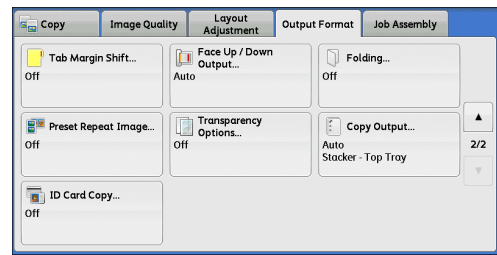
This feature allows you to repeatedly copy one original onto equally divided areas according to the specified number of copies.

You can select the number of the times the original is copied onto one sheet from [2 Times], [4 Times], or [8 Times].

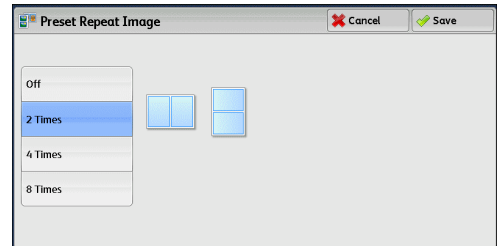


Note • When you select an option other than [Auto %] in [Reduce/Enlarge], image loss may occur depending on the image size of the document.

1 Select [Preset Repeat Image].



2 Select any option.



■ **Off**

Disables this feature.

■ **2 Times**

Makes two copies of the document image on a single sheet of paper.

■ **4 Times**

Makes four copies of the document image on a single sheet of paper.

■ **8 Times**

Makes eight copies of the document image on a single sheet of paper.

Transparency Options (Inserting Blank Sheets between Transparencies)

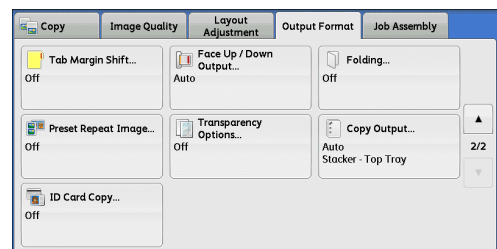
This feature allows you to insert blank separators between output transparency sheets. At the same time, you can make copies for handouts.

Important • Using transparency sheets for color (with white border) may cause a malfunction or paper jam.

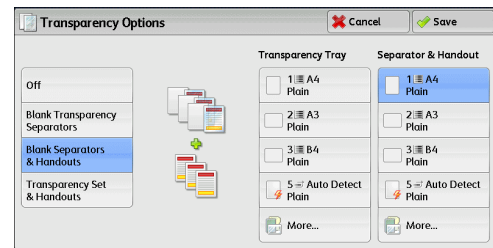
Note

- When loading A4 size transparencies on Tray 5 (Bypass), we recommend that you load them in portrait orientation.
- Load transparency sheets in a tray in the same orientation as the paper to be used for handouts and separators.

1 Select [Transparency Options].



2 Select any option.



■ Off

Does not insert separators.

■ Blank Transparency Separators

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

■ Blank Separators & Handouts

Inserts a separator each time a transparency is copied. At the same time, the required number of copies is made for handouts.

■ Transparency Set & Handouts

Makes copies on transparencies. At the same time, the required number of copies is made for handouts.

■ Transparency Tray

Allows you to select the paper tray to be used for the transparencies.

Select [More] to display the [Paper Supply - Transparency] screen on which you can select a tray.

- Note**
- For [Transparency Tray], select one of the paper trays. Auto Paper Select feature is not available.
 - The paper tray that you selected for [Transparency Tray] cannot be selected for [Separator Tray], [Separator & Handout], or [Handout Tray] at the same time.

■ Separator Tray

Allows you to select the paper tray to be used for the separators.

Select [More] to display the [Paper Supply - Separator] screen on which you can select a tray.

- Note**
- For [Separator Tray], select one of the paper trays. Auto Paper Select feature is not available.
 - The paper tray that you selected for [Transparency Tray] cannot be selected for [Separator Tray] at the same time.

■ Separator & Handout

Allows you to select the paper tray to be used for the separators and handouts.

Select [More] to display the [Paper Supply - Separator & Handout] screen on which you can select a tray.

- Note**
- For [Separator & Handout], select one of the paper trays. Auto Paper Select feature is not available.
 - The paper tray that you selected for [Transparency Tray] cannot be selected for [Separator & Handout] at the same time.

■ Handout Tray

Allows you to select the paper tray to be used for the handouts.

Select [More] to display the [Paper Supply - Handout] screen on which you can select a tray.

- Note**
- For [Handout Tray], select one of the paper trays. Auto Paper Select feature is not available.
 - The paper tray that you selected for [Transparency Tray] cannot be selected for [Handout Tray] at the same time.

Copy Output (Specifying Finishing Options)

This feature allows you to select finishing options.

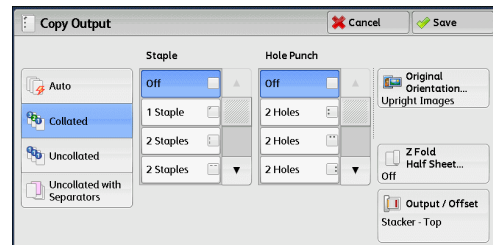
- Note**
- This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

If the finisher is installed, each set of copies can be stapled, and then output. The output destination is automatically selected depending on the selected feature. For the machine with the Finisher D4 with Booklet (optional), when [Fold & Staple] for [Booklet Creation] or [Single Fold] for [Folding] is selected, outputs are delivered to the booklet tray.

⚠ CAUTION

- Waste staples may come out with output paper. Be careful not to get injured by the staples.
Do not staple punched holes of paper. Sharp points of a staple may cause injuries.

- 1 Select [Copy Output].
- 2 Select any option.



■ Auto

Copies are collated when the originals are loaded in the document feeder. Copies are also collated when originals are loaded on the document glass and any of the following features is used: 2 Sided Book Copying, Covers, [Blank Separators & Handouts] or [Transparency Set & Handouts] of Transparency Options, Booklet Creation, Stapling, Build Job, Sample Set, and Combine Original Sets.

■ Collated

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

■ Uncollated

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

■ Uncollated with Separators

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

■ Separator Tray

When you select [Uncollated with Separators], select the paper tray to be used for the separators.

■Staple

The number of sheets that can be stapled is 2 - 100 (when 80 gsm paper is used). Available paper types are: Plain (64 - 105 gsm), Pre-Printed (64-105 gsm), Plain - Special 1 (64 - 105 gsm), Pre-Printed SP1 (64-105 gsm), Recycled (64 - 105 gsm), Recycled - Special 1 (64 - 105 gsm), Plain Reload (64 - 105 gsm), Plain ReloadSP1 (64 - 105 gsm), Punched (64 - 105 gsm), Lightweight (52 - 63 gsm), LW Pre-Printed (52 - 63 gsm), Heavyweight (106 - 216 gsm), HW Pre-Printed (106 - 216 gsm), Heavyweight SP1 (106 - 216 gsm), HW Pre-Printed SP1 (106 - 216 gsm), Tab Stock (106 - 216 gsm), and Custom Paper 1 to 5. If paper heavier than 90 gsm is used, outputs may not be stapled correctly even if the number of sheets is 100 or less.

- Important**
- Ensure that the actual orientation of the original document matches the [Original Orientation] setting on the [Layout Adjustment] screen.
 - In the following cases, the actual stapling position differs from the stapling position displayed on the screen:
 - When [Original Orientation] is set to [Upright Images], and [Staple] is set to one position at the right side.
 - When [Original Orientation] is set to [Sideways Images], and [Staple] is set to one position at the left side.

■Hole Punch

Specify the position for punching. You can select from six different punch positions: 2 Holes, 2 Holes Top, 2 Holes Right, 4 Holes, 4 Holes Top, 4 Holes Right.

- Important**
- Ensure that the actual orientation of the original document matches the [Original Orientation] setting on the [Layout Adjustment] screen.

■Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

- Note**
- If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.
 - Upright Images

Select this option when placing the top edge of the document against the top side of the document glass or document feeder.
 - Sideways Images

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

■Z Fold Half Sheet

The machine folds the output copies in Z fold. Z fold can be applied to B4, A3, 11 x 17". If you have mixed sized documents, the width (vertical direction) of the paper must be the same, such as a combination of A4 (portrait) and A3 (landscape), and a combination of B5 (portrait) and B4 (landscape). For example, if you have a combination of A4 (portrait) and A3 (landscape), the Z fold is only applied to A3.

■Output/Offset

Allows you to select the output destination tray and offset operation.

- Offset Stacking

This option is displayed if you select [Right Middle Tray] or [Stacker - Stacker Cart] for the output destination.

The offset is a function for slightly offsetting and outputting each paper stack to allow you to distinguish the separations.

You can specify by set, job, specified number of pages, or specified number of copies for a paper stack.

- Real Time Sample Job

This option is displayed if you select [Stacker - Stacker Cart] for the output destination, and you can output samples of specified portions. You can specify up to three portions for each of the sets you want to confirm during sorting and the pages you want to confirm during stacking. Samples are output to the output tray at the top of stacker trays (optional).

- Note**
- This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.
 - To print a sample while printing a job, press the sample button on the High Capacity Stacker.

Paper Size and Stapling Position

| | 1 Staple | 1 Top Right | 2 Staples | 2 Top | 2 Right |
|---|----------|-------------|-----------|-------|---------|
| A4 | | | | | |
| B5, 8 x 10", 8.5 x 11", 16K | | | | | |
| A3 | | | | | |
| A4, B4, 8.5 x 11", 8.5 x 13", 8.5 x 14", 11 x 17", 8K | | | | | |

| | 1 Left Center | 1 Top Center | 1 Right Center |
|---|---------------|--------------|----------------|
| A4, B5, 8 x 10", 8.5 x 10", 8.5 x 11", 16K | | | |
| A4, A3, B4, 8.5 x 11", 8.5 x 13", 8.5 x 14", 11 x 17", 8K | | | |

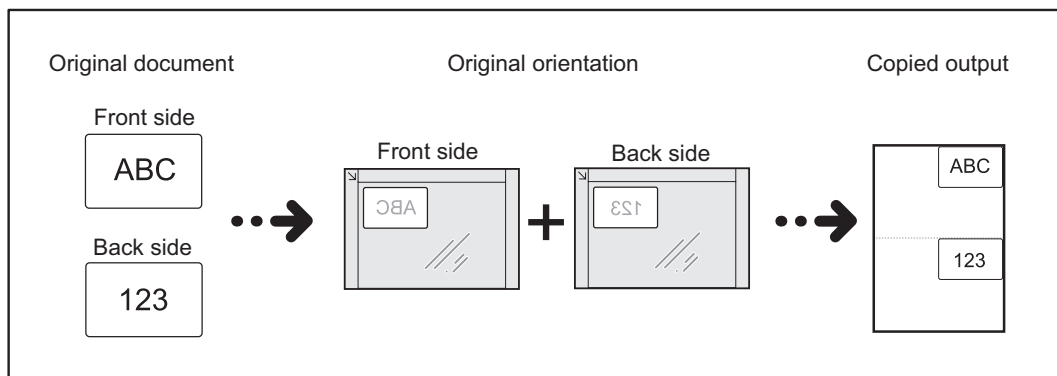
* The staple orientation displayed on the touch screen differs from the actual staple orientation. Outputs are stapled in the orientation shown in the above table.

Paper Size and Punching Position

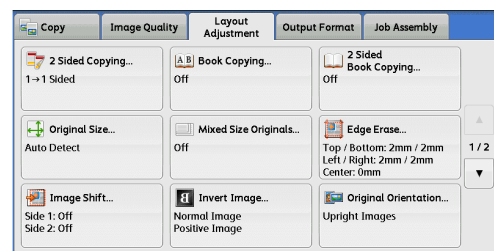
| | 2 / 4 Holes | 2 / 4 Holes Top | 2 / 4 Holes Right |
|-------------------------------------|-------------|-----------------|-------------------|
| A4, B5, 8.5 x 11", 16K | | | |
| A4, A3, B4, 8.5 x 14", 11 x 17", 8K | | | |

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

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



- 1 Specify the orientation of the document in [Original Orientation] on the [Layout Adjustment] screen.

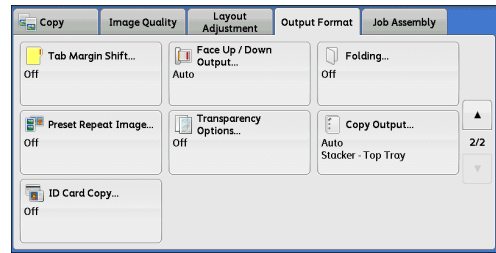


- 2 Place the document slightly away from the top left corner of the document glass, and close the document glass.

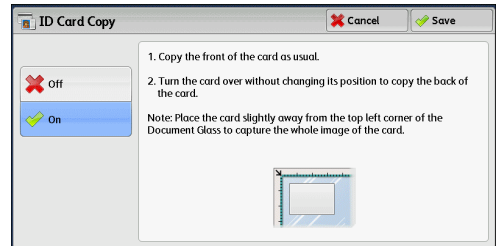
- Important**
- Always use the document glass when copying. You cannot use the document feeder with this feature.
 - Specify the orientation of the original document correctly.
 - If the edges of the image are missing, slightly move the card inward on the document glass so that the whole image can be scanned.
 - When the reduced size is specified to copy an ID card, the machine may copy the ID card in a different orientation from the original orientation depending on the magnification ratio specified. For information on the copy magnification ratio for ID Card Copy, refer to "5 Tools" > "Copy Service Settings" > "Copy Control" > "ID Card Copy - Reduce/Enlarge" in the Administrator Guide.

For information on how to specify the orientation of a document, refer to "Original Orientation (Specifying the Orientation of Loaded Documents)" (P.87).

3 Select [ID Card Copy] on the [OutputFormat] screen.



4 Select [On].



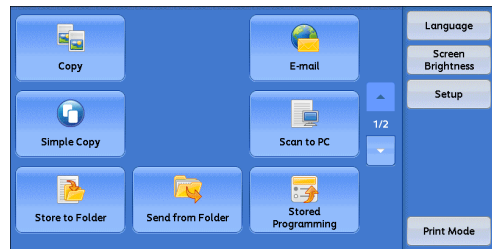
- **Off**
Disables ID card copying.
- **On**
Enables ID card copying.

Job Assembly

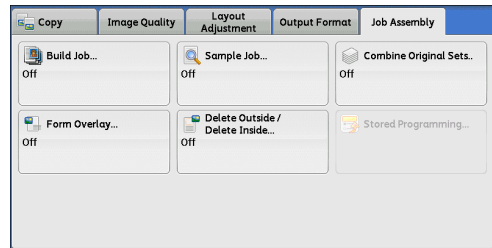
This section describes the features you can select on the [Job Assembly] screen. The following shows the reference section for each feature.

| | |
|---|-----|
| Build Job (Processing Documents Scanned with Different Settings as One Job) | 123 |
| Sample Job (Checking the Finished Output of the Copy)..... | 127 |
| Combine Original Sets (Adding Originals)..... | 129 |
| Form Overlay (Making Copies to Overlay Documents)..... | 130 |
| Delete Outside/Delete Inside (Deleting Outside or Inside of the Selected Area)..... | 131 |
| Stored Programming (Calling a Stored Program for Build Job)..... | 133 |

- 1 Select [Copy] on the [Services Home] screen.



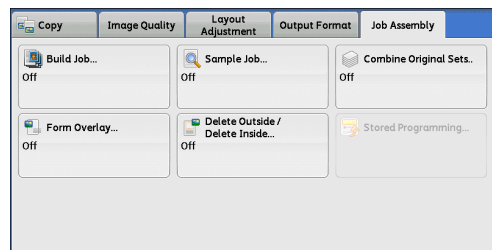
- 2 Select a feature on the [Job Assembly] screen.



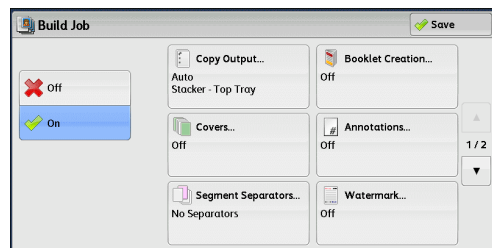
Build Job (Processing Documents Scanned with Different Settings as One Job)

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

- 1 Select [Build Job].



- 2 Select [On].



- 3 Select any option.

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

■Off

Build Job is not applied.

■On

Build Job is applied. The feature buttons appear. Specify any option if necessary.

Important • The features selected here cannot be canceled or changed while the machine executes a copy job.

For information on features available in Build Job, refer to "Features that can be set in Build Job" (P.124).

Features that can be set in Build Job

■Copy Output

For more information, refer to "Copy Output (Specifying Finishing Options)" (P.118).

■Booklet Creation

For more information, refer to "Booklet Creation (Creating a Booklet)" (P.91).

■Covers

Important • The machine does not copy on a cover when using the Build Job feature.

For more information, refer to "Covers (Attaching Covers to Copies)" (P.95).

■Annotations

For more information, refer to "Annotations (Adding a Comment/a Date/Page Numbers to Copies)" (P.100).

■Segment Separators

For more information, refer to "[Segment Separators] Screen" (P.126).

■Watermark

For more information, refer to "Watermark (Printing Control Numbers on the Background of Copies)" (P.106).

■Secure Watermark

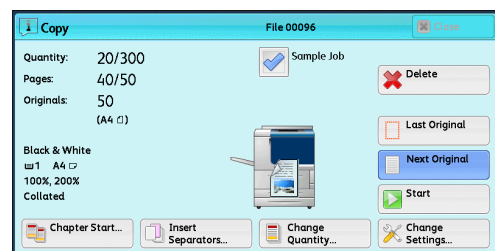
For more information, refer to "Secure Watermark (Managing Document Security)" (P.109).

■Face Up/Down Output

For more information, refer to "Face Up/Down Output (Specifying Face Up or Down)" (P.113).

[Copy] Screen When Build Job is in Progress

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



■Chapter Start

Displays the [Build Job - Chapter Start] screen.

Refer to "[Build Job - Chapter Start] Screen" (P.126).

■Insert Separators

Displays the [Segment Separators] screen.

Refer to "[Segment Separators] Screen" (P.126).

■Change Quantity

Displays the [Change Quantity] screen on which you can change the number of copy sets using the numeric keypad.

■Change Settings

Displays the [Copy] screen on which you can change the settings for the next document. After changing the settings, press the <Start> button on the control panel to start scanning of the document. To return to the previous screen, press the < # > button.

When using a stored program for Build Job

While the machine makes copies using the Build Job feature, you can use a stored program.

- 1) Select [Change Settings].
- 2) Select the [Job Assembly] tab.
- 3) Select [Stored Programming].
- 4) Select the number of the stored program that contains the features you want to use.

For information on how to register a stored program, refer to "Registering Stored Programs for Build Job" (P.276).

■Delete

Clears the document data stored by the Build Job feature, and cancels the job.

- Note**
- You can also press the <C (Clear)> or <Clear All> button on the control panel to perform the same operation.
 - While the machine is scanning the loaded document, [Delete] is displayed. Select [Delete] to pause scanning. Select [Start] on the touch screen, or press the <Start> button on the control panel to resume scanning.

■Last Original

Select this button to end scanning of documents. The build job starts.

■Next Original

Select this button when you have another document. This button is always selected when you use the Build Job feature.

■Start

After loading the next document, select this button to scan the next document.

- Note**
- You can also press the <Start> button on the control panel to perform the same operation.

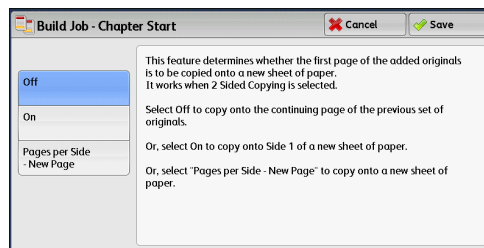
■Sample Job

When making multiple sets of copies, you can print a sample set to check the finished output and then print the remaining copy sets. You can select to continue or cancel the job after the confirmation.

[Build Job - Chapter Start] Screen

This screen allows you to set the chapter start.

- 1 Select any option.



■Off

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

■On

The next stack of documents is copied from Side 1 of a new sheet of paper.

■Pages per Side - New Page

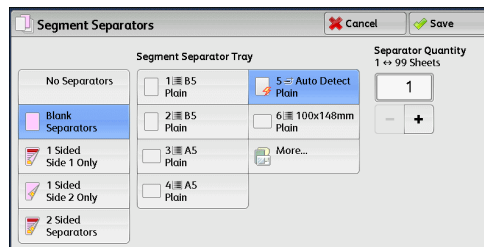
When [Pages per Side] is set, even if all documents are divided for every chapter before all of them are assembled in the Pages per Side feature, the next stack of document is copied from Side 2 of the paper.

[Segment Separators] Screen

This screen allows you to insert a sheet of paper as a separator in between each stack of documents. You can specify the number of separators to insert in the range from 1 to 99 as necessary.

- Note**
- You can specify different settings for each stack of documents. If you do not specify particular settings for each stack of documents, the previously specified settings are applied.

- 1 Select any option.



■No Separators

Does not insert any separators.

■Blank Separators

Inserts blank separators.

If you select this option, load documents, and press the <Start> button, the blank separators are inserted before the copies of the documents.

■1 Sided Side 1 Only

A first page of the loaded documents is copied on the front side of a separator, and the rest of the pages are copied on the paper other than a separator.

When [Pages per Side] is set, the number of pages (2 pages, 4 pages, or 8 pages) that you selected to copy onto one side of a single sheet, starting from the first page of the loaded documents, are copied onto the front page of a separator.

When you load a single sheet document, the document is copied onto a separator.

■1 Sided Side 2 Only

A first page of the loaded documents is copied on the back side of a separator, and the rest of the pages are copied on the paper other than a separator.

When [Pages per Side] is set, the number of pages (2 pages, 4 pages, 8 pages) that you selected to copy onto one side of a single sheet, starting from the first page of the loaded documents, are copied onto the back side of a separator.

When you load a single sheet document, the document is copied onto a separator.

■2 Sided Separators

First two pages of the loaded documents are copied onto each side of a separator, and the rest of the pages starting from the third page are copied onto the paper other than a separator.

When [Pages per Side] is set, the number of pages (2 pages, 4 pages, 8 pages) that you selected to copy onto one side of a single sheet, starting from the first page of the loaded documents, are copied onto each side of a separator.

When you load two-sheet documents, both sheets are copied onto each side of a separator.

Note • When you have two separate documents, a single sheet document and multiple sheet documents, if you want to copy this single sheet document and the first page of the multiple sheet documents onto each side of a separator, when loading the multiple sheet documents, select [No Separator] in [Build Job - Separators]. If you do not select [No Separator], the machine processes these two documents separately under different separator settings, the single-sheet document is copied onto a separator, and the first page (or first two pages) of the multiple sheet documents is copied onto another separator.

■Segment Separator Tray

Allows you to select the tray, which is loaded with paper to be used as a separator.

■Separator Quantity

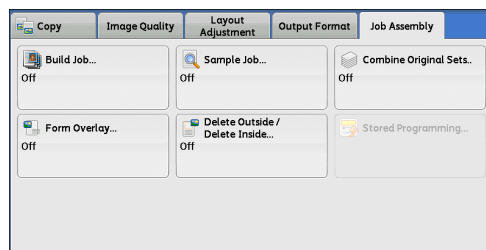
This option is available when you select [Blank Separators]. You can specify the number of separators in the range from 1 to 99.

Sample Job (Checking the Finished Output of the Copy)

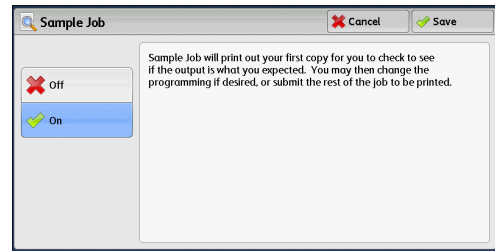
When making multiple sets of copies, you can print a sample set to check the finished output and then print the remaining copy sets. You can select whether to continue or cancel the job after the confirmation. This feature also allows you to change the number of copy sets. The sample copy is included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

Note • After a sample set is output, the machine automatically outputs the data remained if the machine is left uninstruced for the period specified in [Auto Job Release]. For more information on [Auto Job Release], refer to "5 Tools" > "Common Service Settings" > "Machine Clock/Timers" > "Auto Job Release" in the Administrator Guide.

1 Select [Sample Job].



2 Select [On].



■Off

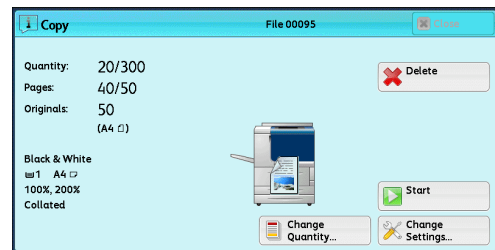
No sample set is made.

■On

A sample set is made.

[Copy] Screen When Sample Job is in Progress

After the sample set is copied, the machine pauses the job and displays the [Copy] screen.



■Change Quantity

Displays the [Change Quantity] screen on which you can change the number of copies entered before. Enter a new quantity using the numeric keypad. The new value must include the number of the sample set that has already been printed. When reducing the quantity, specify a value between 1 (sample set) and the number of copies entered before.

Note • If you specify "1" as a new quantity and then press the <Start> button, the machine will not process the job.

■Change Settings

Displays the [Change Settings] screen. To cancel the settings you have made, deselect the check box for the feature you want to cancel.

■Delete

The remaining copies are canceled.

■Start

The remaining copies are made.

Note • You can also press the <Start> button on the control panel to perform the same operation.

Combine Original Sets (Adding Originals)

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

When you use this feature, [Next Original] is always selected on the screen during scanning documents with the document feeder or the document glass.

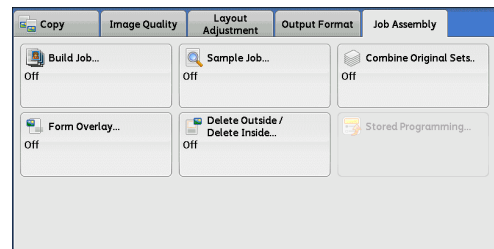
If [Copy Output] is set to [Auto], the output is automatically sorted.

When all documents have been scanned, select [Last Original].

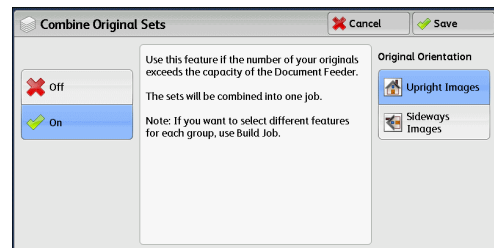
Note

- After the first original set is copied, the machine automatically outputs the data remained if the machine is left unused for the period specified in [Auto Clear]. For more information on [Auto Clear], refer to "5 Tools" > "Common Service Settings" > "Machine Clock/Timers" > "Auto Clear" in the Administrator Guide.

1 Select [Combine Original Sets].



2 Select [On].



■ Off

Disables this feature.

■ On

Enables this feature.

■ Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

Note

- If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

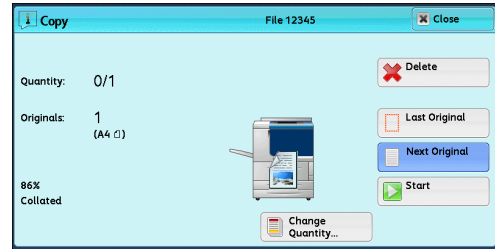
Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

- Sideways Images

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

[Copy] Screen When Combine Original Sets is in Progress

The [Copy] screen is displayed when copying starts.



■Delete

Clears the document data stored with the Combine Original Sets feature, and cancels copying.

Note • You can also press the <C (Clear)> or <Clear All> button on the control panel to perform the same operation.

■Last Original

Select this button to end scanning documents.

■Next Original

Select this button when you have more documents to copy. This button is always selected when the Combine Original Sets feature is used.

■Start

After loading the next document, select this button to scan the next document.

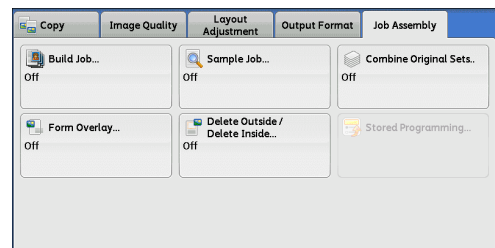
Note • You can also press the <Start> button on the control panel to perform the same operation.

Form Overlay (Making Copies to Overlay Documents)

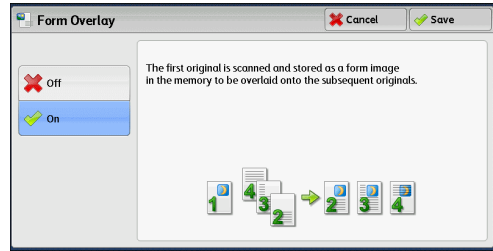
This feature scans the first page of a document as a form image, and overprints it on the copies of the subsequent pages.

Important • If the machine is set to detect Secure Watermark, this feature may not be used depending on the type of a form image. For more information, contact our Customer Support Center. For more information on the setting of Secure Watermark Detection, refer to "5 Tools" > "Common Service Settings" > "Secure Watermark" > "Secure Watermark Control" in the Administrator Guide.

1 Select [Form Overlay].



2 Select [On].



■Off

Does not overprint a form image.

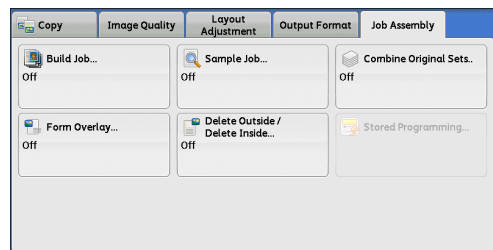
■On

Overprints a form image.

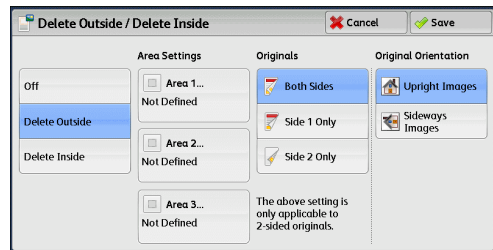
Delete Outside/Delete Inside (Deleting Outside or Inside of the Selected Area)

This feature allows you to specify the areas to be deleted from a document image. Up to three areas can be specified.

1 Select [Delete Outside/Delete Inside].



2 Select any option.



■Off

No area is deleted.

■Delete Outside

Deletes the outside of the selected area.

■Delete Inside

Deletes the inside of the selected area.

■Area Settings

Displays the [Delete Outside/Delete Inside - Area 1 (Area 2 or Area 3)] screen. You can specify up to three areas.

Refer to "[Delete Outside/Delete Inside - Area 1 (Area 2 or Area 3)] Screen" (P.132).

■Originals

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

- Both Sides
Applies the settings to both sides of the document.
- Side 1 Only
Applies the settings to Side 1 of the document.
- Side 2 Only
Applies the settings to Side 2 of the document.

■Original Orientation

Allows you to specify the orientation of the document so that the machine can identify the top of the document.

- Note**
- If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.
- Upright Images
Select this option when placing the top edge of the document against the top side of the document glass or document feeder.
 - Sideways Images
Select this option when placing the top edge of the document against the left side of the document glass or document feeder.

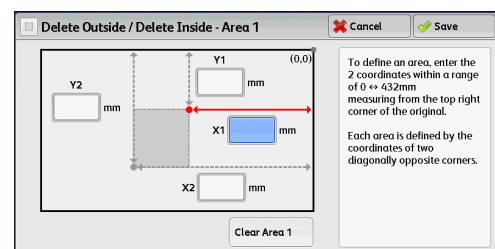
[Delete Outside/Delete Inside - Area 1 (Area 2 or Area 3)] Screen

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

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

- Note**
- Specify the 2 coordinates from the top right corner of the document.
 - When specifying multiple areas, the specified areas can overlap each other.
 - When [Reduce/Enlarge] is set, the specified area will be reduced or enlarged accordingly.

- 1 Select [Area 1], [Area 2], or [Area 3].



- 2 Select the text box for [X1], and enter the value for X1 using the numeric keypad.
- 3 Select the text box for [Y1], and enter the value for Y1 using the numeric keypad.
- 4 Select the text box for [X2], and enter the value for X2 using the numeric keypad.
- 5 Select the text box for [Y2], and enter the value for Y2 using the numeric keypad.

- Note**
- If all of [X1], [Y1], [X2], and [Y2] are set to [0], the area will be invalid. If no other area is specified, the Delete Outside/Delete Inside feature cannot be used.
 - Pressing the <C (Clear)> button clears the value you have entered.

■Clear Area 1 (Area 2 or Area 3)

Clears all the values set for Area 1 (Area 2 or Area 3).

Stored Programming (Calling a Stored Program for Build Job)

This feature allows you to call a stored program for Build Job.

This feature is the same as "7 Stored Programming" > "Calling a Stored Program" > "Calling a Stored Program for Build Job". For more information, refer to "Calling a Stored Program for Build Job" (P.280).

4 Scan

This chapter describes the basic operations and features for the Scan services.

- Note**
- The Scan services are not available for some models. An optional component is required. For more information, contact our Customer Support Center.
 - WSD stands for Web Services on Devices.

To use the Scan services, network settings are required. For information on the network settings, refer to "9 Scanner Environment Settings" in the Administrator Guide.

| | |
|---------------------------------------|-----|
| • Scanning Procedure | 136 |
| • Operations during Scanning | 144 |
| • E-mail..... | 147 |
| • Network Scanning..... | 166 |
| • Scan to PC..... | 168 |
| • Store to Folder | 174 |
| • Store to USB..... | 176 |
| • Store & Send Link..... | 182 |
| • Store to WSD..... | 185 |
| • Advanced Settings..... | 189 |
| • Layout Adjustment..... | 194 |
| • E-mail Options/Filing Options | 202 |

Scanning Procedure

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

| | |
|--|-----|
| Step 1 Loading Documents | 136 |
| Step 2 Selecting the Features | 138 |
| Step 3 Starting the Scan Job..... | 141 |
| Step 4 Confirming the Scan Job in Job Status | 142 |
| Step 5 Saving the Scanned Data | 143 |

Step 1 Loading Documents

The following two methods are available to load documents:

■ **Document Feeder**

- Single sheet
- Multiple sheets

■ **Document Glass**

- Single sheet
- Bound documents, such as books

Document Feeder

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

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

For information on document sizes that can be detected automatically and how to enter a non-standard document size, refer to "Original Size (Specifying a Scan Size)" (P.196).

The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode. For information on paper size settings, refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paper Size Settings" in the Administrator Guide.

The document feeder accepts the following number of sheets.

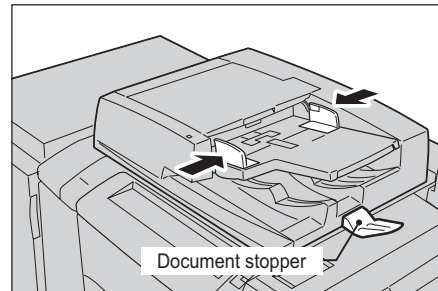
| Weight | Number of Sheets |
|---------------|------------------|
| 38 -80 gsm | 250 sheets |
| 81 - 128 gsm | 150 sheets |
| 129 - 200 gsm | 100 sheets |

- Important**
- To avoid paper jams, use the document glass for folded or wrinkled documents.
 - 2-sided scanning of lightweight paper (38 - 49 gsm) is not supported.

For information on how to copy mixed sized documents, refer to "Mixed Size Originals (Scanning Different Size Documents Simultaneously)" (P.197).

- 1 Remove any paper clips and staples before loading a document.
- 2 Adjust document guides to match the size of the document loaded.

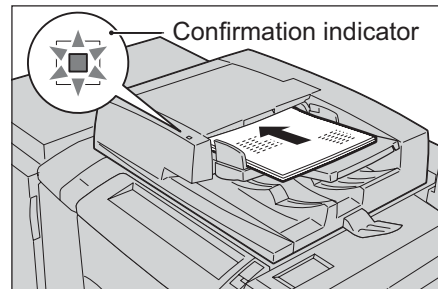
Note • When loading a large size document such as A3, lift up the document feeder tray, and open the document stopper rightward.



- 3 Load the document face up (when the document is 2-sided, place the front side up) in the center of the document feeder.

Note • The Confirmation indicator lights up when the document is loaded correctly.

When the document is loaded in the document feeder, the document feeder tray lifts up. You can set the timing of the lift. For more information, refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Document Feeder Tray Elevation" in the Administrator Guide.



Document Glass

The document glass supports a single sheet, a book, or other similar documents with sizes from 15 x 15 mm to 297 x 432 mm (Standard size: A3, 11 x 17").

Important • Always close the document cover after using the document glass.

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

For information on document sizes that can be detected automatically and how to enter a non-standard document size, refer to "Original Size (Specifying a Scan Size)" (P.196).

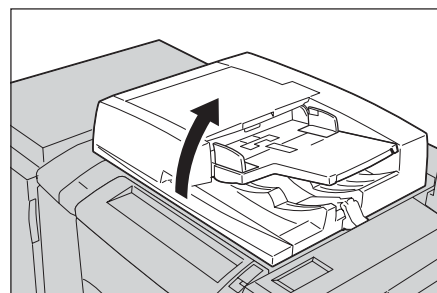
The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode. For information on the paper size settings, refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paper Size Settings" in the Administrator Guide.

CAUTION

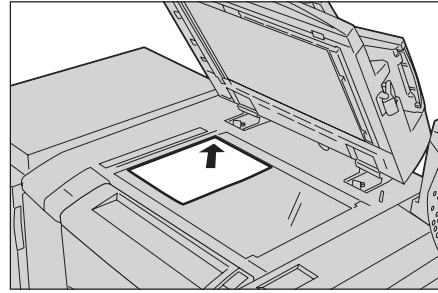
Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

- 1 Open the document cover.

Important • Ensure that the touch screen is active, and then load a document. Otherwise, the machine may not properly detect the document size.



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



- 3** Close the document cover.

Step 2 Selecting the Features

On the [Services Home] screen, you can select from seven Scan services: [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store to USB], [Store & Send Link], and [Store to WSD]. You can select features for each service.

- Note**
- The features displayed on the screen depend on your machine configuration.
 - When the Accounting feature is enabled, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.
 - To use the Scan services, network settings are required. For information on the network settings, refer to "9 Scanner Environment Settings" in the Administrator Guide.
 - WSD stands for Web Services on Devices.

■E-mail

Scans a document and sends the scanned data as an e-mail attachment after converting the data to TIFF, JPEG, PDF, DocuWorks, or XPS (XML Paper Specification).

■Store to Folder

Scans a document and saves the scanned data in a folder on the machine.

You need to create a folder in advance. For information on how to create a folder, refer to "5 Tools" > "Setup" > "Create Folder" in the Administrator Guide.

■Network Scanning

Scans a document using a job template created on CentreWare Internet Services.

When Scan to Home is enabled and the Remote Access feature is available, the scanned data can be transferred to a different destination according to an authenticated user.

For information on how to create a job template, refer to the help of CentreWare Internet Services.

■Scan to PC

Scans a document and sends the scanned data to a network computer via the FTP or SMB protocol.

■Store to USB

Scans a document and saves the scanned data to a USB memory device.

■Store & Send Link

Scans a document and temporarily saves the scanned data on the machine. The user is notified by e-mail of the URL to the location where the scanned data is stored. Then, the user can access the URL to retrieve the scanned data.

■ Store to WSD

Note • WSD stands for Web Services on Devices.

You can scan documents set on the machine and save the scanned data from a computer. Also, you can save the scanned data to a computer on the network.

The following table shows file formats available for each Scan service.

| Scan Service | File Format can be Selected When | File Format | | | | | | |
|-------------------|---------------------------------------|-------------|------------|-------|------|------|-----|-----|
| | | PDF | Docu-Works | XPS*1 | TIFF | JPEG | BMP | PNG |
| E-mail | Using the control panel when scanning | O*2 | O*3 | O | O | O | X | X |
| Scan to PC | | O*2 | O*3 | O | O | O | X | X |
| Store to USB | | O*2 | O*3 | O | O | O | X | X |
| Store & Send Link | | O*2 | O*3 | O | O | O | X | X |
| Store to Folder | Using CentreWare Internet Services | O*2 | O*3 | O | O | O | X | X |
| | Using Stored File Manager 3 | X | X | X | O | O | X | X |
| | Using DocuWorks*4 | X | O*3 | X | X | X | X | X |
| | Using EasyOperator | X | X | X | O | O | X | X |
| | Using Adobe® Acrobat®*4 | O*2 | X | X | X | X | X | X |
| Job Flow Sheet | Creating a job flow | O*2 | O*3 | O | O | O | X | X |
| Network Scanning | Creating a job template | O | X | O | O | O | X | X |
| Store to WSD*6 | Using [Scan Profiles] of Windows®*5 | X | X | O | O | O | O | O |

O Available

X Not available

*1 XPS stands for XML Paper Specification.

*2 Supported on Acrobat® 4.0 or later

*3 Supported on DocuWorks Ver.4 or later

*4 TWAIN compatible application

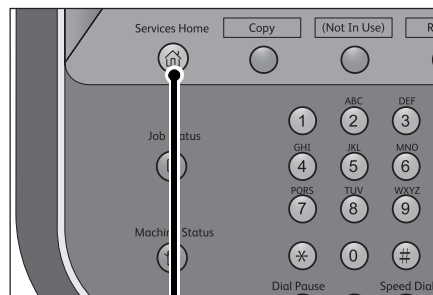
*5 Microsoft® Windows Vista® Service Pack 2 or later

*6 WSD stands for Web Services on Devices.

Note • If you do not specify a file name for the document to be saved, a file name is automatically assigned to each file or folder based on a particular rule. For example, the file name "img-123123456" indicates that the document was scanned at 12:34:56 on January 23. X, Y, and Z represent October, November, and December, respectively.

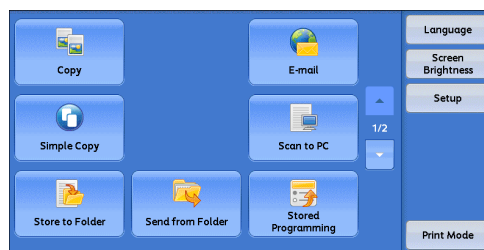
The following describes how to store scanned data into a folder as an example.

- 1 Press the <Services Home> button.

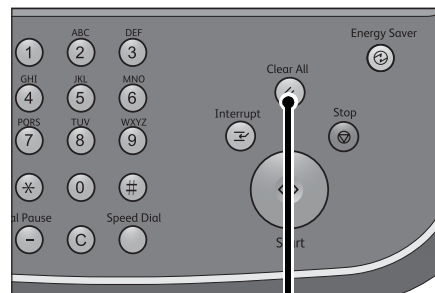


<Services Home> button

- 2 Select [Store to Folder].

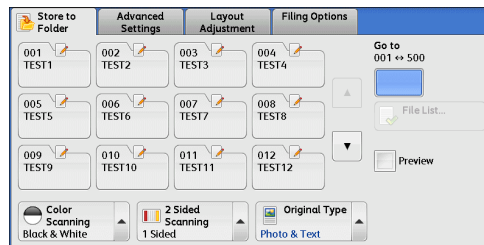


- 3 If the previous settings still remain, press the <Clear All> button.

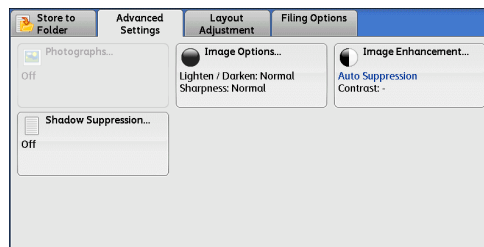


<Clear All> button

- 4 Specify a folder to save the data in.



- 5 Select each tab, and configure features as necessary.



The following shows the reference section for each tab.

- "Store to Folder" (P.174)
- "Advanced Settings" (P.189)
- "Layout Adjustment" (P.194)
- "E-mail Options/Filing Options" (P.202)

When you use another Scan service, [Store to Folder] is replaced with [E-mail], [Network Scanning], [Scan to PC], [Store to USB], [Store & Send Link], or [Store to WSD].

The following shows the reference section for each service.

"E-mail" (P.147)

"Network Scanning" (P.166)

"Scan to PC" (P.168)

"Store to USB" (P.176)

"Store & Send Link" (P.182)

"Store to WSD" (P.185)

Note • WSD stands for Web Services on Devices.

Step 3 Starting the Scan Job

The following describes how to start a scan job.

For information on how to start a scan job on the [Store to WSD] screen, refer to "Store to WSD" (P.185).

Note • WSD stands for Web Services on Devices.

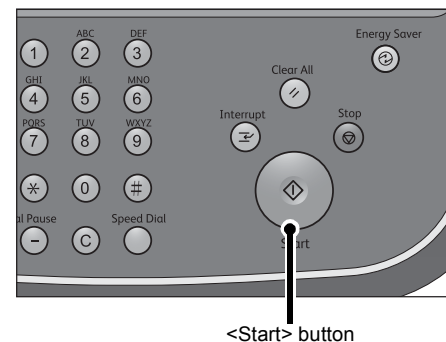
1 Press the <Start> button.

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

- If a copy protection code is detected, the machine will not scan the document.

Note • If a problem occurs, an error message appears on the touch screen. Solve the problem according to the message.

- You can set the next job during scanning.



■If you have more documents

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

Up to 999 pages can be stored.

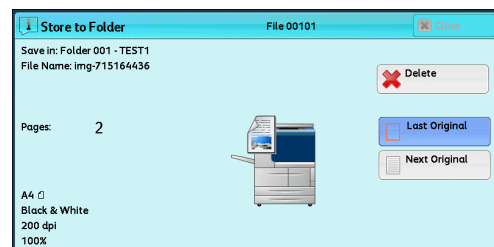
Note • If the number of pages scanned by the machine exceeds the maximum, the machine stops scanning. Follow the message displayed on the screen, and either abort the operation or save the already-scanned data as a single set of data.

2 While documents are being scanned, select [Next Original].

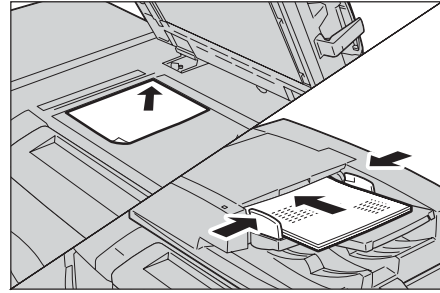
Note • When using the document feeder, load the next document after the machine has finished scanning the first document.

- When [Next Original] is displayed on the screen shown on the right and no operation is performed for a certain period of time, the machine automatically assumes that there are no more documents.

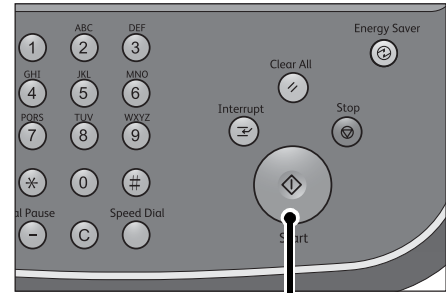
- You can change the scan settings of the next document by selecting [Change Settings] that is displayed after selecting [Next Original].



3 Load the next document.

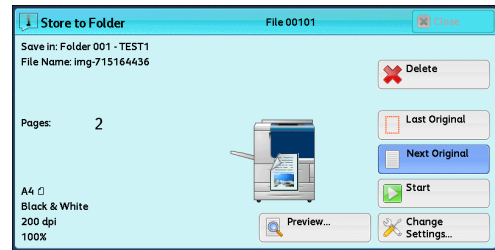


4 Press the <Start> button.
If you have more documents, repeat steps 3 and 4.



<Start> button

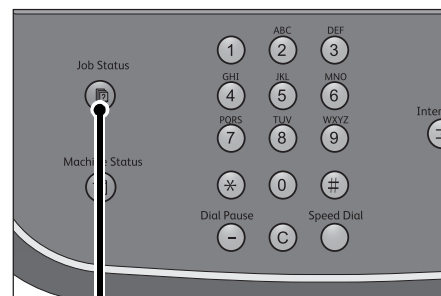
5 When all documents have been scanned, select [Last Original].



Step 4 Confirming the Scan Job in Job Status

The following describes how to confirm the status of a scan job.

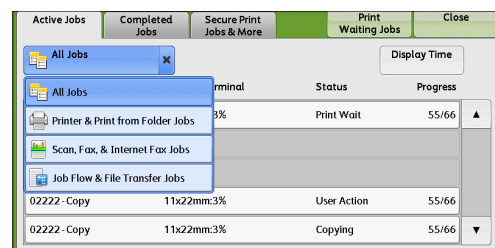
1 Press the <Job Status> button.



<Job Status> button

2 Confirm the job status.

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



Step 5 Saving the Scanned Data

When you used the Store to Folder service, you can use the following methods to import the file stored in a folder of the machine to your computer:

■ Import using an application

Use Network Scanner Driver.

Refer to "Importing to a TWAIN Compatible Application" (P.322).

■ Import using Stored File Manager 3

Use Stored File Manager 3 (Fuji Xerox application software).

Refer to "Importing Using Stored File Manager 3" (P.324).

■ Import using CentreWare Internet Services

Use CentreWare Internet Services.

Refer to "Importing Using CentreWare Internet Services" (P.327).

■ Import using EasyOperator

Use EasyOperator (Fuji Xerox application software).

Refer to "Importing Using EasyOperator" (P.328).

Operations during Scanning

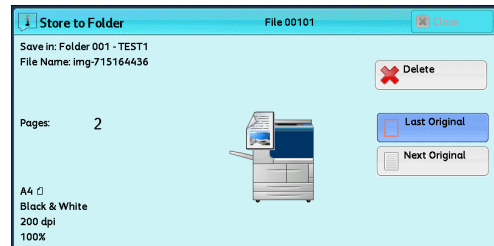
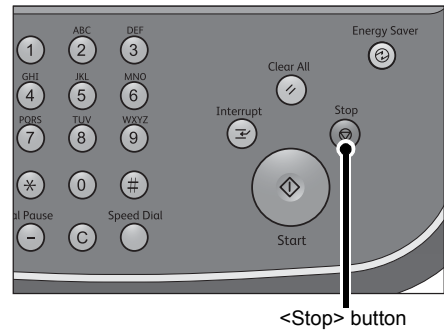
The following describes the operations available during scanning. The following shows the reference section for each operation.

| | |
|---|-----|
| Stopping the Scan Job | 144 |
| Previewing the Scanned Images during a Scan Job | 145 |
| Changing Scan Settings | 146 |

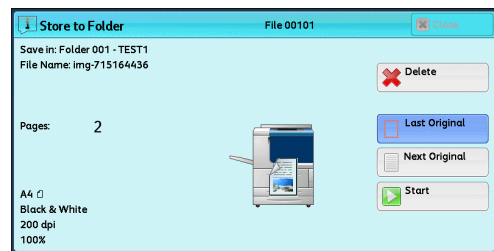
Stopping the Scan Job

To cancel scanning a document, use the following procedure.

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

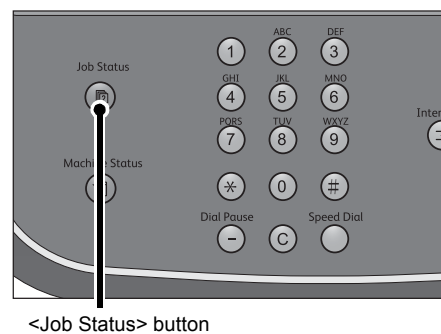


- 2 Select [Delete].

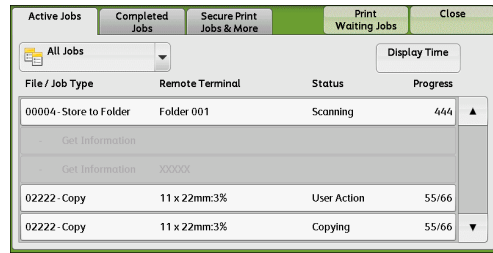


■If [Delete] does not appear on the screen:

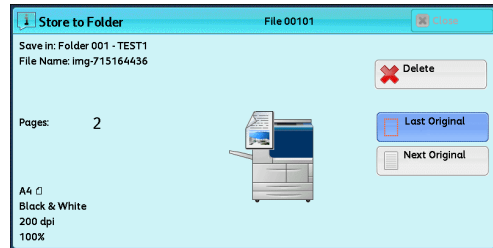
- 1 Press the <Job Status> button.



2 Select the job to cancel.

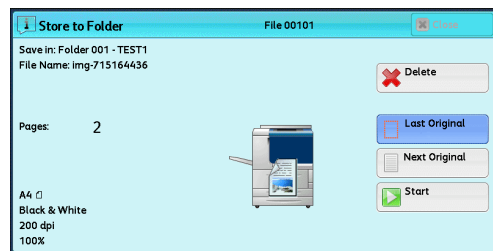


3 Select [Delete].



4 Select [Delete].

Note • If you cancel the job, the scanned data stored in the folder will also be deleted.



Scan
4

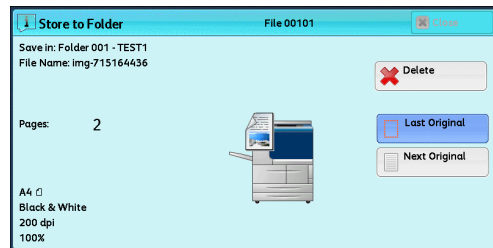
Previewing the Scanned Images during a Scan Job

You can preview the scanned images while scanning the document.

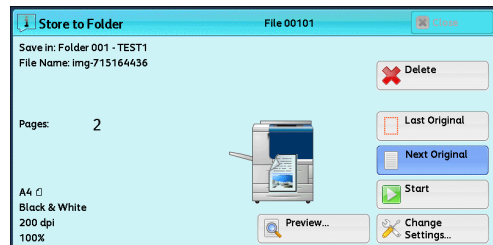
Important • You cannot preview the scanned images when [MRC High Compression] is set to [On] on the [File Format] screen.

Note • You cannot preview the scanned images on the touch screen of the machine for [Store to WSD].
• WSD stands for Web Services on Devices.

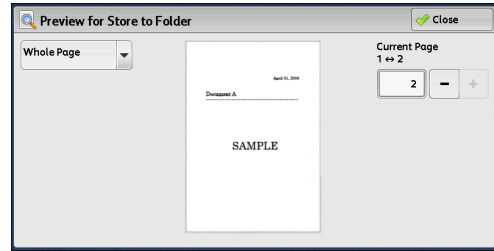
1 Select [Next Original].



2 Select [Preview] to display a preview screen. The first page of the last scanned document is displayed.



- From the drop-down menu, specify the view size by selecting [Whole Page] or [Enlarge View], and set [Current Page].



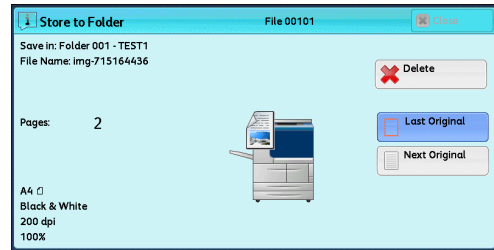
- After the confirmation, select [Close] to close the preview screen.

Changing Scan Settings

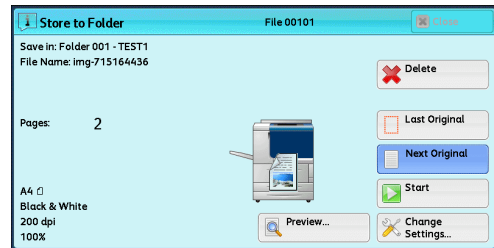
You can change scan settings while scanning the document.

- Note**
- For [Store to WSD], you cannot change scan settings while scanning the document.
 - WSD stands for Web Services on Devices.

- Select [Next Original].



- Select [Change Settings].



- Set [Color Scanning], [Original Type], [Resolution], [Lighten/Darken], [Original Orientation], [2 Sided Scanning], and [Original Size].

The following shows the reference section for each feature.

- "Color Scanning (Selecting an Output Color)" (P.154)
- "Original Type (Selecting the Document Type)" (P.156)
- "Resolution (Specifying a Scanning Resolution)" (P.194)
- "Image Options (Adjusting Scan Density and Image Sharpness)" (P.190)
- "Original Orientation (Specifying the Orientation of the Loaded Documents)" (P.201)
- "2 Sided Scanning (Scanning Both Sides of a Document)" (P.195)
- "Original Size (Specifying a Scan Size)" (P.196)

- Press the <Start> button.

E-mail

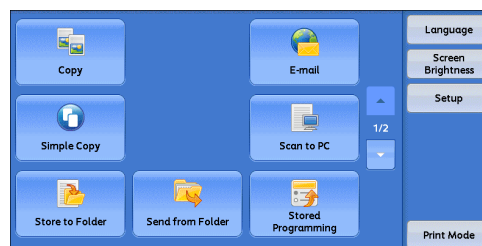
This section describes the features you can select on the [E-mail] screen. The E-mail service allows you to scan a document and send the scanned data as an e-mail attachment. The following shows the reference section for each feature.

| | |
|--|-----|
| Address Book (Specifying an E-mail Address) | 147 |
| New Recipient (Entering an Address)..... | 150 |
| Add Me (Adding the Sender's Address)..... | 151 |
| Recipient(s) (Editing a Recipient)..... | 151 |
| From (Setting the Sender's Address)..... | 152 |
| Subject (Setting the Subject)..... | 153 |
| Message (Entering the E-mail Body)..... | 154 |
| Preview (Previewing the Scanned Images during a Scan Job)..... | 154 |
| Color Scanning (Selecting an Output Color)..... | 154 |
| 2 Sided Scanning (Scanning Both Sides of a Document)..... | 155 |
| Original Type (Selecting the Document Type)..... | 156 |
| File Format (Selecting a File Format for Output Data)..... | 157 |

Note • You can encrypt e-mail or send it with a digital signature by S/MIME. To use this feature, you need to register certificates of the machine and the recipient's device in advance. For information on certificates, refer to "10 Encryption and Digital Signature Settings" > "Configuration of E-mail Encryption/Digital Signature" in the Administrator Guide.

You can customize the layout of the features displayed on the [E-mail] screen. For more information, refer to "5 Tools" > "Scan Service Settings" > "First Tab" in the Administrator Guide.

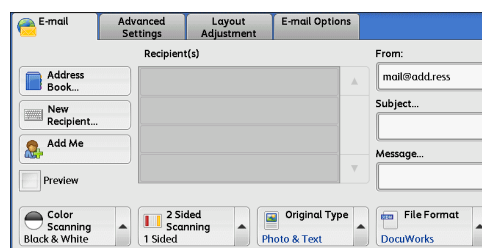
- 1 Select [E-mail] on the [Services Home] screen.



- 2 Select a feature on the [E-mail] screen.

Important • You cannot use address numbers using the numeric keypad, one touch buttons, or group numbers to specify recipients.

- The [New Recipient] and [Add Me] buttons may not be displayed depending on the settings in the System Administration mode.



Address Book (Specifying an E-mail Address)

The following describes how to select a recipient using the Address Book.

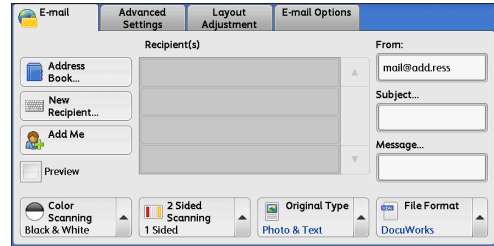
When sending an encrypted e-mail, select an e-mail address associated with a certificate that can be encrypted, from the Address Book.

Note • Entering address with numeric keypad or specifying address with one-touch button when specifying address registered in address book are not available.

To use this feature, an e-mail address associated with a certificate for S/MIME must be registered in the Address Book in advance. For information on how to set the Address Book, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

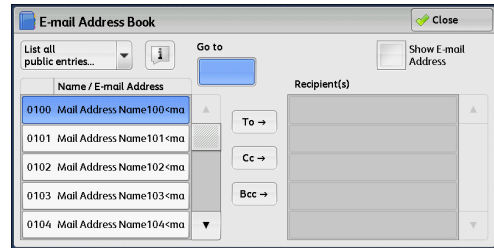
To verify the validity of a certificate, prior settings are required. For information on the settings, refer to "5 Tools" > "Connectivity & Network Setup" > "Security Settings" > "Certificate Revocation Retrieval Settings" in the Administrator Guide.

1 Select [Address Book].



2 Select a recipient from the address list, and then select [To], [Cc], or [Bcc].

- Note**
- When specifying multiple recipients, specify them continuously.
 - To search for recipients by other methods, select and switch to [List all public entries], [Search Public], or [Search Network] from the drop-down menu on the [E-mail Address Book] screen. The methods that appear in the drop-down menu depend on the settings in the System Administration mode.



Important • When specifying an e-mail address, check if the address contains a domain that is not permitted for use. In this case, the address cannot be used.

■List all public entries

Displays the local address list.
Refer to "When [List all public entries] is Selected" (P.149).

■Search Public

Searches recipients in the local address list.
Refer to "When [Search Public] or [Search Network] is Selected" (P.149).

■Search Network

Searches recipients in the remote address list.
Note • To display [Search Network], the prior setting is required in the System Administration mode.
Refer to "When [Search Public] or [Search Network] is Selected" (P.149).

■Name/E-mail Address

Lists names and their e-mail addresses.

■To

Sets the selected address as a recipient.

■Cc

Sets the selected address as Cc.

■Bcc

Sets the selected address as Bcc.

■Go to

Enter an address number using the numeric keypad to display the e-mail address at the top of the list.

■ [1] button

Displays detailed information on the selected recipient.

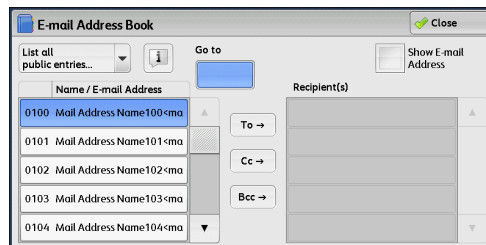
■ Show E-mail Address

Select this check box to display only e-mail addresses in the list.

When [List all public entries] is Selected

- 1 Select a recipient from a list under [Name/E-mail Address].

- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - You can sort recipients in alphabetical order or address number order. For more information, refer to "5 Tools" > "Common Service Settings" > "Screen/Button Settings" > "Default Language" in the Administrator Guide.



When [Search Public] or [Search Network] is Selected

- Note**
- The screen as shown on the right appears when [Search Public] is selected.

- 1 Enter keywords to search for an address.

For information on how to enter characters, refer to "Entering Text" (P.48).

- Note**
- When multiple keywords are used, the address is searched with the AND clause.

■ Name

Searches with a recipient name as a keyword. Selecting the field for [Name] under [Keyword] displays the screen for entering the keyword. Up to 32 characters are allowed.

Example: John Smith

■ E-mail Address

Searches with an e-mail address as a keyword. Selecting the field for [E-mail Address] under [Keyword] displays the screen for entering the keyword. Up to 128 characters are allowed.

Example: myhost@example.com

■ Custom Item

Select this option to search with a keyword item other than a recipient name and e-mail address.

Select any option from [Custom Item] and then select the box under [Keyword] to display a screen for entering a keyword. You can enter the keyword with up to 60 characters.

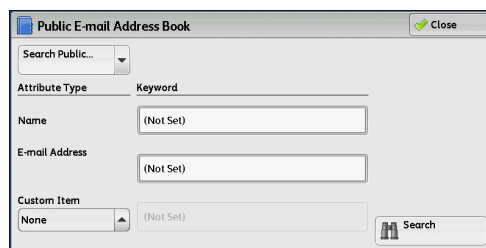
- Note**
- You can select only one custom item.

- None

No custom item is used for the keyword search.

- Custom Item 1 (Telephone Number)

[Telephone Number] is set by default. When selected, a telephone number is used for the keyword search.



- Custom Item 2 (Office)
[Office] is set by default. When selected, an office name is used for the keyword search.
- Custom Item 3 (Department)
[Department] is set by default. When selected, a department name is used for the keyword search.

For information on how to change the settings for the custom items, refer to "5 Tools" > "Connectivity & Network Setup" > "Remote Authentication/Directory Service" in the Administrator Guide.

■Keyword

Select a keyword item, and then enter the keyword.

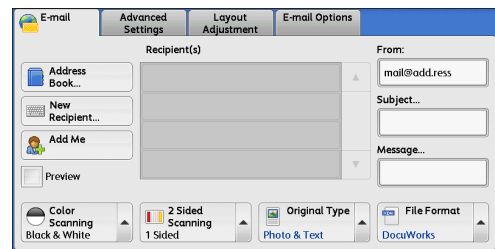
■Search

The search starts. The searched results are listed on the screen.

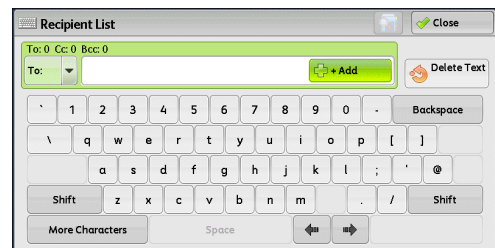
New Recipient (Entering an Address)

You can enter e-mail addresses using the keyboard.

- 1 Select [New Recipient].



- 2 Use the keyboard displayed on the screen to enter an e-mail address with up to 128 characters.



■To/Cc/Bcc

Allows you to switch the recipient type (To/Cc/Bcc) from the drop-down menu.

■+ Add

Allows you to add e-mail addresses to send e-mails to multiple recipients (Broadcast).

■[🔍] button

Searches for names.

■Delete Text

Deletes all the entered e-mail addresses.

■Backspace

Moves the cursor back to delete one character.

■Shift

Used for entering uppercase characters.

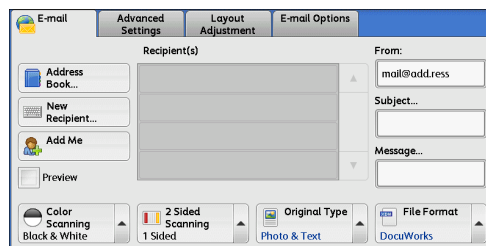
■More Characters

Displays symbols. Use this button to enter symbols for the e-mail address.

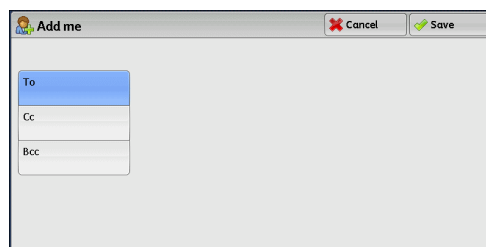
Add Me (Adding the Sender's Address)

The sender's address can be added to [To], [Cc], or [Bcc].

- 1 Select [Add Me].



- 2 Select any option.



■To

Adds the sender's address to To.

■Cc

Adds the sender's address to Cc.

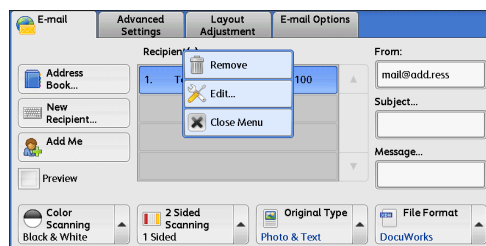
■Bcc

Adds the sender's address to Bcc.

Recipient(s) (Editing a Recipient)

You can confirm, delete, or edit recipients using the pop-up menu displayed.

- 1 From the [Recipient(s)] list, select the recipient to be deleted, confirmed, or edited.



- 2 Select any option from the pop-up menu.

■Remove

Removes the selected recipient.

■Edit

Displays the [Edit Recipient] screen on which you can confirm or edit the recipient. Refer to "[Edit Recipient] Screen" (P.152).

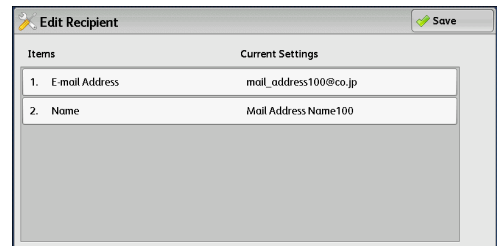
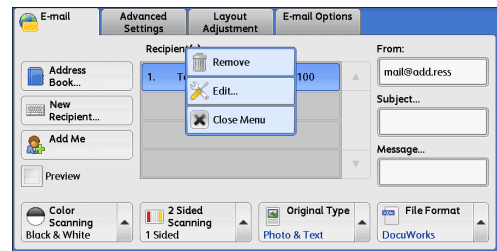
■Close Menu

Hides the pop-up menu.

[Edit Recipient] Screen

This screen allows you to confirm and change the settings of the recipient.

- 1 Select the item to be changed.
- 2 Select [Edit].
- 3 Select any option.



■E-mail Address

To change the e-mail address, select [E-mail Address] to display the keyboard and enter a new address.

■Name

To change the recipient name, select [Name] to display the keyboard and enter a new name.

When the recipient name is registered in the Address Book, that recipient name is displayed.

■S/MIME Certificate

To check whether or not any certificate is linked to the e-mail address, select [Edit].

If S/MIME is enabled, and a certificate is linked to the e-mail address, you can check the contents of the S/MIME certificate.

For information on S/MIME communication, refer to "10 Encryption and Digital Signature Settings" > "Configuration of E-mail Encryption/Digital Signature" in the Administrator Guide.

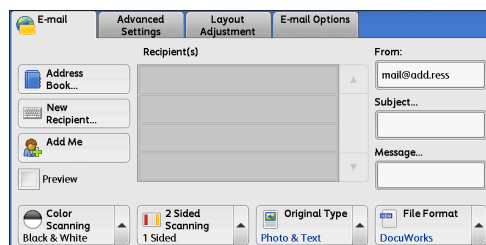
From (Setting the Sender's Address)

Specify a sender's e-mail address. You can specify only one address as a sender's address.

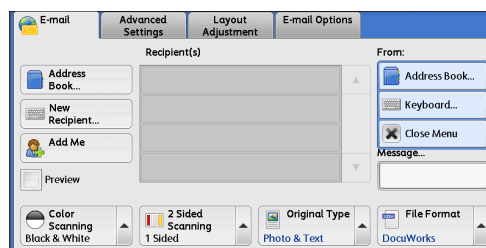
- Note**
- When the Authentication feature is enabled, the e-mail address registered in user information is automatically set as a sender's address. For more information on user information, refer to "5 Tools" > "Accounting" > "Create/View User Accounts" in the Administrator Guide.
 - [From] may not be editable depending on the setting in the System Administration mode.
 - When you send e-mail with a digital signature, the machine's e-mail address becomes the sender's address.

For information on a digital signature, refer to "10 Encryption and Digital Signature Settings" > "Configuration of E-mail Encryption/Digital Signature" in the Administrator Guide.

1 Select [From].



2 Select any option from the pop-up menu displayed.



■Address Book

Allows you to select the sender's e-mail address from the Address Book.

For information on the Address Book, refer to "Address Book (Specifying an E-mail Address)" (P.147).

■Keyboard

Allows you to enter the sender's e-mail address with up to 128 characters using the displayed keyboard.

■Close Menu

Hides the pop-up menu.

Subject (Setting the Subject)

You can specify the e-mail subject using the following procedure.

■Auto Set

Automatically sets the subject to [Scan data from XXX] (where XXX is the host name of the machine).

■To set a user-defined subject

1 Select [Subject].

2 Enter a subject with up to 128 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.48).

Message (Entering the E-mail Body)

You can enter the e-mail body using the following procedure.

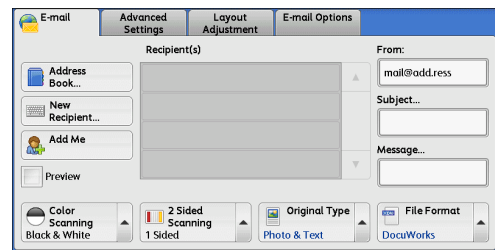
- 1 Select [Message].
- 2 Enter a message with up to 512 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.48).

Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.

- 1 Select the [Preview] check box.



- 2 Preview the scanned images after the document is scanned.

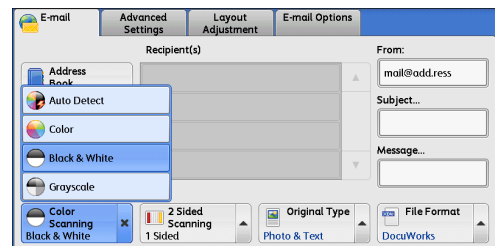
Important • You cannot preview the scanned images when [MRC High Compression] is set to [On] on the [File Format] screen.

Color Scanning (Selecting an Output Color)

You can set the output color to scan a document.

Note • Only [Black & White] is selectable when [Searchable Text] is set to [Searchable] on the [File Format] screen. To enable [Grayscale] and [Color], the High Compression Image Kit (optional) is required. For more information, contact our Customer Support Center.

- 1 From the menu displayed by selecting [Color Scanning], select any option.



■Auto Detect

The color of the document is determined automatically; the machine scans in full color when the document is colored, otherwise scans in monochrome.

Note • When you select [Auto Detect], the available features on the [Advanced Settings] screen are the same as when you select [Color] in [Color Scanning] for color documents, or the same as when you select [Black & White] in [Color Scanning] for monochrome documents.

■Color

Select this option to scan a color document.

■ Black & White

Scans a document in monochrome two tones. You can select the document type in [Original Type].

- Note**
- [Black & White] is not selectable when [MRC High Compression] is set to [On] on the [File Format] screen.

■ Grayscale

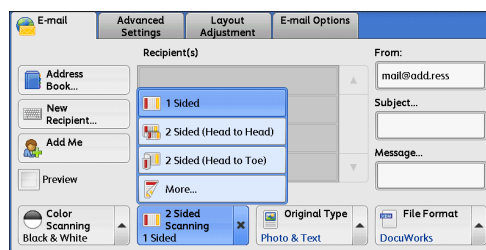
Scans a document in grayscale. Adds shades to monochrome, creating intermediate tones that change gradually. Suited to documents containing gradations that cannot be reproduced with monochrome (2-color tone).

2 Sided Scanning (Scanning Both Sides of a Document)

You can scan a 1-sided or 2-sided document on one or both sides of paper.

By setting the binding style, both sides are scanned in the same orientation.

- 1 From the menu displayed by selecting [2 Sided Scanning], select any option.



■ 1 Sided

Select this option to scan only one side of the document.

■ 2 Sided (Head to Head)

Select this option when both sides of the 2-sided document are in the same orientation.

■ 2 Sided (Head to Toe)

Select this option when both sides of the 2-sided document are in opposite orientations.

■ More

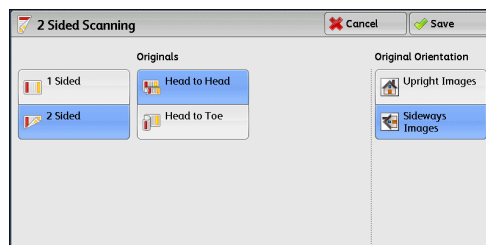
Displays the [2 Sided Scanning] screen.

Refer to "[2 Sided Scanning] Screen" (P.155).

[2 Sided Scanning] Screen

This screen allows you to select the status and orientation of original documents.

- 1 Select any option.



■ 1 Sided

Select this option to scan only one side of the document.

■ 2 Sided

Select this option to scan both sides of the document.

■ Originals

This option is displayed when [2 Sided] is selected.

- Head to Head

Select this option when both sides of the 2-sided document are in the same orientation.

- Head to Toe

Select this option when both sides of the 2-sided document are in opposite orientations.

■ Original Orientation

Specify the orientation of the loaded document.

When you load the top edge of the document against the left side of the document glass or the document feeder, and then select [Sideways Images], the document is displayed in the correct orientation when viewed on your computer screen.

Load the document in the [Sideways Images] orientation when [File Format] is set to [TIFF/JPEG Auto Select], [TIFF], or [JPEG]. The document is displayed in the [Upright Images] orientation when viewed on your computer screen.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

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

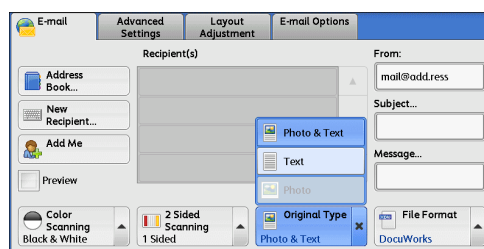
- Sideways Images

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

Original Type (Selecting the Document Type)

When you select [Black & White] in [Color Scanning], select the document type.

- 1 From the menu displayed by selecting [Original Type], select any option.



■ Photo & Text

Select this option when scanning a document that contains both text and photos. The machine automatically identifies text and photo areas to scan each area with optimum quality.

■ Text

Select this option when scanning text clearly.

■Photo

Select this option when scanning photos.

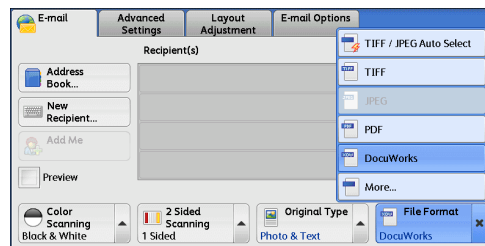
- Note**
- [Photo] is not selectable when [Searchable Text] is set to [Searchable] on the [File Format] screen.

File Format (Selecting a File Format for Output Data)

You can select a file format for scanned data.

- Note**
- If the High Compression Image Kit (optional) is installed, the machine can save PDF, DocuWorks, and XML Paper Specification (XPS) files with high compression.

- 1 From the menu displayed by selecting [File Format], select any option.



■TIFF/JPEG Auto Select

Automatically selects JPEG or TIFF. The file format is determined for each page: [JPEG] for full-color and grayscale pages, and [TIFF] for monochrome pages.

■TIFF

Saves scanned data in TIFF format.

■JPEG

Saves scanned data in JPEG format. This option is selectable when either [Color] or [Grayscale] is selected in [Color Scanning].

■PDF

Saves scanned data in PDF format.

- Note**
- The version of PDF files is Adobe® Acrobat® 4.0 (PDF 1.3).

■DocuWorks

Saves scanned data in DocuWorks format.

- Note**
- To browse or print DocuWorks files on a computer, one of the following software is required:
 - DocuWorks 4.0 or later
 - DocuWorks Viewer Light 4.0 or later
 - DocuWorks Viewer Light for Web 4.0 or later

■More

Displays the [File Format] screen.

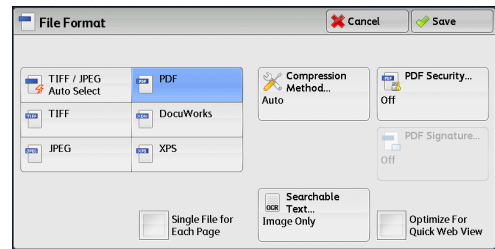
Refer to "[File Format] Screen" (P.158).

[File Format] Screen

This screen allows you to select all available options for File Format.

1 Select any option.

Note • XPS stands for XML Paper Specification.



■ TIFF/JPEG Auto Select

Automatically selects JPEG or TIFF. The file format is determined for each page: [JPEG] for full-color and grayscale pages, and [TIFF] for monochrome pages.

■ TIFF

Saves scanned data in TIFF format.

■ JPEG

Saves scanned data in JPEG format. This option is selectable when either [Color] or [Grayscale] is selected in [Color Scanning].

■ PDF

Saves scanned data in PDF format.

Note • The version of PDF files is Adobe® Acrobat® 4.0 (PDF 1.3).

■ DocuWorks

Saves scanned data in DocuWorks format.

Note • To browse or print DocuWorks files on a computer, one of the following software is required:

- DocuWorks 4.0 or later
- DocuWorks Viewer Light 4.0 or later
- DocuWorks Viewer Light for Web 4.0 or later

■ XPS

Saves scanned data in XML Paper Specification (XPS) format.

■ Compression Method

Allows you to select a compression method for scanned image data.

Note • When you select [Auto], the following compression methods will be used:

- When [Original Type] is set to [Photo & Text] or [Text] for black-and-white images: MMR
- When [Original Type] is set to [Photo] for black-and-white images: MH
- For grayscale and color images: JPEG

• When you select [TIFF], [DocuWorks], or [XPS]* and then select [Manual Select] in [Compression Method] under [File Format], you can select a compression method from [MH] and [MMR] under [Black & White Pages].

* XPS stands for XML Paper Specification.

• If you select [PDF] and then select [Manual Select] in [Compression Method] under [File Format], you can select a compression method from [MH], [MMR], [JBIG2 Arithmetic Encoded], and [JBIG2 Huffman Encoded] under [Black & White Pages], and one from [JPEG] and [Flate] under [Grayscale/Color Pages]. Selecting [Flate] saves the image data with higher compression than [JPEG].

• You cannot retrieve grayscale or color images in uncompressed (Raw) format.

■MRC High Compression

Allows you to save PDF, DocuWorks, and XML Paper Specification (XPS) files with high compression.

Important • If you use the E-mail or Scan to PC service to scan a document with [MRC High Compression] enabled, the image quality of the scanned data may differ from when you use CentreWare Internet Services to retrieve the scanned data from a folder with [MRC High Compression] enabled.

- DocuWorks 5.0.x and earlier versions (including trial version) do not support high-compressed DocuWorks files.

Note • To browse or print DocuWorks files on a computer, one of the following software is required:

- DocuWorks 6.0 or later
- DocuWorks Viewer Light 5.1 or later
- DocuWorks Viewer Light for Web 5.1 or later
- This feature is available when [Color Scanning] is set to [Auto Detect], [Color], or [Grayscale], when [Resolution] is set to [200 dpi] or [300 dpi], and when [File Format] is set to [PDF], [DocuWorks], or [XPS]*.
- * XPS stands for XML Paper Specification.
- This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

■Searchable Text

Allows you to select whether to perform character recognition in PDF and DocuWorks files.

When [Searchable Text] is set to [Searchable], the following settings are available.

| Setting Item | | When [MRC High Compression] is Set to [No] | When [MRC High Compression] is Set to [On] |
|--|---------------------------|---|--|
| E-mail/Scan to Folder/ Network Scanning/ Scan to PC/ Store & Send Link | Color Scanning | Black & White ^{*1} , Auto Detect, Color, Grayscale | Auto Detect, Color, Grayscale |
| | Original Type | Photo & Text, Text | |
| | File Format | PDF, DocuWorks | |
| Advanced Settings | Color Space ^{*2} | sRGB | |
| Layout Adjustment | Resolution | 200 dpi, 300 dpi | |
| | Reduce/Enlarge | 100% | Note • [Auto %] is not supported. |

*1 Only [Black & White] is available for some models. An optional component is required to select options other than [Black & White]. For more information, contact our Customer Support Center.

*2 [Color Space] may not appear for some models, or may not appear on the screen depending on the setting in the System Administration mode. For more information, refer to "5 Tools" > "Scan Service Settings" > "Other Settings" > "Color Space" in the Administrator Guide, and "Color Space (Specifying the Color Space)" (P.192).

■Add Thumbnail

Allows you to attach thumbnails to DocuWorks and XML Paper Specification (XPS) files when [DocuWorks] or [XPS] is selected. A thumbnail is a reduced, small file size image that helps you check the file contents.

■Single File for Each Page

Saves each page as a single file in the specified format.

Note • When you use the Store to Folder, Job Flow Sheets, or Network Scanning service, files cannot be split.

■ PDF Security

Displays the [File Format - PDF Security] screen.

Allows you to configure security on the data saved as a PDF file to prevent unauthorized access.

Refer to "[File Format - PDF Security] Screen" (P.162).

■ PDF Signature

Displays the [File Format - PDF Signature] screen.

A visible signature added to a file enables to detect alterations in the file, or to prevent impersonation of the sender.

To verify the signature with Adobe Acrobat, select [Digital Signatures] under [Preferences] on Acrobat, and then select the following option for [When Verifying].

- Acrobat 6.0.x : Windows Digital Certificate Security
- Acrobat 7.0.x : Adobe Default Security
- Acrobat 8.0.x : Adobe Default Security
- Off
No visible signature is added.
- On
Adds a visible signature using the certificate of the machine.
- Signature Location
Select the position where the signature is displayed when you select [On] in [PDF Signature].
When you select [Invisible Signature], an invisible signature is added using the certificate of the machine.

Note • The certificate of the machine is used for PDF digital signature. A user certificate cannot be used for the digital signature.

■ Optimize For Quick Web View

Optimizes the PDF file so that it is displayed faster on a web browser.

■ DocuWorks Security

Allows you to configure security on the data saved as a DocuWorks file to prevent unauthorized access.

Displays [File Format - DocuWorks Security] screen.

Refer to "[File Format - DocuWorks Security] Screen" (P.164).

■ DocuWorks Signature

Displays the [File Format - DocuWorks Signature] screen.

A visible signature added to a file enables to detect alterations in the file, or prevent impersonation of the sender.

- Off
No visible signature is added.
- On
Adds a visible signature using the certificate of the machine.
- Signature Location
Select the position where the signature is displayed when you select [On] in [DocuWorks Signature].

- Note**
- The certificate of the machine is used for DocuWorks digital signature. A user certificate cannot be used for the digital signature.

■XPS Signature

Displays the [File Format - XPS Signature] screen.

A visible signature added to a file enables to detect alterations in the file, or prevent impersonation of the sender.

- Off
No visible signature is added.
- On
Adds a visible signature using the certificate of the machine.

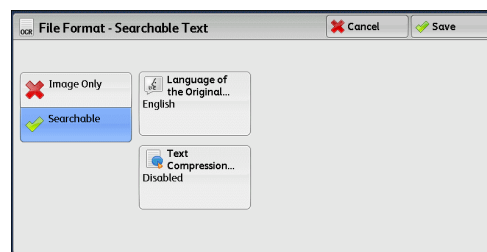
Note

- XPS stands for XML Paper Specification.

[File Format - Searchable Text] Screen

Allows you to select whether to perform character recognition in PDF and DocuWorks files.

- 1 Select any option.



■Language of the Original

Allows you to select a language to identify the text on the original document.

Note

- This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

■Text Compression

Allows you to select whether to compress the text areas of the document when using the Searchable Text feature.

Note

- This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

Important

- Note the following when [Searchable Text] is set to [Searchable].

- When the text on the document is small (10 points or smaller), scan the document with high resolution (300 dpi).
- Color scanning is recommended when the document has outlined white text, or when it has text placed on a dark background.
- If you use the E-mail or Scan to PC service to scan a document with both [MRC High Compression] and [Searchable Text] enabled, the recognition rate of the scanned data may differ from that of the data retrieved from a folder with both [MRC High Compression] and [Searchable Text] enabled, using CentreWare Internet Services.
- In the following cases, the Searchable Text feature may not function properly.
 - If the document is not loaded correctly and thus the text is slanted, or if the text on the document is in different orientations
 - If the text on the document is decorated (italic, hatching, strike-through, etc.)
 - If the document has background patterns or noise
 - If the text on the document is handwritten

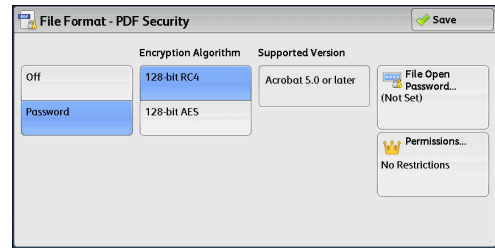
Note

- This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

[File Format - PDF Security] Screen

This screen allows you to encrypt a PDF file with a password, and assign the access privileges for the file operation.

- 1 Select any option.



■ Off

The file is not encrypted, and no access privilege is assigned.

■ Password

Encrypts the file using a password.

■ Encryption Algorithm

Allows you to specify the encryption method.

- 128-bit RC4

Encrypts the file by the 128-bit RC4 method. Files encrypted by this method can be opened with Adobe® Acrobat® 5.0 or later.

Important • When the 128-bit RC4 method is used to encrypt a file, and [PDF Signature] is selected, files can be opened only with Adobe® Acrobat® 6.0 or later.

- 128-bit AES

Encrypts the file by the 128-bit AES method. Files encrypted by this method can be opened with Adobe® Acrobat® 7.0 or later.

■ Supported Version

Displays the supported versions of Adobe® Acrobat® for encryption.

■ File Open Password

Displays the [PDF Security - File Open Password] screen.

If you select [On] and set a password, the password is required to open the file.

You can enter a password with up to 32 characters.

■ Permissions

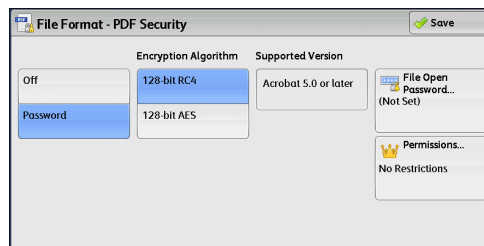
Displays the [PDF Security - Permissions] screen.

Refer to "[PDF Security - Permissions] Screen" (P.163).

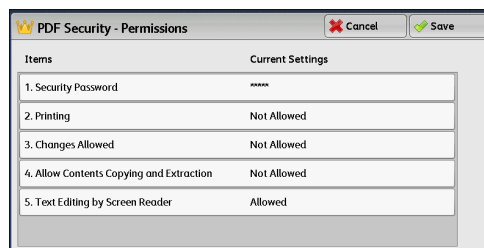
[PDF Security - Permissions] Screen

This screen allows you to assign access privileges to a file.

- 1 Select [Permissions].



- 2 Select [Security Password].



- 3 Select [On].
- 4 Enter the security password, and select [Save].
- 5 Likewise, re-enter the security password, and select [Save].
- 6 Select [Save] again.
- 7 Select any option.

■ Security Password

Displays the [PDF Security - Security Password] screen.

[Security Password] allows to assign access privileges to files. The password is required to change the access privileges or to perform unauthorized operations.

You can enter a password with up to 32 characters.

■ Printing

Displays the [Permissions - Printing] screen.

Specify whether to allow printing the file. If allowed, select the print resolution.

■ Changes Allowed

Displays the [Permissions - Changes Allowed] screen.

Specify whether to allow changing the file contents, such as inserting pages or adding notes.

■ Allow Contents Copying and Extraction

Displays the [Allow Contents Copying and Extraction] screen.

Specify whether to allow copying the file contents, such as text and images.

■ Text Editing by Screen Reader

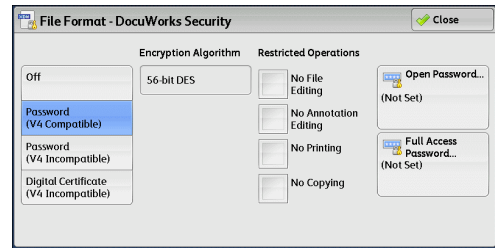
Displays the [Text Editing by Screen Reader] screen.

Select [Allowed] to use application software, such as a screen reader, that reads out PDF documents for the visually handicapped.

[File Format - DocuWorks Security] Screen

This screen allows you to encrypt a DocuWorks file with a password, and assign the access privileges for the file operation.

1 Select any option.



■ Off

The file is not encrypted, and no access privilege is assigned.

■ Password (V4 Compatible)

Encrypts the file by the 56 bit DES method using a password. Files encrypted by this method can be opened with DocuWorks Ver. 4.0 or later. Select [Open Password] to set a password.

■ Password (V4 Incompatible)

Encrypts the file by the 128 bit AES method using a password. Files encrypted by this method can be opened with DocuWorks Ver. 5.0 or later. Select [Open Password] to set a password.

■ Digital Certificate (V4 Incompatible)

Encrypts the file by the 128 bit AES method using a certificate. Files encrypted by this method can be opened with DocuWorks Ver. 5.0 or later. Select [Certificate] to set a certificate.

Important • If you encrypt a file using a certificate without Basic Constraints, you cannot use DocuWorks Ver. 5.0.1 and Ver. 6.0.1 to open the file. To use such certificates, use DocuWorks Ver. 5.0.2, or Ver. 6.0.2 or later.

Note • When you select [Full Access Password] or [Open Password] in [Digital Certificate (V4 Incompatible)], the same certificate name may be redundantly displayed in [Security Settings] of a DocuWorks document to be generated, in the following conditions. However, this does not affect the operation.

- When you created a job flow on the machine, the same certificate was selected redundantly.
- The certificate data was obtained from an LDAP server, and the same certificate was selected redundantly.

■ Encryption Algorithm

Displays the encryption methods.

■ Restricted Operations

Select file operations to assign access privileges. When assigning access privileges, set [Full Access Password].

■ Open Password

Displays the [DocuWorks Security - Open Password] screen.

If you select [On] and set a password, the file is encrypted. To open the file, the password is required. The access privileges set in [Restricted Operations] are assigned.

You can enter a password with up to 32 characters.

■ Full Access Password

Displays the [DocuWorks - Full Access Password] screen.

If a password is set, the password is required to change the access privileges set in [Restricted Operations].

You can enter a password with up to 32 characters.

■ Certificate

Displays the [DocuWorks Security - Certificate] screen.

Refer to "[DocuWorks Security - Certificate] Screen" (P.165).

[DocuWorks Security - Certificate] Screen

This screen allows you to specify parties to whom the encrypted file is disclosed, and addresses to which privileges are assigned.

Note • You can specify up to 50 parties to whom the encrypted file is disclosed, on the [DocuWorks Security - Certificate] screen.

■ List all public entries

Displays the local address list.

■ Search Public

Searches recipients in the local address list.

■ Search Network

Searches recipients in the remote address list.

Note • To display [Search Network], prior settings are required in the System Administration mode.

■ [i] button

Displays the [Certificate Details] screen.

Certificate information, such as issuer, expiration date, and persons to whom the certificate is issued, is displayed.

■ Name/E-mail Address/DN

Lists names and their e-mail addresses.

■ Add

Select this button to add the certificate as one of the certificates of persons who are allowed to open the file.

■ Grant full access to this file

Configure certificates of persons who are allowed to change access privileges including editing or operating the file (full access).

Network Scanning

This section describes the procedure to select features on the [Network Scanning] screen. On the [Network Scanning] screen, you can scan documents after specifying a file (job template) saving scanning conditions, information on the forwarding destination server, and others.

This feature creates job templates on a computer using CentreWare Internet Services. Scanned data is converted to the format specified in a job template, and is automatically sent to a server. The machine allows you to automatically retrieve job templates stored in a server. The following describes features available on the [Network Scanning] tab.

Note • If characters not supported by the machine are used in names or descriptions of job templates, the characters will not be displayed or will be garbled on the screen. For information on characters available for use, refer to "13 Appendix" > "Notes and Restrictions" > "Notes and Restrictions on the Use of the Machine" in the Administrator Guide.

When Scan to Home is enabled, and when the Remote Access feature is available, the scanned document can be transferred to a different destination according to an authenticated user.

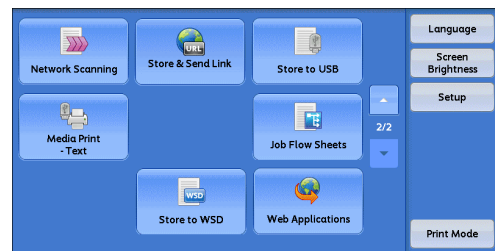
Important • When using the Scan to Home feature in computer environment earlier than Windows 98/NT, a destination user name in the earlier format (domain name\user name) will not be determined automatically.
Before scanning, change the user name with which you can log in correctly.

Note • You can configure the Scan to Home feature from CentreWare Internet Services.

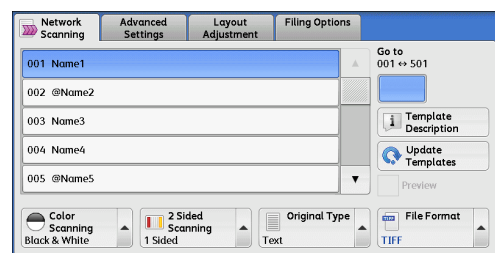
For information on how to use CentreWare Internet Services, refer to the help of CentreWare Internet Services.

1 Select [Network Scanning] on the [Services Home] screen.

Note • WSD stands for Web Services on Devices.



2 Select a job template, and then select a feature on the [Network Scanning] screen.



■ Job Template

Select a job template for the scan job.

- **DEFAULT** - This is the default job template. This template is used as a base template when a new template is created on CentreWare Internet Services. This template cannot be deleted. It can be edited and returned to the factory-default template only by the system administrator.
- **@S2HOME** - This is the template for the Scan to Home feature. Selecting this template verifies a user and sends scanned data to the folder prespecified for the user.

- Note**
- The job template "@S2HOME" is displayed only when the remote authentication is enabled, and also [Enabled] is selected in [Status] under [Properties] > [Services] > [Scan to Home] on CentreWare Internet Services.
 - The job template name "@S2HOME" can be changed by the system administrator from CentreWare Internet Services.

For information on how to use CentreWare Internet Services, refer to the help of CentreWare Internet Services.

■Go to

Use the numeric keypad to enter a 3-digit job template number. The job template then appears at the top of the list.

■Template Description

Displays the [Template Description] screen on which you can view the description of the job template. This button is displayed only when the description has been added to a job template.

■Update Templates

Refreshes the information. If a created job template has not been displayed, selecting [Update Templates] will display the job template.

Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.

For more information, refer to "Preview (Previewing the Scanned Images during a Scan Job)" (P.154).

Color Scanning (Selecting an Output Color)

You can set the output color to scan a document.

For more information, refer to "Color Scanning (Selecting an Output Color)" (P.154).

2 Sided Scanning (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document.

By setting the binding style, both sides are scanned in the same orientation.

For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.155).

Original Type (Selecting the Document Type)

You can select the type of the document.

For more information, refer to "Original Type (Selecting the Document Type)" (P.156).

File Format (Selecting a File Format for Output Data)

You can select a file format for output data.

For more information, refer to "File Format (Selecting a File Format for Output Data)" (P.157).

Scan to PC

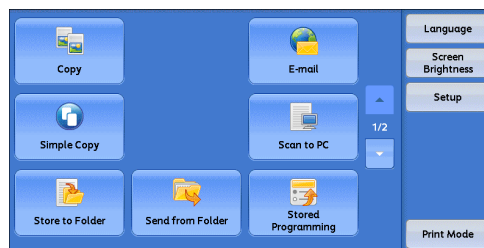
This section describes the procedure to select features on the [Scan to PC] screen. The Scan to PC service allows you to scan documents and send the scanned data to a network computer via the FTP or SMB protocol. The following describes features available on the [Scan to PC] tab. The following shows the reference section for each feature.

| | |
|---|-----|
| Transfer Protocol (Selecting a Transfer Protocol) | 168 |
| Address Book (Specifying a Destination PC Using the Address Book)..... | 169 |
| Browse (Specifying a Destination PC by Browsing Your Network)..... | 170 |
| Specifying a Destination (Specifying a Destination PC Using the Screen Keyboard)..... | 171 |

- Note**
- Before scanning, you must create a shared folder on your computer to save scanned data in. Furthermore, if you use the FTP protocol, you must set the FTP service. For information on the computer settings, refer to the documentation provided with your operating system. For information on how to configure the FTP service on Mac OS X v10.7 Lion, consult the official website of Apple Inc. For information on supported operating systems, refer to "13 Appendix" > "Specifications" in the Administrator Guide.
 - If you use Mac OS X v10.7 Lion, contact our Customer Support Center and ask if your operating system is supported.

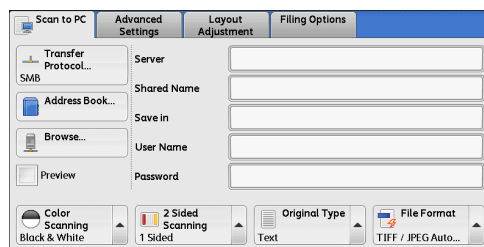
You can customize the layout of the features displayed on the [Scan to PC] screen. For more information, refer to "5 Tools" > "Scan Service Settings" > "First Tab" in the Administrator Guide.

- 1 Select [Scan to PC] on the [Services Home] screen.



- 2 Select a feature on the [Scan to PC] screen.

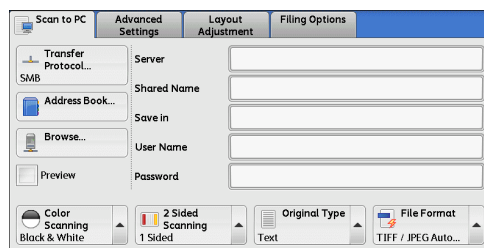
- Note**
- Fields displayed on the screen vary depending on the protocol you have selected.



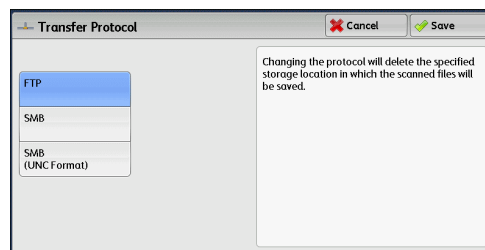
Transfer Protocol (Selecting a Transfer Protocol)

You can select a transfer protocol using the following procedure.

- 1 Select [Transfer Protocol].



- 2 Select any option.



■FTP

Transfers using the FTP protocol.

■SMB

Transfers using the SMB protocol.

■SMB (UNC Format)

Transfers using the SMB protocol (UNC Format).

UNC stands for Universal Naming Convention and its format is as follows:
 \\host name\shared name\directory name

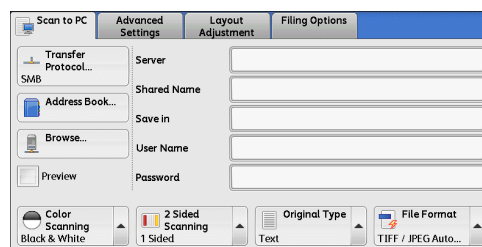
Address Book (Specifying a Destination PC Using the Address Book)

You can specify the server name, the name of the user who can decrypt an encrypted file, and other information from the Address Book.

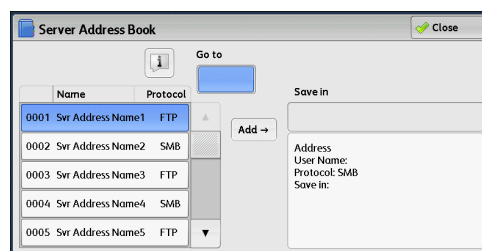
Note • Entering address with numeric keypad or specifying address with one-touch button when specifying address registered in address book are not available.

For information on how to set the Address Book, refer to "5 Tools" > "Setup" > "Add Address Book Entry" in the Administrator Guide.

- 1 Select [Address Book].



- 2 Select the destination to store the data in.



- 3 Select [Add].

Important • You can only use destinations configured for SMB or FTP.

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

■Name, Protocol

Lists recipient names and protocols.

■ **Add**

Adds a selected recipient to the [Save in] box.

■ **Save in**

Displays a selected recipient.

■ **Go to**

Enter a recipient number using the numeric keypad to display the recipient at the top of the list.

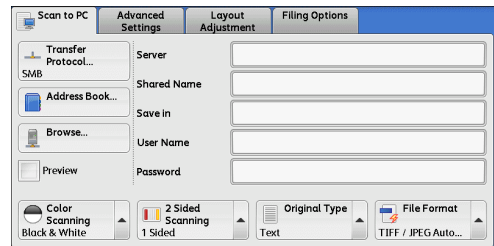
■ **[1] button**

Allows you to confirm information, such as [Name] and [Server Name/IP Address], on the screen displayed.

Browse (Specifying a Destination PC by Browsing Your Network)

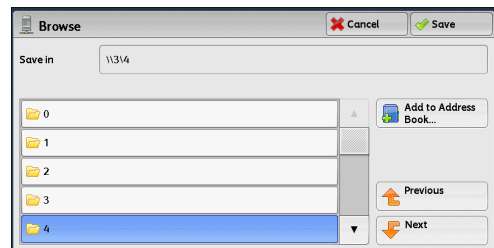
This feature displays a hierarchy consisting of server names and folders. You can specify a save destination by tracing the hierarchy.

- 1 Select [Browse].



- 2 Select the destination to save the data in. Select [Previous] or [Next] to move to another level.

Important • You can specify recipients for SMB only.



■ **Save in**

Shows the current location in the hierarchy.

■ **Add to Address Book**

Displays the [Add to Address Book] screen. Refer to "[Add to Address Book] Screen" (P.171).

■ **Previous**

Allows you to move to the upper directory.

Note • This button is grayed out if there is no upper directory.

■ **Next**

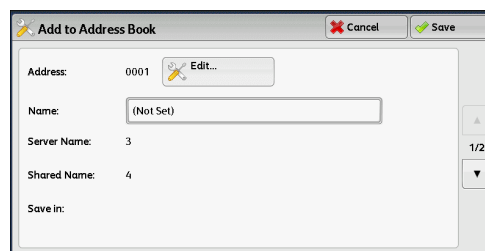
Allows you to move to the lower directory.

Note • This button is available when a folder is selected.

[Add to Address Book] Screen

This screen allows you to register the save destination specified in [Browse], in the Address Book.

- 1 Select [Add to Address Book].



- 2 Select [Save].

■Address

To change the address number, select [Edit] and then the desired number.

■Name

To change the recipient name, enter a new name with the keyboard displayed by selecting [Name].

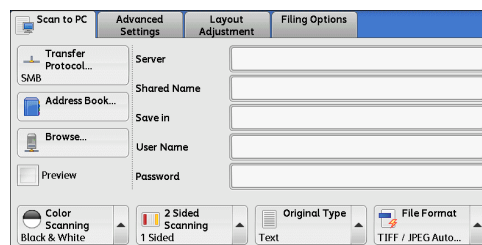
Note • The recipient name may not be displayed depending on the settings.

Specifying a Destination (Specifying a Destination PC Using the Screen Keyboard)

Enter information in the fields provided for the selected protocol, to specify a forwarding destination.

- 1 Select the item to be set.

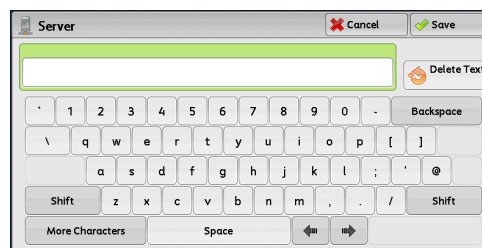
Note • You can also select [Address Book] to enter information.
• Fields displayed on the screen vary depending on the selected protocol.



- 2 Enter information using the keyboard displayed on the screen.

For information on how to enter characters, refer to "Entering Text" (P.48).

Note • To delete characters, select [Backspace].



■Server

This option is displayed when you select [FTP] or [SMB] in [Transfer Protocol]. Enter a server name or IP address. When the save location is in the DFS namespace on Windows, enter a domain name or server name. Up to 64 characters are allowed.

The following are examples:

- For [FTP]:
 Server name: myhost.example.com
 (myhost: host name, example.com: domain name)
 IP address: 192.0.2.1
- For [SMB]:
 Server name: myhost
 IP address: 192.0.2.1

■ Shared Name

This option is displayed when you select [SMB] in [Transfer Protocol]. Enter a shared name. When the save location is in the DFS namespace on Windows, enter a root name. Up to 64 characters are allowed.

■ Save in

This option is displayed when you select [FTP] or [SMB] in [Transfer Protocol]. Enter a directory path. When the save location is in the DFS namespace on Windows, enter a folder name. Up to 128 characters are allowed.

Note • The folder name is the same as the link name for Windows Server 2003.

- For [FTP]:
 Example: mydoc/Scan
- For [SMB]:
 Example: mydoc\Scan

■ Save in

This option is displayed when you select [SMB (UNC Format)] in [Transfer Protocol]. Enter the following directory path: "\\Host Name\Shared Name\Directory Name". When the save location is in the DFS namespace on Windows, enter "\\Domain Name\Root Name\Folder Name" or "\\Server Name\Root Name\Folder Name". Up to 260 characters are allowed.

■ User Name

Enter the user name of the computer you are forwarding to. When a user name is not required for the destination, this field can be skipped.

When you select [FTP] in [Transfer Protocol], up to 97 characters are allowed.

When you select [SMB] in [Transfer Protocol], use one of the following formats:

- For Active Directory:
 User name@Domain name (user name: up to 32 characters, domain name: up to 64 characters)
 Example: fuji@example.com (fuji: user name, example.com: domain name)
- For Windows NT Domain:
 Domain name\User name (domain name: up to 64 characters, user name: up to 32 characters)
 Example: example\fuji (example: domain name, fuji: user name)
- For workgroups:
 Local user (up to 32 characters)
 Example: Fuji-Taro

■ Password

Enter the password for the user name. Up to 32 characters are allowed.

Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.

For more information, refer to "Preview (Previewing the Scanned Images during a Scan Job)" (P.154).

Color Scanning (Selecting an Output Color)

You can set the output color to scan a document.

For more information, refer to "Color Scanning (Selecting an Output Color)" (P.154).

2 Sided Scanning (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document.

By setting the binding style, both sides are scanned in the same orientation.

For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.155).

Original Type (Selecting the Document Type)

You can select the type of the document.

For more information, refer to "Original Type (Selecting the Document Type)" (P.156).

File Format (Selecting a File Format for Output Data)

You can select a file format for output data.

For more information, refer to "File Format (Selecting a File Format for Output Data)" (P.157).

Store to Folder

This section describes the procedure to select features on the [Store to Folder] screen. You can scan documents and save the scanned data in a folder of the machine.

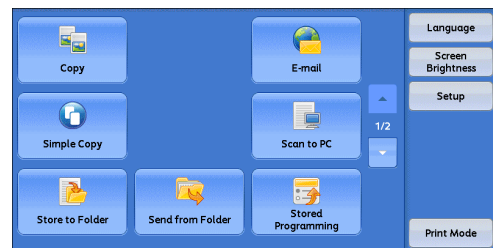
The following describes features available on the [Store to Folder] tab.

- Note**
- When [Store to Folder] is selected, [File Format] is disabled.
 - When you use CentreWare Internet Services to retrieve a file from a folder, you can set [Searchable Text] if all scanned images of the file in the folder are set as follows:
 - Image Size: 15 x 15 mm to 309 x 432 mm
 - Color Scanning: Auto Detect, Color, Grayscale, Black & White (Black & White only for some models)
 - Original Type: Photo & Text, Text
 - Color Space: sRGB
 - Resolution: 200dpi, 300dpi
 - Reduce/Enlarge: 100%

You need to create a folder in advance. For more information on how to create a folder, refer to "5 Tools" > "Setup" > "Create Folder" in the Administrator Guide.

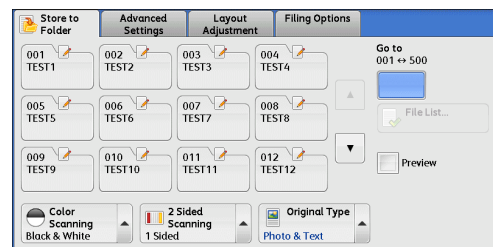
You can customize the layout of the features displayed on the [Store to Folder] screen. For more information, refer to "5 Tools" > "Scan Service Settings" > "First Tab" in the Administrator Guide.

- 1 Select [Store to Folder] on the [Services Home] screen.



- 2 Select a feature on the [Store to Folder] screen.

- Note**
- If a passcode is set for the folder, the passcode entry screen may appear. Enter the passcode and select [Confirm]. If you have forgotten the passcode, set the folder passcode in the System Administration mode again.



Folder

Select a folder to save the scanned data in.

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

Go to

Use the numeric keypad to enter a 3-digit folder number. The folder then appears at the top of the list.

File List

Select a folder and then select this button to display the [File List] screen. You can confirm or delete files stored in the folder.

Color Scanning (Selecting an Output Color)

You can specify the output color to scan a document.

For more information, refer to "Color Scanning (Selecting an Output Color)" (P.154).

2 Sided Scanning (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document.

By setting the binding style, both sides are scanned in the same orientation.

For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.155).

Original Type (Selecting the Document Type)

You can select the type of the document.

For more information, refer to "Original Type (Selecting the Document Type)" (P.156).

Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.

For more information, refer to "Preview (Previewing the Scanned Images during a Scan Job)" (P.154).

Store to USB

This section describes the procedure to select features on the [Store to USB] screen. The Store to USB service allows you to scan documents and save the scanned data to a USB memory device. The following describes features available on the [Store to USB] tab.

| | |
|---|-----|
| Save in (Specifying a Storage Location in the USB Memory Device)..... | 179 |
| Details (Displaying the Details of a Storage Location in the USB Memory Device) | 180 |
| Preview (Previewing the Scanned Images during a Scan Job) | 181 |
| Color Scanning (Selecting an Output Color) | 181 |
| 2 Sided Scanning (Scanning Both Sides of a Document)..... | 181 |
| Original Type (Selecting the Document Type)..... | 181 |
| File Format (Selecting a File Format for Output Data) | 181 |

Important • Before removing the USB memory device, make sure that the screen indicating that data is being transferred is not displayed. If you remove the USB memory device while the data is being stored, the data in the device may be damaged. You can also view the [Job Status] screen to confirm if the data has been stored to the USB memory device.

Note • This feature may not be available depending on the setting in the CentreWare Internet Services. For more information, refer to "6 CentreWare Internet Services Settings" > "Configuring Machine Settings Using CentreWare Internet Services" in the Administrator Guide.

- An optional component is required to use this service. For more information, contact our Customer Support Center.
- A USB memory device encrypted with software is not supported.
- Use the following USB memory devices:
 - A formatted USB memory device
 - A USB 2.0 compliant memory device (USB 1.1 is not supported.)
 - A USB memory device with a storage capacity of up to 128 GB
- Commercially available Memory Card Reader with single slot ^{*1} can be used for this feature, but its safe performance is not guaranteed. When a Memory Card Reader with multi-slot ^{*2} is used, only one particular slot is available. And which slot is available differs according to models and slot of media/Memory Card that you want to use is not always available. Safe performance of a Memory Card Reader with multi-slot is not guaranteed, either.

*1: Media/Memory Card that has one slot. Some allows only one type of media/Memory Card, while others allows more than one types (ex. SD card, xD-Picture Card).

*2: Media/Memory Card that has two or more slots.

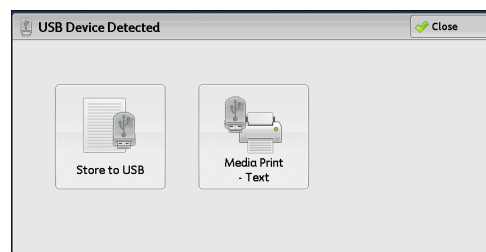
You can customize the layout of the features displayed on the [Store to USB] screen. For more information, refer to "5 Tools" > "Scan Service Settings" > "First Tab" in the Administrator Guide.

- 1** Insert the USB memory device into the USB memory slot.
- 2** One of the following occurs.
 - The [USB Device Detected] screen appears.
 - The [Store to USB] screen appears.
 - The [Media Print - Text] screen appears.
 - The screen display does not change.

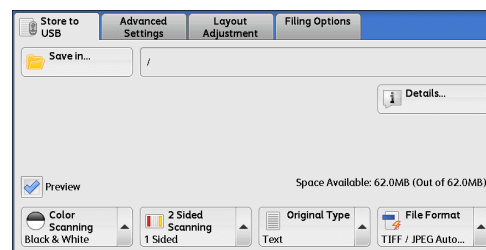
- Note**
- The behavior depends on settings. Ask your system administrator for more information.
 - When a USB memory device is inserted into the USB memory slot during the Energy Saver mode, the touch screen does not light. After exiting the Energy Saver mode by pressing the <Energy Saver> button, insert the USB memory device again or select [Store to USB] on the [Services Home] screen. For information on other ways to exit the Energy Saver mode, refer to "Exiting the Energy Saver Mode" (P.40).
 - The screen status will be one of the above even when a USB memory device in which only encrypted data is stored is inserted or USB memory device in unsupported format is inserted. In such case, a warning message appears during operation and the operation is aborted.
 - The screen status will be one of the above when a commercially available Memory Card Reader is inserted into the USB memory slot of the machine. It is the same if no media is inserted into the Memory Card Reader.
 - If a commercially available Memory Card Reader is used and it is left inserted all the time, the machine does not detect media even when they are inserted into the slot of the Memory Card Reader.
 - Screen display remains the same when the inserted USB memory device or Memory Card is removed. Press the <Services Home> button or do anything else to change the screen display before starting next operation.

When the [USB Device Detected] Screen Appears

- 1 Select [Store to USB].

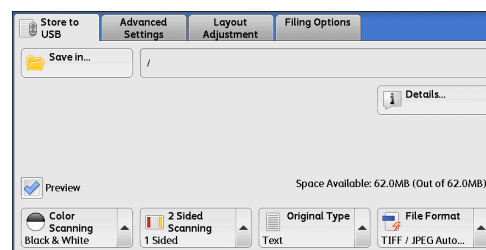


- 2 Select a feature on the [Store to USB] screen.



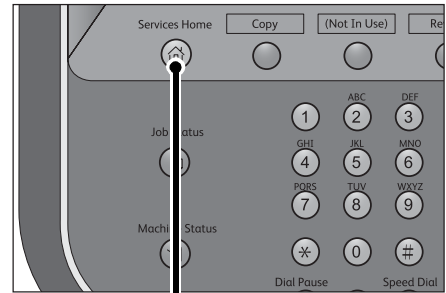
When the [Store to USB] Screen Appears

Select a feature on the [Store to USB] screen.



When the [Media Print - Text] Screen Appears

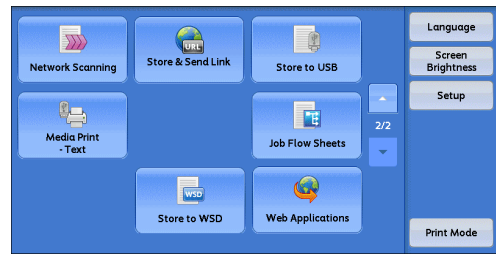
1 Press the <Services Home> button.



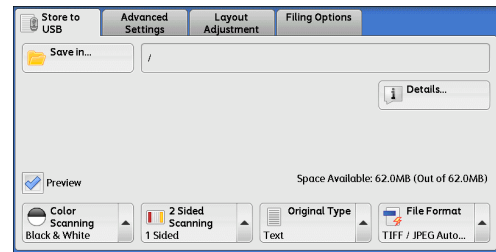
<Services Home> button

2 Select [Store to USB] on the [Services Home] screen.

Note • WSD stands for Web Services on Devices.

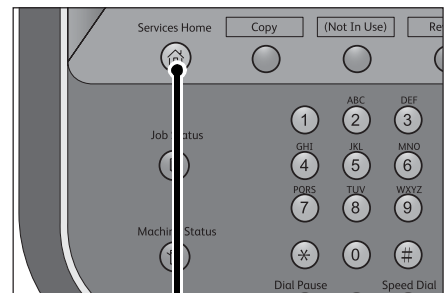


3 Select a feature on the [Store to USB] screen.



When the Screen Display Does Not Change

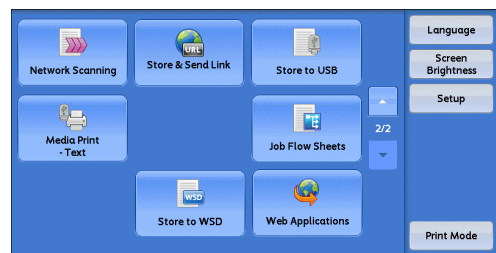
1 If any screen other than the [Services Home] screen is displayed, press the <Services Home> button.



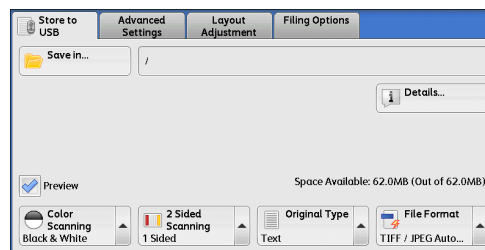
<Services Home> button

2 Select [Store to USB] on the [Services Home] screen.

Note • WSD stands for Web Services on Devices.



- 3 Select a feature on the [Store to USB] screen.

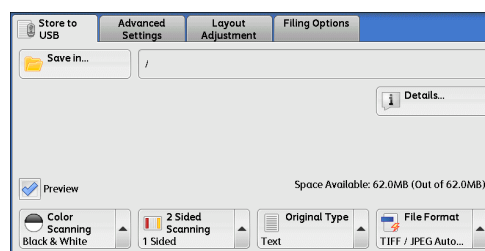


- Important**
- Data stored in a USB memory device may be lost or damaged in the following cases. Make sure to back up the data in the device before use.
 - When disconnecting/connecting the USB memory device by methods other than described in this guide.
 - When receiving the effect of electrical noise or an electrical discharge
 - When a failure occurs or repairing
 - When receiving damage resulting from a natural calamity
 - We assume no responsibility for any direct and indirect damages arising from or caused by such data loss.
- Note**
- If you do not specify the file storage location, the scanned data is saved in the root directory.

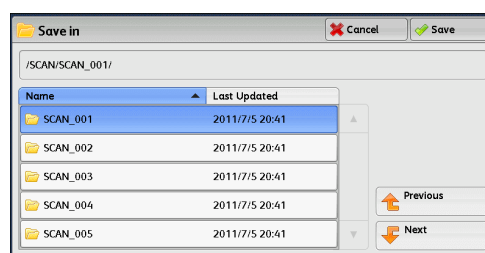
Save in (Specifying a Storage Location in the USB Memory Device)

You can specify a file storage location in the USB memory device.

- 1 Select [Save in].



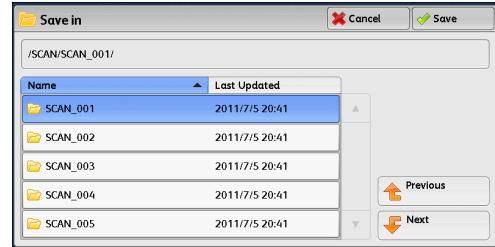
- 2 Select a folder to save the data in.



- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - You can sort the order of folders displayed in ascending or descending order by selecting [Name] or [Last Updated].
 - Up to 900 folder names can be displayed in the list of [Save in]. File names are not displayed.
 - If a folder or file name has more than 170 characters long, the folder or file name is not displayed.
 - Folders in the DCIM folder of digital cameras cannot be displayed. Thus, you cannot save files in these folders either.

- Folder names which include characters that the machine does not support may not be correctly displayed. If you specify the folders as file storage locations, an error occurs. For more information on characters that the machine supports, refer to "Entering Text" (P.48).
- The machine does not distinguish between upper and lower cases of folder and file names that are created in Windows environment and that consist of eight characters or less. The names for these folders and files are displayed in capital letters.
- If a full path (a string of folder and file names in all directories) of the file created exceeds 257 characters long, an error occurs.

3 Select [Save].



■Previous

Allows you to move to the upper directory.

Note • This button is grayed out if there is no upper directory.

■Next

Allows you to move to the lower directory.

Note • This button is available when a folder is selected.

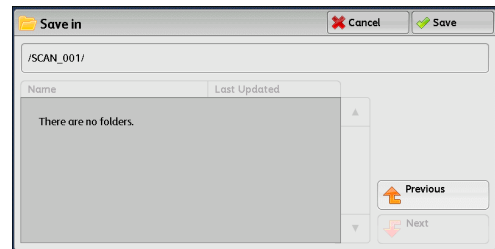
Details (Displaying the Details of a Storage Location in the USB Memory Device)

Selecting [Details] displays the [Details] screen.

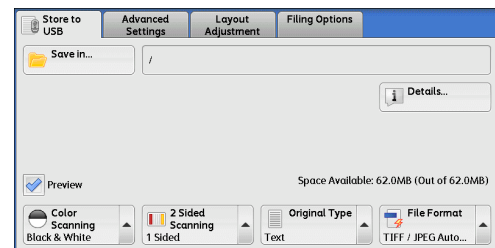
[Details] Screen

This screen displays the folder directory in the USB memory device.

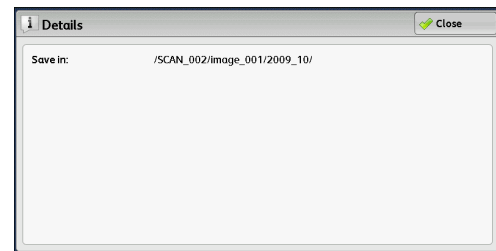
1 Specify the folder directory, and then select [Save].



2 Select [Details].



- 3** The folder and file names in all directories to be saved are displayed.



Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.

For more information, refer to "Preview (Previewing the Scanned Images during a Scan Job)" (P.154).

Color Scanning (Selecting an Output Color)

You can set the output color to scan a document.

For more information, refer to "Color Scanning (Selecting an Output Color)" (P.154).

2 Sided Scanning (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document.

By setting the binding style, both sides are scanned in the same orientation.

For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.155).

Original Type (Selecting the Document Type)

You can select the type of the document.

For more information, refer to "Original Type (Selecting the Document Type)" (P.156).

File Format (Selecting a File Format for Output Data)

You can select a file format for output data.

For more information, refer to "File Format (Selecting a File Format for Output Data)" (P.157).

Store & Send Link

If an authenticated user scans a document, the machine temporarily saves the scanned data, and automatically obtains the user's e-mail address that was registered in advance. Then, the machine sends an e-mail to the user to notify of two URLs: one is for the location to retrieve the scanned data, and the other is for the location to delete the data.

Only the authenticated user who logs in to the machine can be the recipient of an e-mail transmission. The machine cannot send e-mail to multiple recipients.

After receiving the e-mail on a computer, the user can retrieve the scanned data using a web browser.

The following describes features available on the [Store & Send Link] tab.

Important • Scan files stored in the machine will be automatically deleted when the retention period expires. This retention period can be specified in [URL File Expiration] by the System Administrator in the range of 1 to 168 hours. The default value is 3 hours. The files are to be always deleted automatically.

- To strengthen security, after retrieving the scanned data, access the URL to delete the scanned data stored in the machine.

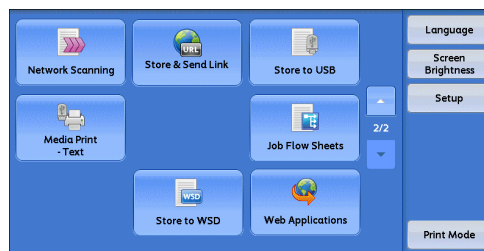
Note • The Store & Send Link service does not provide features to manage documents, such as backing up/restoring files, deleting all data at one time, listing files, and displaying available storage space.
 • The Store & Send Link service allows you to retrieve scanned data without specifying an e-mail address from the Address Book or a folder for each scan job. However, the size of the data and its retention period are restricted on the machine. If you want to avoid these restrictions, use the Scan to PC or E-mail service.

For more information, refer to "5 Tools" > "Scan Service Settings" > "Other Settings" > "Store & Send Link - Maximum File Size" and "URL File Expiration" in the Administrator Guide.

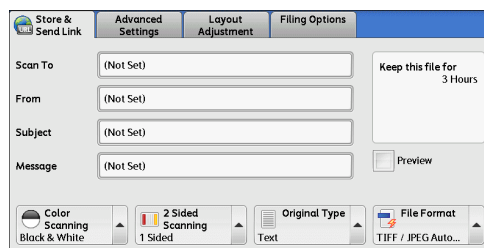
You can customize the layout of the features displayed on the [Store & Send Link] screen. For more information, refer to "5 Tools" > "Scan Service Settings" > "First Tab" in the Administrator Guide.

- 1 Press the <Log In/Out> button on the control panel or select the login information field on the touch screen.
- 2 Enter the user ID.
- 3 Select [Store & Send Link] on the [Services Home] screen.

Note • WSD stands for Web Services on Devices.



- 4 Select a feature on the [Store & Send Link] screen.



Scan To (Displaying the E-mail Address of the Authenticated User)

Automatically obtains the pre-registered e-mail address of the authenticated user.

From (Displaying the E-mail Address of the Authenticated User)

Automatically obtains the pre-registered e-mail address of the authenticated user.

Subject (Setting the Subject)

You can specify the e-mail subject using the following procedure.

■Auto Set

Automatically sets the subject to [Scan Reference from XXX] (where XXX is the host name of the machine).

■To set a user-defined subject

- 1 Select [Subject].
- 2 Enter a subject with up to 128 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.48).

Message (Entering the E-mail Body)

You can enter the e-mail body using the following procedure.

- 1 Select [Message].
- 2 Enter a message with up to 512 characters using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.48).

Color Scanning (Selecting an Output Color)

You can set the color mode to scan a document.

For more information, refer to "Color Scanning (Selecting an Output Color)" (P.154).

2 Sided Scanning (Scanning Both Sides of a Document)

You can automatically scan both sides of a 2-sided document.

By setting the binding style, both sides are scanned in the same orientation.

For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.155).

Original Type (Selecting the Document Type)

You can select the type of the document.

For more information, refer to "Original Type (Selecting the Document Type)" (P.156).

Preview (Previewing the Scanned Images during a Scan Job)

You can preview the scanned images while scanning the document.

For more information, refer to "Preview (Previewing the Scanned Images during a Scan Job)" (P.154).

File Format (Selecting a File Format for Output Data)

You can select a file format for output data.

The Store & Send Link service allows you to retrieve scanned data from a computer without password authentication.

To prevent other parties from viewing your scan data, select [PDF] or [DocuWorks] in [File Format] and set a password in [PDF Security] or [DocuWorks Security] before scanning the document.

For more information, refer to "File Format (Selecting a File Format for Output Data)" (P.157).

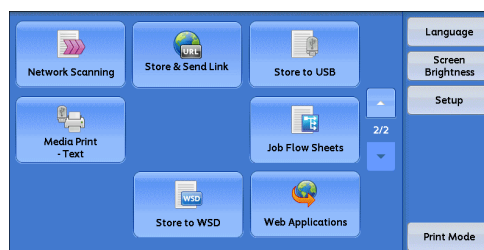
- Note**
- If you select [TIFF/JPEG Auto Select] or the [Single File for Each Page] check box on the [File Format] screen when scanning a document, a file is downloaded in zip format.

Store to WSD

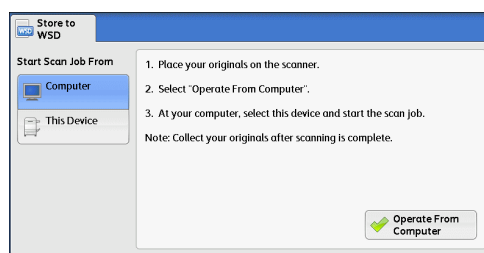
This section describes the procedure to select features on the [Store to WSD] screen. The Store to WSD service allows you to scan documents set on the machine from a network computer. It also allows you to save the scanned data to a network computer.

- Note**
- [Store to WSD] may not appear on the [Services Home] screen for some models. For more information, refer to "9 Scanner Environment Settings" > "Configuration of Store to WSD" in the Administrator Guide.
 - This feature requires the scanner driver included as standard in Windows Vista Service Pack 2 or later. Thus, this feature is not available for computers with older OS.
 - Resolution, file format and so on cannot be specified from the control panel of the machine. Specify these settings in [Scan Profiles] of Windows. For more information on how to specify the settings, refer to Windows Help.
 - WSD stands for Web Services on Devices.

- 1** Select [Store to WSD] on the [Services Home] screen.



- 2** Select a feature on the [Store to WSD] screen.



■ Start Scan Job From

Select from where to start a scan job.

- Computer
Starts a scan job by sending a request from a network computer.
- This Device
Starts a scan job with the scan command from the machine, and save the scanned data to a network computer.

■ List of Computer

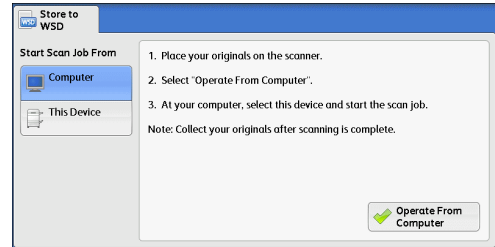
Lists network computers and their scanning methods. Select one from this list as destination.

Computer (Starting a Scan Job via Computer Operation)

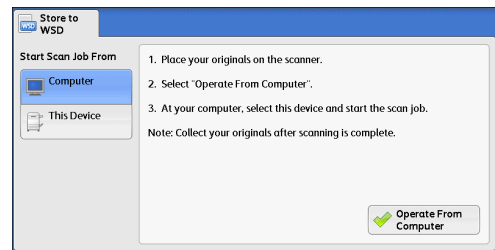
You can scan documents set on the machine by sending a request from a network computer.

Note • WSD stands for Web Services on Devices.

1 Select [Computer].

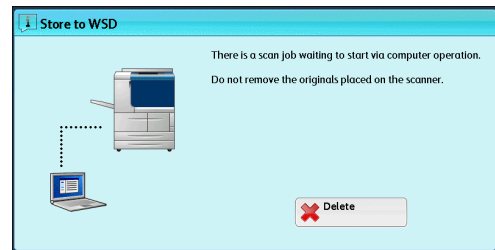


2 Load the document on the document glass or in the document feeder, and select [Operate From Computer].



3 The standby screen is displayed on the touch screen.

Note • Select [Delete] button to exit standby mode. After exiting standby mode, [Store to WSD - Remove Your Originals] screen is displayed on the touch screen.



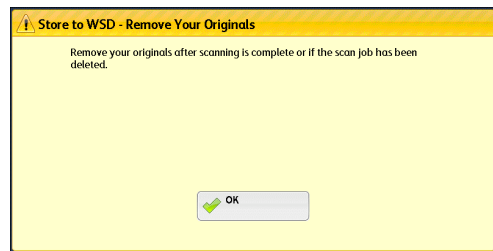
4 Operate scan from a network computer. To operate scan from a network computer, use application which supports image loading feature such as [Windows Fax and Scan]. The following describes the method using [Windows Fax and Scan] with Windows 7.

Note • This method is not available for computers with Windows Vista Home Basic or Windows Vista Home Premium. To operate scan from such a computer, use another method, for example, selecting [From Scanner or Camera] in the Paint application.

- 1) Click the [Start] button, click [All Programs], and then click [Windows Fax and Scan].
 - 2) Click [Scan] at the bottom of the left pane, and then click [New Scan] on the toolbar.
 - 3) In the [New Scan] dialog box, click [Change...], and then select the machine.
 - 4) Check that the machine model name is displayed to the right of [Scanner:].
- Note** • If the machine model name is not displayed, click [Change] and select the machine.
- 5) Click the [Profile] list, and then select [Document].
 - 6) Specify the settings as necessary, and then click [Scan].

5 After being scanned, the scanned data is forwarded to the specified computer.

- 6** [Store to WSD - Remove Your Originals] screen appears on the touch screen after a scan job has been completed. Remove the originals from the document glass and then select [OK].



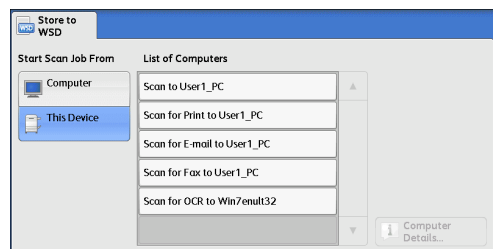
- Note**
- If the standby screen is not displayed, a scan job will not be started even when the network computer recognizes the machine.
 - Select [Delete] button to abort an operation. After an operation is aborted, [Store to WSD - Remove Your Originals] screen is displayed on the touch screen.
 - The machine will not enter the Energy Saver mode while the standby screen is displayed. For information on Energy Saver mode, refer to "Energy Saver Mode" (P.39).

This Device (Storing Data Scanned by the Machine on a Network Computer)

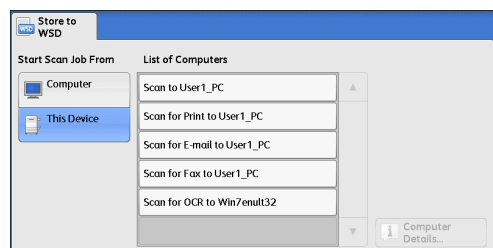
You can forward the data scanned with the command from the machine to a specified computer on the network.

- Note**
- WSD stands for Web Services on Devices.

- 1** Load the document on the document glass or in the document feeder, and select [This Device].



- 2** Computer names and 5 processing methods are displayed in the [List of Computers]. Select destination from the list in accordance with the intended use.

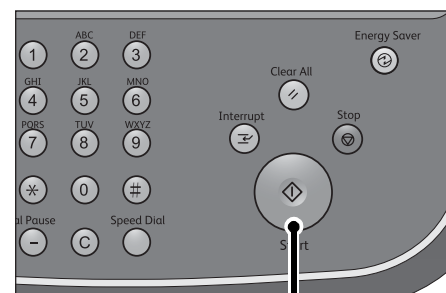


■List of Computers

Lists destination and URL.

- Note**
- Select from among 4 kinds of processing methods (Scan to PC, Scan for Print to PC, Scan for E-mail to PC, Scan for OCR to PC) in accordance with the intended use.

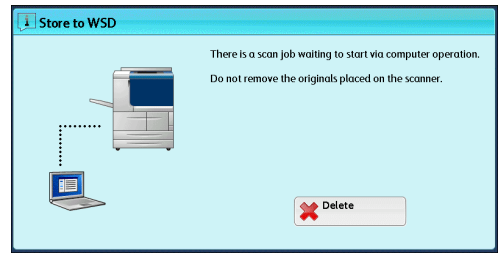
- 3** Press the <Start> button.



<Start> button

4 The scanned data will be forwarded to the specified destination.

Note • Select [Delete] button to abort scanning.



5 Check the forwarded data on the destination computer.

Advanced Settings

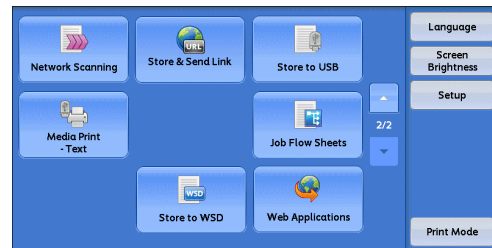
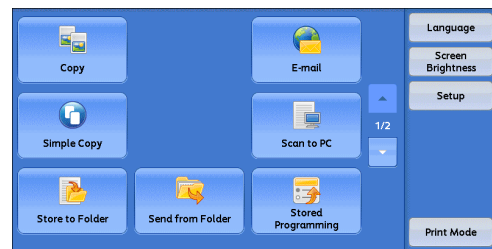
This section describes the features you can select on the [Advanced Settings] screen under [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], or [Store to USB]. The following shows the reference section for each feature.

| | |
|---|-----|
| Photographs (Scanning a Color Photograph)..... | 189 |
| Image Options (Adjusting Scan Density and Image Sharpness)..... | 190 |
| Image Enhancement (Erasing the Background Color of Documents/Adjusting Contrast)..... | 191 |
| Shadow Suppression (Suppressing the Document Background)..... | 192 |
| Color Space (Specifying the Color Space)..... | 192 |

- 1** On the [Services Home] screen, select [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], or [Store to USB].

Note

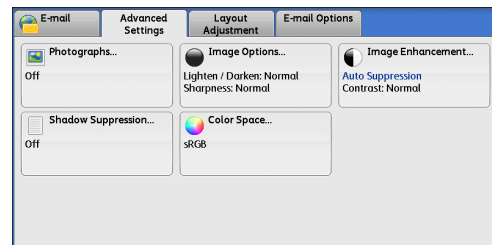
- WSD stands for Web Services on Devices.



- 2** Select a feature on the [Advanced Settings] screen.

Note

- To activate [Color Space], a prior setting must be made in the System Administration mode. For information on the setting procedure, refer to "5 Tools" > "Scan Service Settings" > "Other Settings" > "Color Space" in the Administrator Guide and "Color Space (Specifying the Color Space)" (P.192).



Photographs (Scanning a Color Photograph)

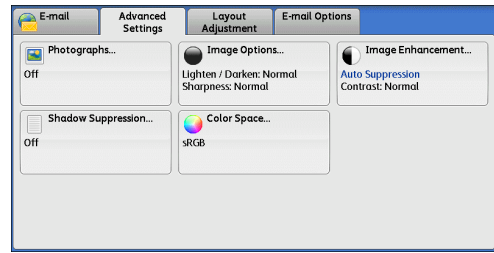
Use this feature when scanning a color photograph.

This feature is available only when [Color Scanning] is set to [Color].

Important

- You cannot use the document feeder with this feature.
- When this feature is enabled, the Shadow Suppression and Background Suppression features cannot be used.

1 Select [Photographs].



2 Select [Enhance Photographs].

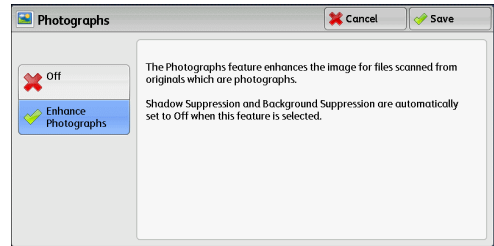
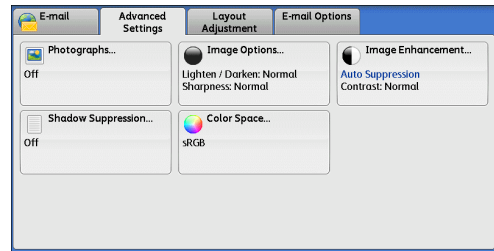


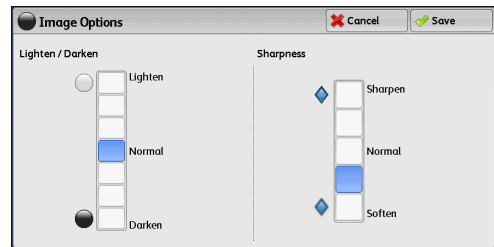
Image Options (Adjusting Scan Density and Image Sharpness)

This feature allows you to adjust the scan density and image sharpness.

1 Select [Image Options].



2 Select any option.



■ Lighten/Darken

You can select a scan density level from seven levels between [Lighten] and [Darken]. Selecting an upper cell on the bar makes the scan density lighter, and selecting a lower cell makes darker.

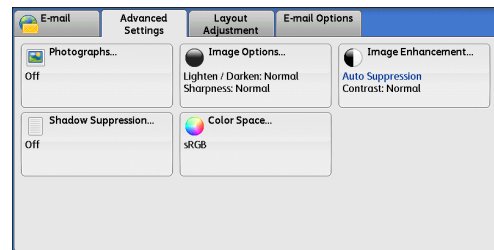
■ Sharpness

You can select a sharpness level from five levels between [Soften] and [Sharpen]. Selecting an upper cell on the bar makes the contours of images sharper, and selecting a lower cell makes softer.

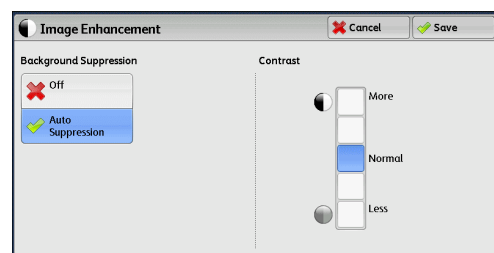
Image Enhancement (Erasing the Background Color of Documents/ Adjusting Contrast)

This feature allows you to suppress the background color of a document such as newspaper and colored paper. In addition, when [Color Scanning] on the [E-mail], [Store to Folder], [Scan to PC], [Store to USB], or [Store & Send Link] screen is set to [Color] or [Grayscale], you can adjust the contrast.

- 1 Select [Image Enhancement].



- 2 Set [Background Suppression] and [Contrast].



■Background Suppression

- Off

Scans the document backgrounds with no filtering.

- Auto Suppression

When [Color Scanning] is set to [Black & White], the background of a document printed on colored paper, such as newspaper, will be suppressed.

When [Color Scanning] is set to [Color], the background of a document printed on white-color paper will be suppressed.

■Contrast

Allows you to select a contrast level from five levels between [Less] and [More].

Selecting an upper cell on the bar makes the difference between light and dark areas greater; light areas become lighter and dark areas darker. In contrast, selecting a lower cell on the bar makes the difference between light and dark areas smaller.

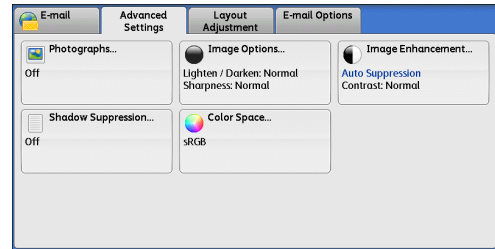
Shadow Suppression (Suppressing the Document Background)

When you scan a 2-sided document printed on thin paper, this feature allows you to suppress the image and colors on the reverse side of each document page from appearing in the scan image.

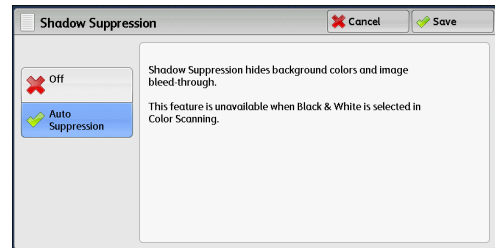
This feature is available only when [Color Scanning] on the [E-mail], [Store to Folder], [Scan to PC], [Store to USB], or [Store & Send Link] screen is set to [Color] or [Grayscale].

Important • This feature cannot be used with [Photographs].

- 1 Select [Shadow Suppression].



- 2 Select [Auto Suppression].

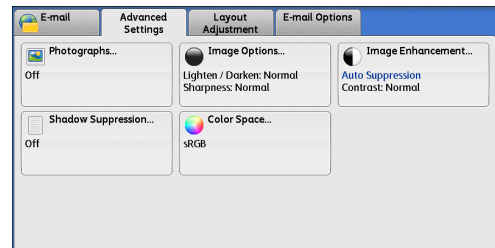


Color Space (Specifying the Color Space)

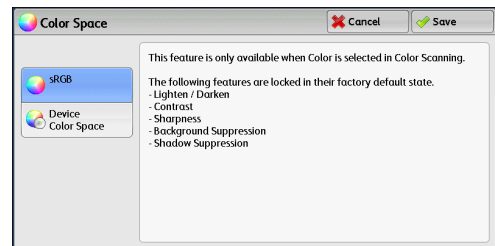
This feature allows you to set the color space.

- Note**
- [Color Space] is available when [Color Scanning] is set to [Color].
 - To activate [Color Space] on the [Advanced Settings] screen, a prior setting must be made in the System Administration mode. For more information, refer to "5 Tools" > "Scan Service Settings" > "Other Settings" > "Color Space" in the Administrator Guide.
 - [Device Color Space] is not selectable when [Searchable Text] is set to [Searchable] on the [File Format] screen.

- 1 Select [Color Space].



- 2 Select either [sRGB] or [Device Color Space].



■sRGB

Documents are scanned based on color representation (color space) that conforms to sYCC.

■Device Color Space

Documents are scanned based on the original color representation (color space) of the machine. Recommended for advanced color processing using high-quality color.

- Note**
- You can find ICC profile data for Device Color Space in the Driver CD Kit. ICC profile is useful when using color processing application and performing special processing of data scanned based on Device Color Space.
 - When [Device Color Space] is selected, the following image quality features are changed to their defaults:
Lighten/Darken, Sharpness, Shadow Suppression, Contrast, Background Suppression
 - When [Color Scanning] is set to [Auto Detect], [sRGB] is applied to color pages of the documents.

Layout Adjustment

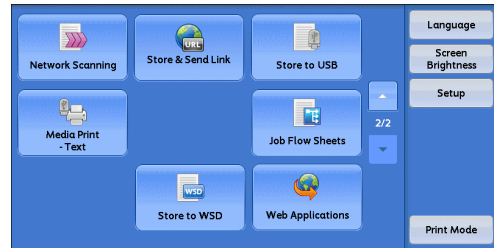
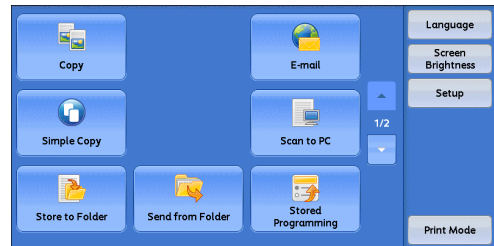
This section describes the features you can select on the [Layout Adjustment] screen under [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], or [Store to USB].

The following shows the reference section for each feature.

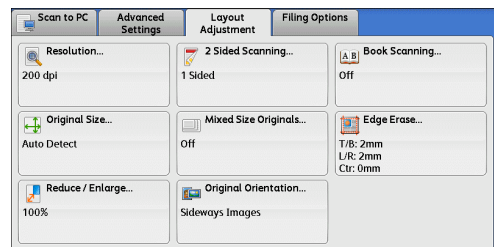
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- 2 Sided Scanning (Scanning Both Sides of a Document)..... 195
- Book Scanning (Scanning Facing Pages on Separate Sheets) 195
- Original Size (Specifying a Scan Size) 196
- Mixed Size Originals (Scanning Different Size Documents Simultaneously) 197
- Edge Erase (Erasing Edges and Margin Shadows in the Document) 198
- Reduce/Enlarge (Specifying a Scanning Ratio)..... 200
- Original Orientation (Specifying the Orientation of the Loaded Documents)..... 201

- 1 On the [Services Home] screen, select [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], or [Store to USB].

Note • WSD stands for Web Services on Devices.



- 2 Select a feature on the [Layout Adjustment] screen.

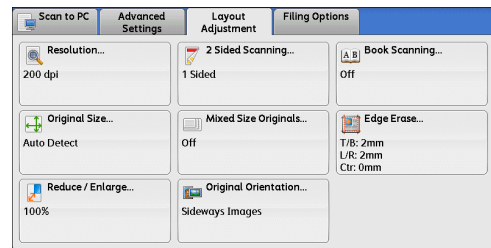


Resolution (Specifying a Scanning Resolution)

This feature allows you to set the resolution to scan a document.

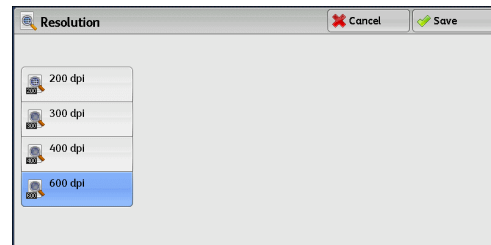
As the value increases, the scan becomes more detailed, but the data size also increases. The scanning and transfer time increases as well.

1 Select [Resolution].



2 Select any option.

- Note**
- Select either [200 dpi] or [300 dpi] when [MRC High Compression] is set to [On] for PDF, DocuWorks or XML Paper Specification (XPS) files on the [File Format] screen.
 - Select either [200 dpi] or [300 dpi] when [Searchable Text] is set to [Searchable] for PDF or DocuWorks files on the [File Format] screen.



2 Sided Scanning (Scanning Both Sides of a Document)

This feature is the same as [2 Sided Scanning] on the [E-mail] screen.

For more information, refer to "2 Sided Scanning (Scanning Both Sides of a Document)" (P.155).

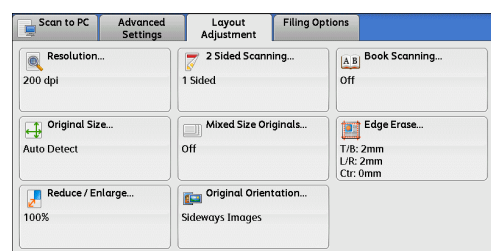
Book Scanning (Scanning Facing Pages on Separate Sheets)

This feature allows you to scan facing pages of a document onto separate sheets of paper in page order.

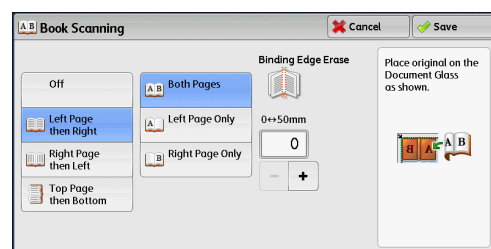
It is useful if you want to separately scan facing pages of a bound document such as a booklet.

- Note**
- You cannot use the document feeder with this feature.
 - A non-standard size document or undetectable-size document may not be separated into two accurately.

1 Select [Book Scanning].



2 Select any option.



■Off

Does not scan as a bound document.

■Left Page then Right

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

■Right Page then Left

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

■Top Page then Bottom

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

■Both Pages

Scans both pages in page order.

■Left Page Only

Scans the left page only in page order. You can select this option when [Left Page then Right] or [Right Page then Left] is selected.

■Right Page Only

Scans the right page only in page order. You can select this option when [Left Page then Right] or [Right Page then Left] is selected.

■Top Page Only

Scans the top page only in page order. You can select this option when [Top Page then Bottom] is selected.

■Bottom Page Only

Scans the bottom page only in page order. You can select this option when [Top Page then Bottom] is selected.

■Binding Edge Erase

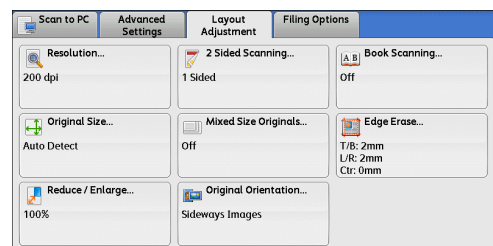
Erases the shadow from the center section of the document. You can specify the binding erase width in the range from 0 to 50 mm in 1 mm increments.

Original Size (Specifying a Scan Size)

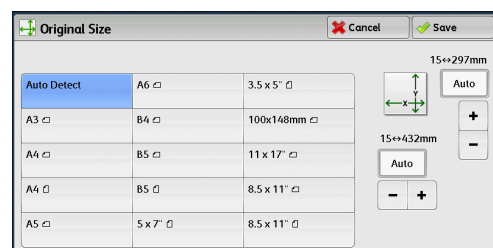
This feature allows you to set the scan size for a document.

Use this feature when a document is a non-standard size, or when you want to scan a document at a size different from the original size. You can also add margins, or delete unnecessary margins using this feature.

- 1 Select [Original Size].



- 2 Select any option. When you select a non-standard size, specify values for the X and Y directions.



■Auto Detect

Detects the document size automatically. The following table shows the document sizes that can be detected automatically.

| | Document feeder | Document glass |
|--------------------------------------|--|--|
| Auto-detectable Document Size | B5, B5□, B4, A5, A5□, A4, A4□, A3, 8.5 x 11", 8.5 x 11"□, 11 x 17", 16K□, 8K | B6, B6□, B5, B5□, B4, A6, A5, A5□, A4, A4□, A3 |

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

The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode. For information on [Paper Size Settings], refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Paper Size Settings" in the Administrator Guide.

■Standard Size

Allows you to select from preset sizes.

■Variable Size

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

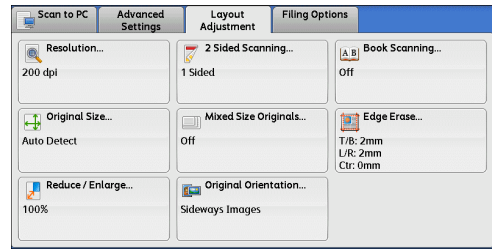
Note • When [MRC High Compression] is set [On] for PDF, DocuWorks, and XML Paper Specification (XPS) files on the [File Format] screen, the variable ranges are 50 to 432 mm for the scan width (X) and 50 to 297 mm for the scan length (Y), in 1 mm increments.

Mixed Size Originals (Scanning Different Size Documents Simultaneously)

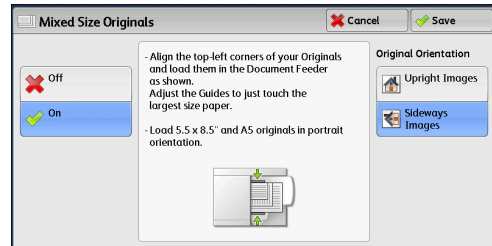
You can scan documents of various sizes simultaneously with the respective sizes or with the same size. To use this feature, load the documents in the document feeder.

- Important**
- When you select [Color] in [Color Scanning], and [2 Sided] in [2 Sided Scanning], set [Resolution] to [400dpi] or lower.
 - When you select [2 Sided] in [2 Sided Scanning] to scan A3 documents, set [Resolution] to [400 dpi] or lower. Selecting [600 dpi] will cause an error message to be displayed.
 - Always load A5 documents in portrait orientation.
 - When loading B5 documents together with A3 documents loaded in landscape orientation or A4 documents loaded in portrait orientation, load the B5 documents in portrait orientation.
 - When loading documents, align the top left corners of the documents properly. Otherwise, a paper jam may occur.
 - The recommended document size combinations are A4 portrait and A3 landscape, or B5 portrait and B4 landscape. If another combination of document sizes is used, the documents can be fed at an angle and may not be scanned properly.
- Note**
- When you select [Enter Output Size] in [Reduce/Enlarge] and specify the output size in [Output Size], the scanned data is automatically reduced/enlarged to the specified size. However, since the scanned image is not rotated, the image will be reduced/enlarged to fit the specified size while keeping its orientation. For example, when an A3 landscape original is loaded and the output size is set to A4 portrait, the scanned image is reduced to A5 landscape and printed on A4 portrait paper.
 - If the document size cannot be detected automatically, a screen to enter the document size appears.

1 Select [Mixed Size Originals].



2 Select any option.



■ **Off**

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

■ **On**

When scanning documents of different sizes, the machine automatically detects the size of each document.

■ **Original Orientation**

Specify the orientation of the loaded document.

When you load the top edge of the document against the left side of the document glass or the document feeder, and then select [Sideways Images], the document is displayed in the correct orientation when viewed on your computer screen.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

• **Upright Images**

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

• **Sideways Images**

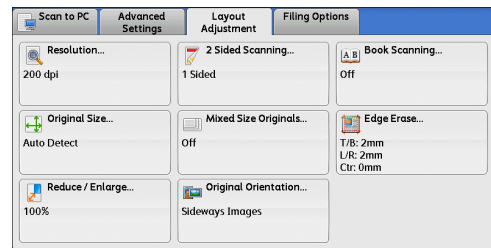
Select this option when placing the top edge of the document against the left side of the document glass or document feeder.

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

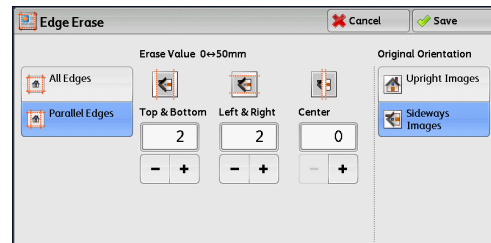
When you scan a document with the document cover open or when you scan a book, the edges and center margin of the document may be scanned as black shadows. The Edge Erase feature allows you to erase such shadows.

Note • For 2-sided originals, the same edge erase amounts are set for the front and back sides.
• If you set [Reduce/Enlarge], the edge erase amounts will be reduced or enlarged in proportion to the ratio you specified.

1 Select [Edge Erase].



2 Select any option.



3 If you select [Parallel Edges], use [+] and [-] to specify the erase widths of top and bottom, left and right, and center of the document.

4 Select [Original Orientation].

■ All Edges

The edge width to erase is set to 2 mm for the top and bottom, and left and right edges.

■ Parallel Edges

Allows you to adjust the edge erase amounts.

- Top & Bottom

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

- Left & Right

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

- Center

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

■ Original Orientation

Specify the orientation of the loaded document.

When you load the top edge of the document against the left side of the document glass or the document feeder, and then select [Sideways Images], the document is displayed in the correct orientation when viewed on your computer screen.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

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

- Sideways Images

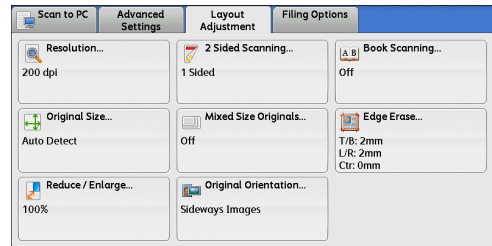
Select this option when placing the top edge of the document against the left side of the document glass or document feeder.

Reduce/Enlarge (Specifying a Scanning Ratio)

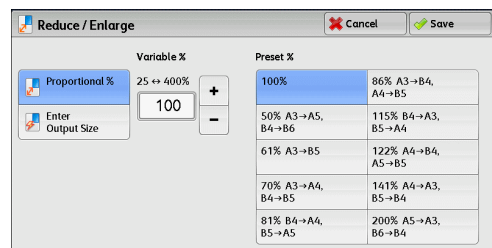
This feature allows you to set the scanning ratio for the document to be scanned.

Note • When [Searchable Text] is set to [Searchable], [Reduce/Enlarge] is [100%].

- 1 Select [Reduce/Enlarge].



- 2 Select any option.



■Proportional %

Allows you to select a preset ratio, or enter a value in the range from 25 to 400% in 1% increments.

Use the numeric keypad or [+] and [-] to enter a value.

- Variable %

Enter the scanning ratio. Specifying "100%" scans at the same image size as the original document.

- Preset %

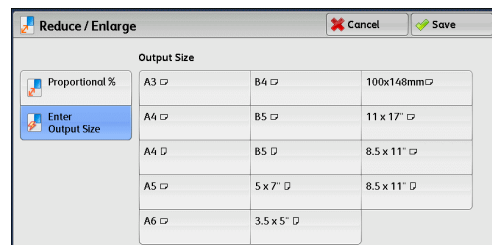
Select from preset ratios.

You can change the default values of scan ratios other than [100%]. For information on the settings, refer to "5 Tools" > "Scan Service Settings" > "Reduce/Enlarge Presets" in the Administrator Guide.

■Enter Output Size

In [Output Size], select the output size of the scanned document. The machine automatically calculates the scanning ratio based on the selected output size and the original document size.

Note • Selecting [Enter Output Size] may generate blank margin areas.



Original Orientation (Specifying the Orientation of the Loaded Documents)

This feature allows you to specify the orientation of the loaded document.

When you load the top edge of the document against the left side of the document glass or the document feeder, and then select [Sideways Images], the document is displayed in the correct orientation when viewed on your computer screen.

Note • If the [Original Orientation] setting differs from the actual document orientation, the machine may not detect the top of the document correctly.

- Upright Images

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

- Sideways Images

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

E-mail Options/Filing Options

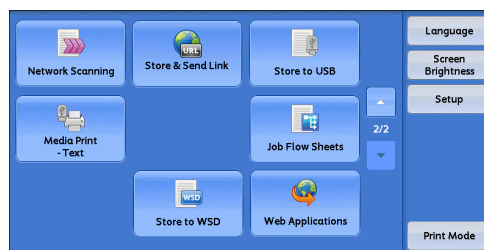
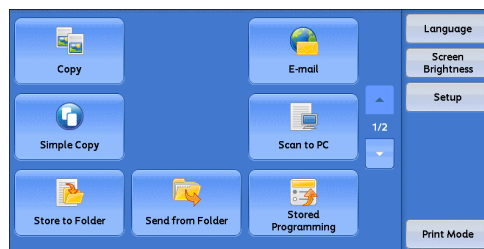
This section describes the features you can select on the [E-mail Options]/[Filing Options] screen under [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], or [Store to USB].

The following shows the reference section for each feature.

| | |
|---|-----|
| Quality/File Size (Specifying an Image Compression Ratio When Scanning) | 202 |
| Read Receipts (Specifying Read Receipts)..... | 203 |
| Split Send (Sending in Sections)..... | 204 |
| File Name (Specifying a Name for the File to be Sent)..... | 204 |
| Reply To (Specifying a Reply Address) | 205 |
| File Name Conflict (Setting the Action to be Taken for File Name Conflict)..... | 206 |
| File Name (Specifying a Name for the File to be Saved) | 206 |
| Encryption (Sending E-mail Encrypted by S/MIME)..... | 207 |
| Digital Signature (Sending E-mail with a Digital Signature by S/MIME)..... | 207 |
| Login Name..... | 207 |
| Password | 208 |
| Meta Data..... | 208 |

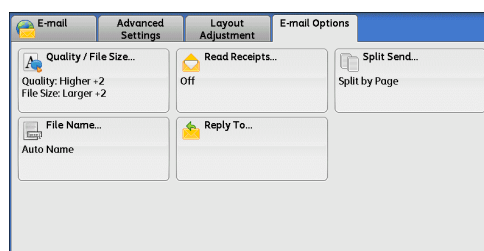
- 1 On the [Services Home] screen, select [E-mail], [Store to Folder], [Network Scanning], [Scan to PC], [Store & Send Link], or [Store to USB].

Note • WSD stands for Web Services on Devices.



- 2 Select a feature on the [E-mail Options]/[Filing Options] screen.

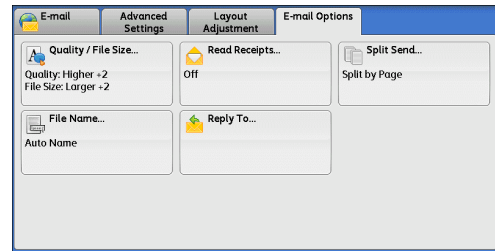
Note • The features displayed on the screen depend on the Scan service selected on the [Services Home] screen. The screen as shown on the right appears when [E-mail] is selected.



Quality/File Size (Specifying an Image Compression Ratio When Scanning)

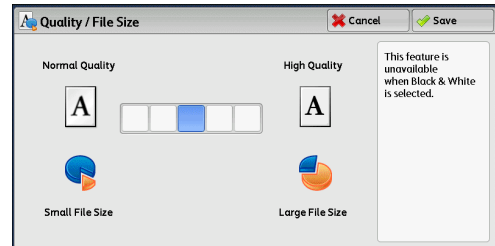
This feature allows you to select an image compression level when [Color Scanning] on the [E-mail], [Store to Folder], [Scan to PC], [Store to USB], or [Store & Send Link] screen is set to [Color] or [Grayscale].

1 Select [Quality/File Size].



2 Select any button.

- Note**
- If the High Compression Image Kit (optional) is installed, and when [MRC High Compression] is set [On] on the [File Format] screen, three image compression levels are available.



■Normal Quality

The image is saved with high compression. Image quality degrades, but the file size decreases.

■High Quality

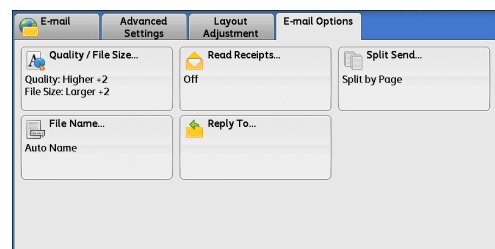
The image is saved with low compression. Image quality improves, but the file size increases.

Read Receipts (Specifying Read Receipts)

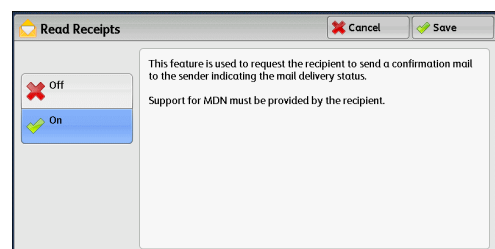
When using the E-mail service, you can receive read receipts from e-mail recipients. This feature is available only when recipients support the MDN feature.

- Note**
- [Read Receipts] is displayed only when [Tools] > [System Settings] > [E-mail Service Settings] > [E-mail Control] > [Read Receipts] is set to [On].
 - When multiple e-mails are sent using [Split Send], a read receipt is requested for each e-mail.
 - Read receipts are returned to the address specified in [Reply To], or they are returned to the address specified in [From] on the [E-mail] screen if [Reply To] is not set.
 - This feature is only available when the recipient also sets to return read receipts.

1 Select [Read Receipts].



2 Select [On].



■Off

Select this option when you do not request read receipts.

■On

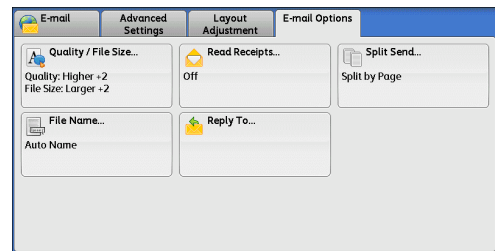
Select this option when you request read receipts.

Split Send (Sending in Sections)

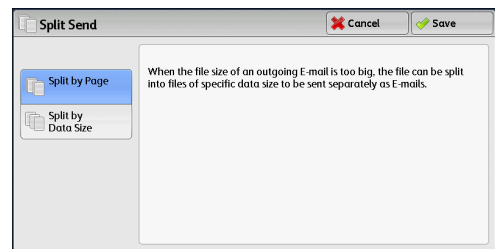
When using the E-mail service, and the size of the data to be attached is large, you can split the data at page breaks or by a certain data size and then send the data.

For information on [Split Send], refer to "5 Tools" > "E-mail Service Settings" > "E-mail Control" > "Split Send Method" in the Administrator Guide.

1 Select [Split Send].



2 Select any option.



■Split by Page

The data is split at page breaks.

- Note**
- [Split by Page] is available only when [File Format] on the [E-mail] screen is set to [PDF], [DocuWorks], or [XPS]*, or when [File Format] is set to [TIFF] with [Single File for Each Page] check box not selected.
 - * XPS stands for XML Paper Specification.

■Split by Data Size

The data is split by a certain data size.

- Note**
- Select this option if your e-mail application supports message/partial.

File Name (Specifying a Name for the File to be Sent)

When using the E-mail, Scan to PC, Network Scanning, or Store & Send Link service, you can specify a name for the file to be sent.

■Auto Name

The file name is "img-xxx-yyy.zzz" (where xxx is the date and time, yyy is the page number, and zzz is the extension).

The extension depends on the setting in [File Format].

- When [TIFF] is selected in [File Format]: tif
- When [JPEG] is selected in [File Format]: jpeg

- When [PDF] is selected in [File Format]: pdf
- When [XPS] is selected in [File Format]: xps
- When [DocuWorks] is selected in [File Format]: xdw

Note • XPS stands for XML Paper Specification.

■To set the file name

- 1 Select [File Name].
- 2 Enter a file name using the displayed keyboard.

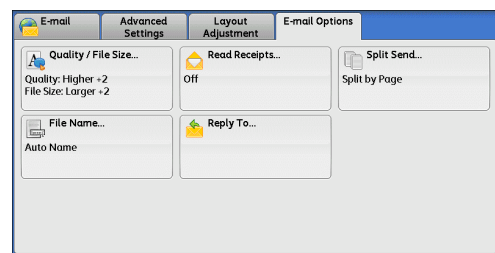
For information on how to enter characters, refer to "Entering Text" (P.48).

- Note**
- When each page is saved as one file, the page number is added to the end of each file name.
 - Up to 128 characters can be entered as a file name for the Scan to PC service.
 - Up to 28 characters can be entered as a file name for the E-mail service.
 - Up to 28 characters can be entered as a file name for the Store & Send Link service.
 - Up to 40 characters can be entered as a file name for the Network Scanning service.

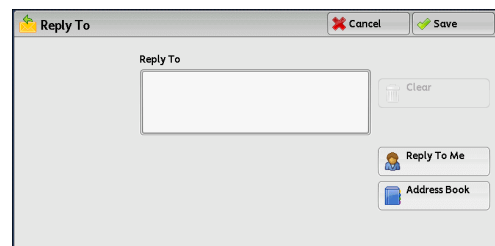
Reply To (Specifying a Reply Address)

When using the E-mail service, you can specify the address for reply.

- 1 Select [Reply To].



- 2 Enter an address for reply.



■Reply To

Select the [Reply To] box to display the keyboard screen on which you can enter an address for reply.

■Clear

Deletes the address entered in [Reply To].

■Reply To Me

Uses the address specified in [From] on the [E-mail] screen as a reply address.

- Note** • [Reply To Me] is selectable only when an address is specified in [From] on the [E-mail] screen.

■Address Book

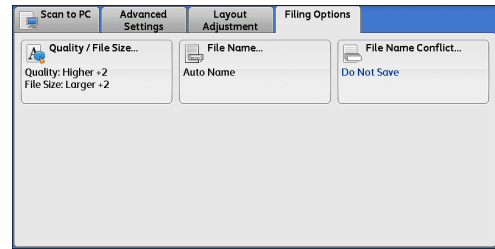
Allows you to select a reply address from the Address Book.

For more information, refer to "Address Book (Specifying an E-mail Address)" (P.147).

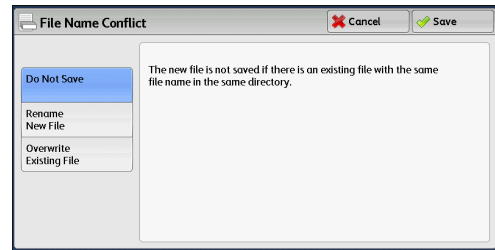
File Name Conflict (Setting the Action to be Taken for File Name Conflict)

When using the Scan to PC service, you can set the action to be taken when the file name conflicts with another file stored in the destination.

- 1 Select [File Name Conflict].



- 2 Select any option.



■ Do Not Save

Cancels the job without saving the file.

■ Rename New File

Automatically changes the file name by appending a number (0001 - 9999) to the file name, and saves the file.

■ Overwrite Existing File

Replaces the existing file with the new one.

File Name (Specifying a Name for the File to be Saved)

When using the Store to Folder service, you can specify a name for the file to be saved.

■ Auto Name

The file name is "img-xxx" (where xxx is the date and time).

Note • If a file name is deleted, [(Auto Set)] is displayed.

■ To set the file name

- 1 Select [File Name].

- 2 Enter a file name with up to 28 characters using the displayed keyboard.

Note • If a document stored in a folder of the machine is imported to a computer, the specified name may not be reflected on it depending on import method.

For information on how to enter characters, refer to "Entering Text" (P.48).

Encryption (Sending E-mail Encrypted by S/MIME)

When using the E-mail service, you can send e-mail encrypted by S/MIME.

When sending encrypted e-mail, select an e-mail address associated with a certificate that can be encrypted, from the Address Book.

Note • You can change the default value of [E-mail Encryption] in the System Administration mode. For information on how to change the default value, refer to "5 Tools" > "Scan Service Settings" > "Scan Defaults" > "E-mail Encryption" in the Administrator Guide.

■Off

Sends e-mail without encryption.

■On

Sends e-mail with encryption.

Digital Signature (Sending E-mail with a Digital Signature by S/MIME)

When using the E-mail service, you can send e-mail with a digital signature by S/MIME.

Digital Signature allows a recipient to confirm whether contents of the e-mail are changed, or whether the e-mail is sent from the proper sender.

To use this feature, the machine's mail address must be linked to a certificate.

For information on how to link a certificate to the machine's e-mail address, refer to "10 Encryption and Digital Signature Settings" > "Configuration of E-mail Encryption/Digital Signature" in the Administrator Guide.

■Off

Sends e-mail without a digital signature.

■On

Sends e-mail with a digital signature.

Login Name

You can enter the login name for a destination server.

Note • This feature is displayed only when [Network Scanning] is selected on the [Services Home] screen.

- 1** Select [Login Name].
- 2** Enter the login name using the keyboard displayed on the screen.
For information on how to enter characters, refer to "Entering Text" (P.48).

Password

You can enter the password for a destination server.

Note • This feature is displayed only when [Network Scanning] is selected on the [Services Home] screen.

- 1** Select [Password].
- 2** Enter the password using the keyboard displayed on the screen.

For information on how to enter characters, refer to "Entering Text" (P.48).

Meta Data

You can change the values of the DMF if they are specified for a selected job template.

Note • This feature is displayed only when [Network Scanning] is selected on the [Services Home] screen.

5 Send from Folder

This chapter describes the basic operations and features for the Send from Folder service.

Two types of folders are available: [Copy & Print Jobs] and [Scan & Other Jobs]. You can check and operate copy files and print files stored in folders under [Copy and Print Jobs], and scan files in folders under [Scan & Other Jobs], respectively.

Note • The Send from Folder service is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

| | |
|---|-----|
| • Folder Operating Procedure | 210 |
| • Selecting a Folder under Copy & Print Jobs | 213 |
| • Checking/Operating Files in Copy & Print Job | 214 |
| • Deleting Files in Copy & Print Jobs | 216 |
| • Copying/Moving Files in Copy & Print Jobs | 217 |
| • Editing Files in Copy & Print Jobs | 221 |
| • Merging/Batch Printing Files in Copy & Print Jobs | 225 |
| • Printing Files in Copy & Print Jobs | 232 |
| • Selecting a Folder under Scan & Other Jobs | 244 |
| • Checking/Operating Files in Scan & Other Jobs | 245 |
| • Checking File Details in Scan & Other Jobs | 247 |
| • Printing Files in Scan & Other Jobs | 248 |
| • Configuring/Starting Job Flow | 251 |
| • Making Backups of Files in a Folder | 256 |

Folder Operating Procedure

This section describes the basic procedure to operate files in folders.

Two types of folders are available: [Scan & Other Jobs] and [Copy & Print Jobs]. The folders under [Scan & Other Jobs] allow you to store print files submitted by a computer and scan files. These files stored in a folder can be sent by e-mail and be retrieved from a network computer. You can also automate routine tasks, or register private folders and shared folders separately.

The folders under [Copy & Print Jobs] allow you to store copy files and print files. You can also save the files again and reprint them in a folder after editing the files or changing their settings.

The following shows the reference section for each procedure.

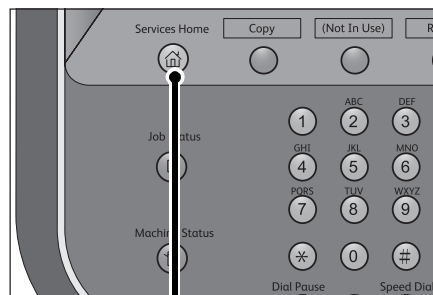
| | |
|---|-----|
| Step 1 Opening the Screen to Operate the Folder | 210 |
| Step 2 Selecting the Folder Type | 211 |
| Step 3 Selecting a Folder | 211 |
| Step 4 Checking/Selecting Files in a Folder | 211 |
| Step 5 Operating Files in a Folder | 212 |

Step 1 Opening the Screen to Operate the Folder

The following describes how to select features.

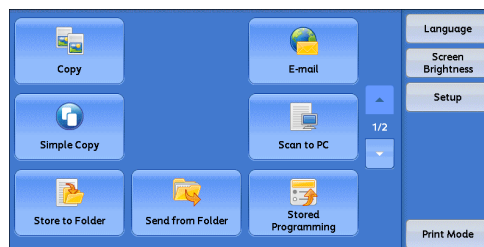
Note • The features displayed on the screen depend on your machine configuration.

- 1 Press the <Services Home> button.



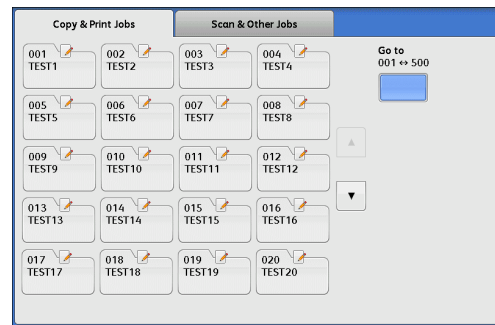
<Services Home> button

- 2 Select [Send from Folder].



Step 2 Selecting the Folder Type

- 1 Select [Copy & Print Jobs] or [Scan & Other Jobs].

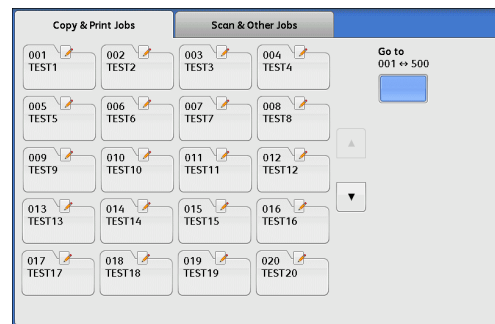


Step 3 Selecting a Folder

Access to some folders may be restricted, depending on the settings of the Authentication feature.

For information on selectable folders depending on the Authentication feature being used, refer to "11 Authentication and Accounting Features" > "Authentication for Job Flow Sheets and Folders" in the Administrator Guide.

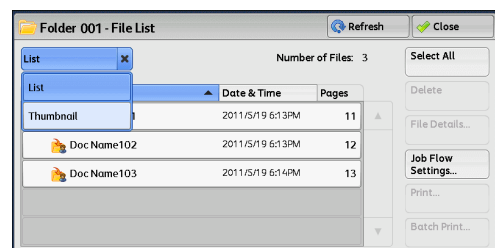
- 1 Select a folder on the [Send from Folder] screen.



- 2 If a passcode is set for the folder, enter the passcode and select [Confirm].

Step 4 Checking/Selecting Files in a Folder

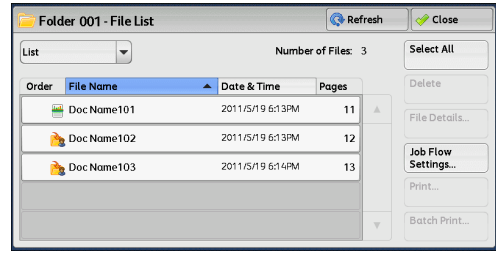
- 1 Select the display style from [List] and [Thumbnail].



For information on the [File List] screen, refer to "Checking/Operating Files in Copy & Print Job" (P.214) and "Checking/Operating Files in Scan & Other Jobs" (P.245).

- Note**
- In a folder under [Copy & Print Jobs], you can store a combination of copy files and print files totaling up to 100 files.
 - In a folder under [Scan & Other Jobs], you can store a combination of scan files and print files totaling up to 1000 files (including up to 100 print files). Or you can store up to 1000 scan files (only) or up to 100 print files (only) in a folder under [Scan & Other Jobs].

2 Select a file to send by e-mail or to print.



For information on the [File List] screen, refer to "Checking/Operating Files in Scan & Other Jobs" (P.245).

Step 5 Operating Files in a Folder

The following shows the reference sections for operations available on the screen.

| | |
|---|-----|
| Selecting a Folder under Copy & Print Jobs..... | 213 |
| Checking/Operating Files in Copy & Print Job | 214 |
| Deleting Files in Copy & Print Jobs | 216 |
| Copying/Moving Files in Copy & Print Jobs..... | 217 |
| Editing Files in Copy & Print Jobs | 221 |
| Merging/Batch Printing Files in Copy & Print Jobs | 225 |
| Printing Files in Copy & Print Jobs | 232 |
| Selecting a Folder under Scan & Other Jobs | 244 |
| Checking/Operating Files in Scan & Other Jobs | 245 |
| Checking File Details in Scan & Other Jobs..... | 247 |
| Printing Files in Scan & Other Jobs..... | 248 |
| Configuring/Starting Job Flow..... | 251 |
| Making Backups of Files in a Folder | 256 |

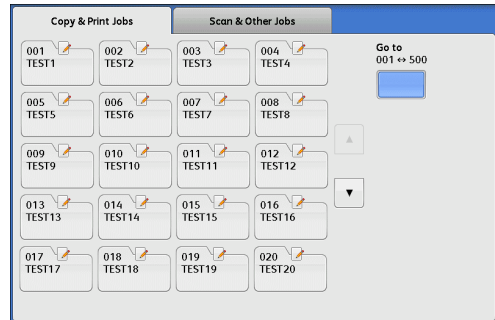
Selecting a Folder under Copy & Print Jobs

The following describes how to select a folder under [Copy & Print Jobs].

Access to some folders may be restricted, depending on the settings of the Authentication feature.

- 1 Select [Copy & Print Jobs], and then select a folder.

- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - If the passcode entry screen appears, enter the passcode and select [Confirm].



■ **Go to**

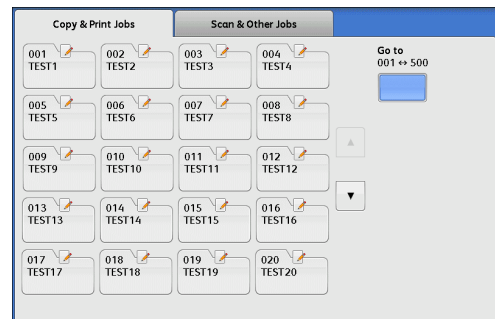
Displays a folder at the top when you enter the 3-digit folder number with the numeric keypad.

Checking/Operating Files in Copy & Print Job

You can check or operate files stored in a folder under [Copy & Print Jobs]. Both copy and print files are displayed in folders under [Copy & Print Jobs].

Note • Scanned files stored by [Scan & Other Jobs] will not be displayed.

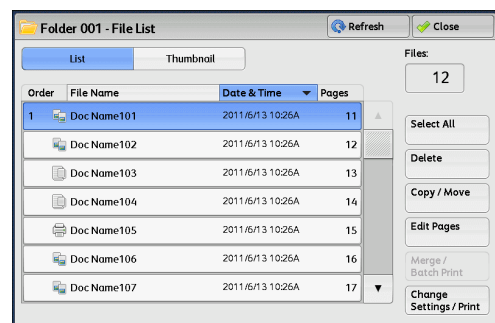
1 Select a folder under [Copy & Print Jobs].



2 Select a file.

Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- You can sort files in ascending or descending order by selecting either [File Name] or [Date & Time].
- At the left of each file name, an icon is displayed to show the file type.
 - :Copy file
 - :Print file
 - :Edited file



3 Select any option.

■ Refresh

Displays the updated information.

■ List

Lists the files stored in the folder, with their stored dates and pages.

■ Thumbnail

Displays the images and names of the files stored in the folder.

Important • If the power is cut off immediately after a scanned file is stored in a folder, or if the hard disk space is insufficient to display thumbnails, files in the folder may not be displayed in thumbnail view. In that case, display them in list view.

- The thumbnail view may not be available for long documents. If a long document is not displayed in thumbnail view, display it in list view.
- Characters and images in thumbnail view may not be correctly displayed because they are scaled down from the actual sizes.

Note • The orientation of an image displayed in thumbnail view may not match the orientation (LEF Orientation/SEF Orientation) in which the document was loaded.

■ Number of Files

Displays the number of files stored in the selected folder.

■ Select All

Allows you to select all the files in the folder. If you select [Select All] again, all the files are deselected.

■ **Delete**

Allows you to delete the selected files in the folder.
Refer to "Deleting Files in Copy & Print Jobs" (P.216).

■ **Copy/Move**

Previews the selected file to allow you to check its details, and copy or move it to another folder.
Refer to "Copying/Moving Files in Copy & Print Jobs" (P.217).

■ **Edit Pages**

Allows you to edit the files in the folder.
Refer to "Editing Files in Copy & Print Jobs" (P.221).

■ **Merge/Batch Print**

Allows you to merge multiple files in the folder, and batch print them.
Refer to "Merging/Batch Printing Files in Copy & Print Jobs" (P.225).

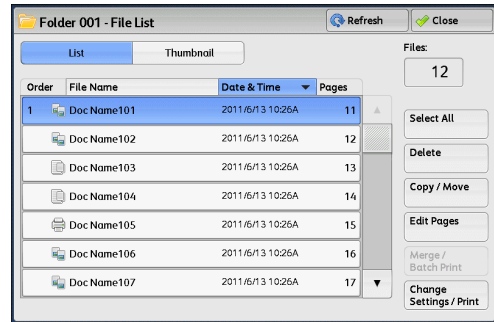
■ **Change Settings/Print**

Allows you to change the file settings before printing the files.
Refer to "Printing Files in Copy & Print Jobs" (P.232).

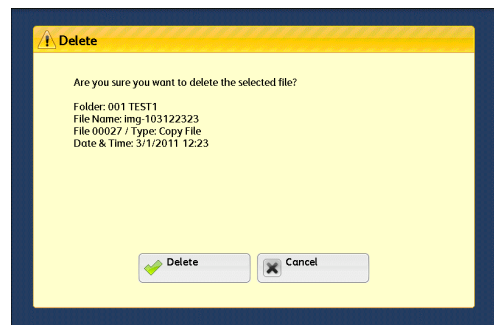
Deleting Files in Copy & Print Jobs

You can delete files in a folder under [Copy & Print Jobs].

- 1 Select a file and select [Delete].



- 2 Select [Delete].



■ **Delete**

Deletes the file.

Note • Once the file is deleted, it cannot be recovered.

■ **Cancel**

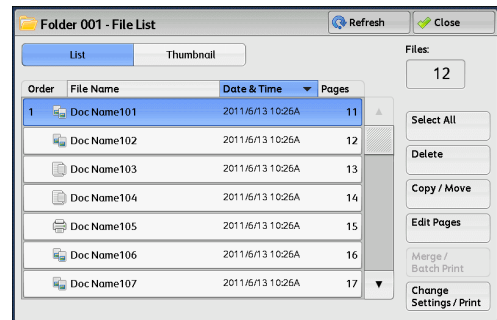
Cancels deleting the file.

Copying/Moving Files in Copy & Print Jobs

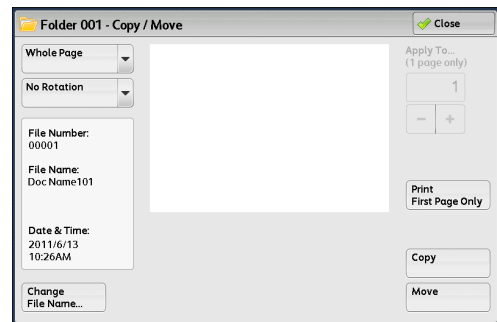
You can check files stored in a folder under [Copy & Print Jobs], change their names, print their first pages for confirmation, and copy or move them from one folder to another. The following shows the reference section for each feature.

Copy 218
 Move..... 219

1 Select a file and select [Copy/Move].



2 Select any option.



Send from Folder

5

View Size

Allows you to select whether to display the whole page or to enlarge the image by 200%.

- Note**
- A small size of a document may not be enlarged even if you select [Enlarge View].
 - The orientation of an image displayed in preview may not match the orientation (LEF Orientation/SEF Orientation) in which the document was loaded.

Rotation

Allows you to select an angle to preview the image from [Right 90 degrees], [Left 90 degrees], and [180 degrees].

- Note**
- The orientation of an image displayed in preview may not match the orientation (LEF Orientation/SEF Orientation) in which the document was loaded.

Change File Name

Allows you to change the file name.

- Note**
- If you have selected multiple files, you cannot change the file names.

Apply To

Allows you to specify a page to preview on the screen using [+] and [-] or the numeric keypad.

Print First Page Only

Allows you to print the first pages of files for confirmation.

Copy

Allows you to copy files from one folder to another.
Refer to "Copy" (P.218).

Move

Allows you to move files from one folder to another.
Refer to "Move" (P.219).

Copy

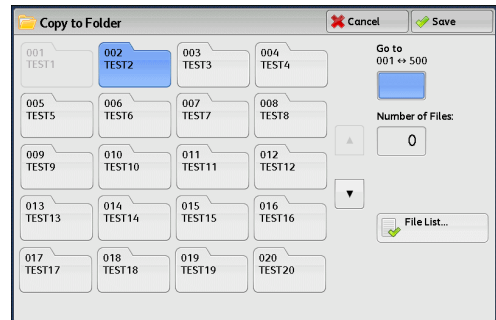
You can copy files from one folder to another.

Important • Even when the folder to which a file is copied is linked to a job flow, the copied file itself will not be linked to the job flow.

Note • [Date & Time] of a copied file will be updated to the date it is copied.
• A folder to which a file is copied must be a folder other than the one that currently stores the file.

- 1 Select [Copy].
- 2 Select a folder to which a file will be copied, and select [Save].

Note • If a passcode is set for the folder, the passcode entry screen appears. Enter the passcode, and select [Confirm].
• If the folder is full, the file cannot be copied to that folder.

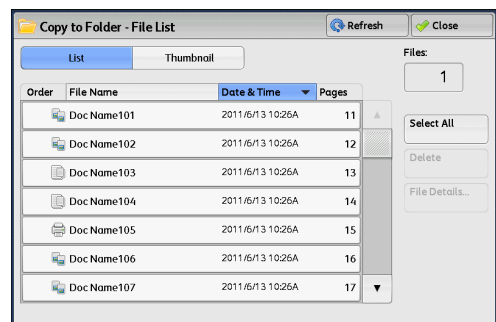


File List

Displays the [Copy to Folder - File List] screen.
Refer to "[Copy to Folder - File List] Screen" (P.218).

[Copy to Folder - File List] Screen

This screen allows you to check or delete other files stored in a folder to which a file is copied.



List

Lists the files stored in the folder, with their stored dates and pages.

Thumbnail

Displays the images and names of the files stored in the folder.

Important • If the power is cut off immediately after a scanned file is stored in a folder, or if the hard disk space is insufficient to display thumbnails, files in the folder may not be displayed in thumbnail view. In that case, display them in list view.

- The thumbnail view may not be available for long documents. If a long document is not displayed in thumbnail view, display it in list view.
- Characters and images in thumbnail view may not be correctly displayed because they are scaled down from the actual sizes.

Note • The orientation of an image displayed in thumbnail view may not match the orientation (LEF Orientation/SEF Orientation) in which the document was loaded.

Number of Files

Displays the number of files stored in the selected folder.

Select All

Selects all the files in the folder.

Delete

Deletes the selected files in the folder.

File Details

Allows you to check the preview image of the selected file.

Move

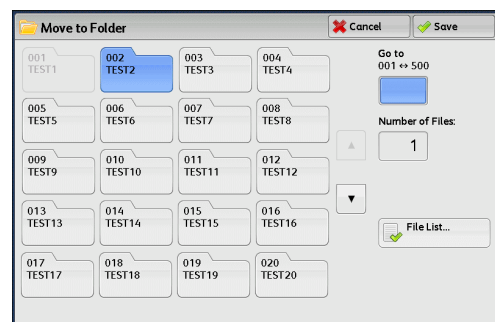
You can move files from one folder to another.

Important • Even when the folder to which a file is moved is linked to a job flow, the moved file itself will not be linked to the job flow.

Note • A folder to which a file is moved must be a folder other than the one that currently stores the file.

- 1 Select [Move].
- 2 Select a folder to which a file will be moved, and select [Save].

- Note**
- If a passcode is set for the folder, the passcode entry screen appears. Enter the passcode, and select [Confirm].
 - If the folder is full, the file cannot be moved to that folder.

**File List**

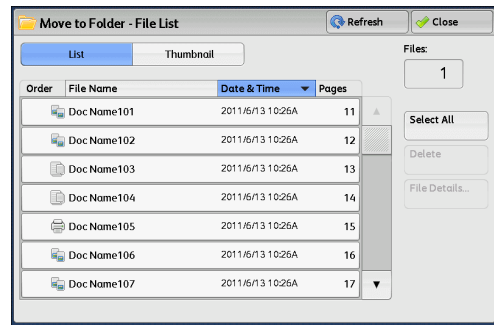
Displays the [Move to Folder - File List] screen.

Refer to "[Move to Folder - File List] Screen" (P.220).

[Move to Folder - File List] Screen

This screen allows you to check or delete other files stored in a folder to which a file is moved.

For information on the features displayed on the screen, refer to "[Copy to Folder - File List] Screen" (P.218).



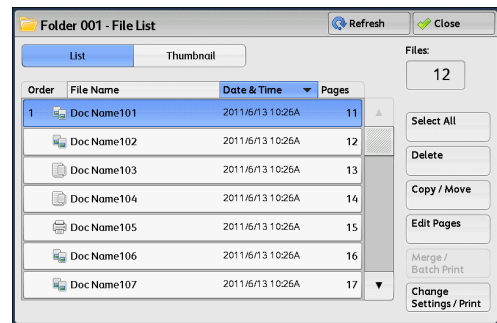
Editing Files in Copy & Print Jobs

You can edit files in a folder under [Copy & Print Job]. The following shows the reference section for each feature.

Note • When print files are edited in a folder under [Copy & Print Jobs], they will be stored as "Edited file" (📄). After being stored as "Edited file", they will no longer be displayed in a folder under [Scan & Other Jobs].

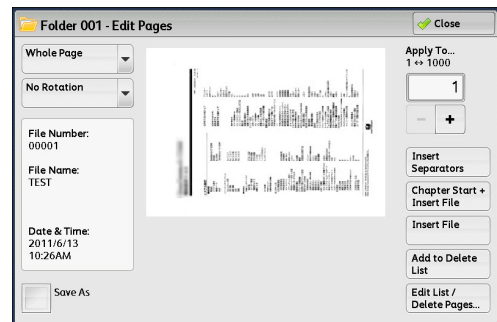
| | |
|----------------------------------|-----|
| Insert Separators..... | 222 |
| Chapter Start + Insert File..... | 222 |
| Insert File..... | 223 |
| Edit List/Delete Pages..... | 224 |

1 Select a file to be edited, and select [Edit Pages].



2 Use [+] and [-] or the numeric keypad to select a page to be edited.

3 Select any option.



Send from Folder

5

■View Size

Allows you to select whether to display the whole page or to enlarge the image by 200%.

Note • A small size of a document may not be enlarged even if you select [Enlarge View].
 • The orientation of an image displayed in preview may not match the orientation (LEF Orientation/SEF Orientation) in which the document was loaded.

■Rotation

Allows you to select an angle to preview the image from [Right 90 degrees], [Left 90 degrees], and [180 degrees].

Note • The orientation of an image displayed in preview may not match the orientation (LEF Orientation/SEF Orientation) in which the document was loaded.

■Save As

Select this check box to change the file name.

■Apply To

Allows you to specify a page to preview on the screen.

■ Insert Separators

Displays the [Insert Separators] screen.
Refer to "Insert Separators" (P.222).

■ Chapter Start + Insert File

Displays the [Chapter Start + Insert File] screen.
Refer to "Chapter Start + Insert File" (P.222).

■ Insert File

Displays the [Insert File] screen.
Refer to "Insert File" (P.223).

■ Add to Delete List

Adds the selected page to the Delete List.

■ Edit List/Delete Pages

Displays the [Edit List/Delete Pages] screen.
Refer to "Edit List/Delete Pages" (P.224).

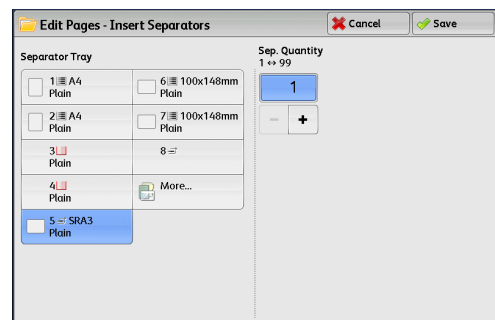
Insert Separators

You can separate the main file and insert a separator into it after its target page.

Important • After inserting a separator, Side 1 and Side 2 of the pages after a target page may switch positions with one another.

Note • You cannot insert a file between a cover page and a separator.

- 1 Select [Insert Separators].
- 2 Select a paper tray for separators to be inserted.
- 3 Use [+] and [-] or the numeric keypad to enter the number of separators to be inserted, and then select [Save].

**Chapter Start + Insert File**

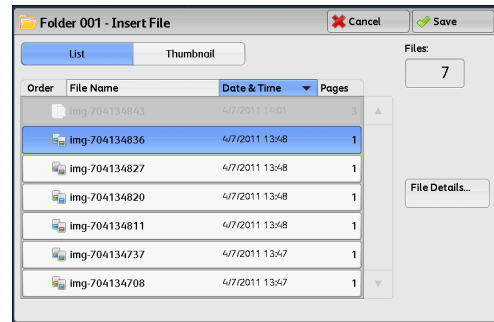
You can separate the main file and insert another file after its target page.

Important • After inserting a file, Side 1 and Side 2 of the pages after a target page may switch positions with one another.

Note • A file cannot be inserted between a cover page and a separator.

- 1 Select [Chapter Start + Insert File].

- 2 Select a file to be inserted, and select [Save].



■List

Lists the files stored in the folder, with their stored dates and pages.

■Thumbnail

Displays the images and names of the files stored in the folder.

Important • If the power is cut off immediately after a scanned file is stored in a folder, or if the hard disk space is insufficient to display thumbnails, files in the folder may not be displayed in thumbnail view. In that case, display them in list view.

- The thumbnail view may not be available for long documents. If a long document is not displayed in thumbnail view, display it in list view.
- Characters and images in thumbnail view may not be correctly displayed because they are scaled down from the actual sizes.

Note • The orientation of an image displayed in thumbnail view may not match the orientation (LEF Orientation/SEF Orientation) in which the document was loaded.

■Number of Files

Displays the number of files stored in the selected folder.

■File Details

Allow you to check the preview image of the selected file.

Insert File

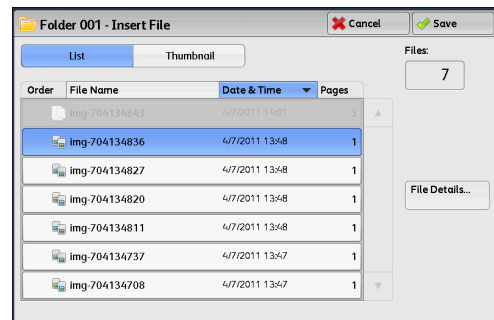
You can insert a file after the target page of the main file. If the main file is programmed to be copied or printed on 2 sides, the 2 sided setting will be applied also to the file inserted.

Important • You cannot insert a file into the main file if the main file is a mixed-size document, if it contains cover pages or separators, if it contains different-sized paper, or if the orientations of its paper are not the same.

- A file cannot be inserted between a cover page and a separator.

- 1 Select [Insert File].
- 2 Select a file to be inserted, and select [Save].

Note • You can select only one file.



Edit List/Delete Pages

You can delete pages added on the Delete List.

Important • After deleting pages, if a file is reduced merely to a cover page without any images, the file itself will be deleted.

Note • If a file with a deleted page is programmed to be copied or printed on 2 sides, the page before and after the deleted page will be copied or printed in succession to one another. In this case, Side 1 and Side 2 of the pages after the deleted page may switch positions with one another.

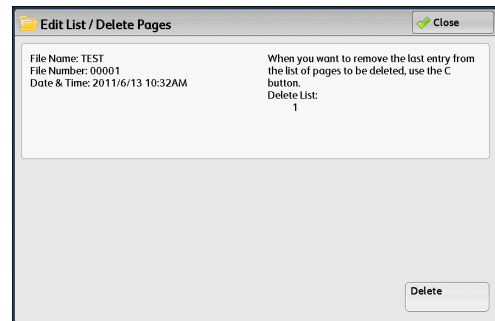
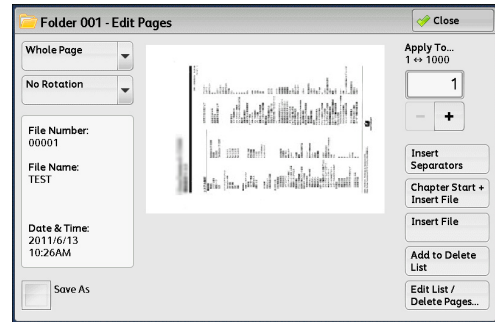
1 Use [+] and [-] or the numeric keypad to select a page to be deleted, and select [Add to Delete List].

Note • You can enter up to 20 items in the Delete List.

2 Select [Edit List/Delete Pages].

Note • By pressing the <C (Clear)> button on the control panel, you can delete items added on the list one by one.

3 Select [Delete].



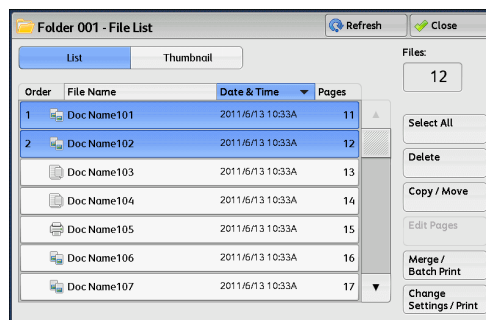
Merging/Batch Printing Files in Copy & Print Jobs

You can merge multiple files stored in a folder under [Copy & Print Jobs], and batch print them.

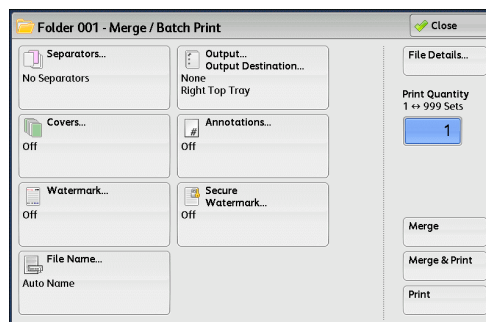
Note • When print files are edited in a folder under [Copy & Print Jobs], they will be stored as "Edited file" (📄). After being stored as "Edited file", they will no longer be displayed in a folder under [Scan & Other Jobs].

1 Select multiple files, and select [Merge/Batch Print].

Note • Files are merged in selected order.



2 Select any option, and specify the number of print sets using the numeric keypad.



The following shows the reference section for each feature.

| | |
|--------------------|-----|
| File Details | 226 |
| Merge | 226 |
| Merge & Print..... | 227 |

The following features allow you to cancel the settings of the source files and reprogram the settings to the newly merged files. The settings of the features other than the following will remain as they are. For more information, refer to the followings.

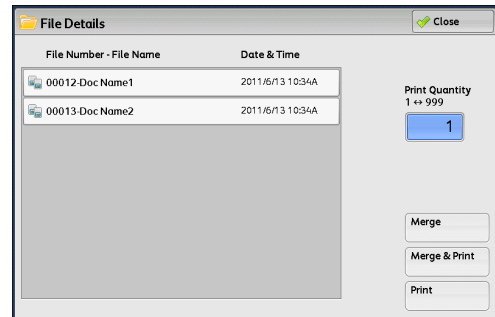
| | |
|------------------------|-----|
| Separators | 227 |
| Covers..... | 228 |
| Watermark..... | 229 |
| File Name | 230 |
| Output..... | 230 |
| Annotations | 231 |
| Secure Watermark | 231 |

3 Select [Print].

File Details

You can check the content of selected files. On the screen displayed, you can merge files or batch print them.

- 1 Select [File Details].
- 2 Select any option, and specify the number of print sets using the numeric keypad.



■ Merge

Displays the [Merge] screen.
Refer to "Merge" (P.226).

■ Merge & Print

Displays the [Merge & Print] screen.
Refer to "Merge & Print" (P.227).

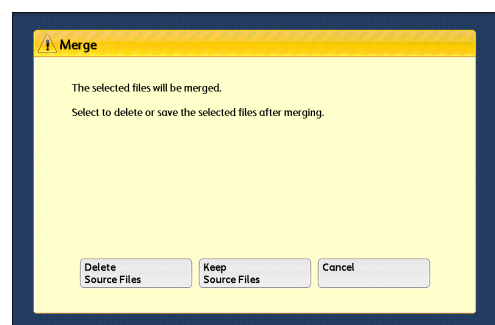
■ Print

Merges and then prints (multiple) selected files. The merged files are not saved.

Merge

You can merge selected files.

- 1 Select [Merge].
- 2 Select any option.



■ Delete Source Files

Deletes source files after they are merged.

■ Keep Source Files

Keeps source files after they are merged.

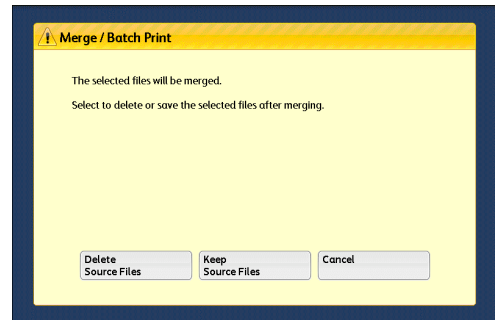
■ Cancel

Cancels merging of files.

Merge & Print

You can merge selected files, and batch print them.

- 1 Select [Merge & Print].
- 2 Select any option.



■Delete Source Files

Deletes source files after they are merged.

■Keep Source Files

Keeps source files after they are merged.

■Cancel

Cancels merging of files.

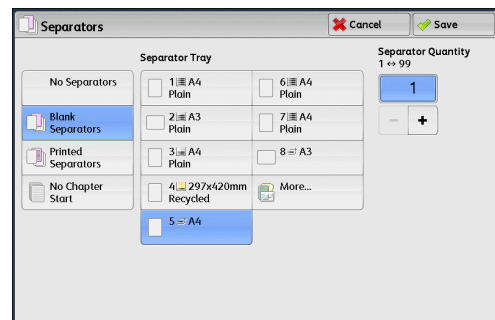
Separators

You can insert separators between merged files, or merge multiple files without any chapter divisions.

- 1 Select [Separators].
- 2 Select any option.

If you select [Blank Separators] or [Printed Separators], select a paper tray for separators.

If you select [Blank Separator], enter the number of separators to be inserted using [+] and [-] or the numeric keypad.



■No Separators

Multiple files are divided into chapters, and then merged into one file.

■Blank Separators

Blank separators are inserted. You can specify the number of separators in the range from 1 to 99, as necessary.

■Printed Separators

When multiple files are merged, the first page of each file is set as a separator.

■No Chapter Start

Multiple files are merged into one continuous file without dividing them into chapters. At that time, the 2 sided/1 sided setting and paper tray setting of the first file are applied to all merged files.

■ Separator Tray

Allows you to select the paper tray for separators.

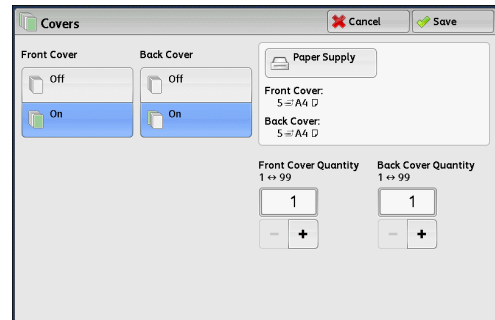
■ Separator Quantity

Allows you to specify the number of separators in the range from 1 to 99.

Covers

You can attach covers to merged files.

- 1 Select [Covers].
- 2 Select any option.



■ Front Cover

Front covers can be attached to a merged file.

- Off
No front cover is attached.
- On
Front covers are attached.

■ Back Cover

Back covers can be attached to a merged file.

- Off
No back cover is attached.
- On
Back covers are attached.

■ Front Cover Quantity

Allows you to specify the number of blank sheets to be used as front covers.

■ Back Cover Quantity

Allows you to specify the number of blank sheets to be used as back covers.

■ Paper Supply

Displays the [Covers - Paper Supply] screen.

Select the trays for front and back covers from [Front Cover Tray] and [Back Cover Tray].

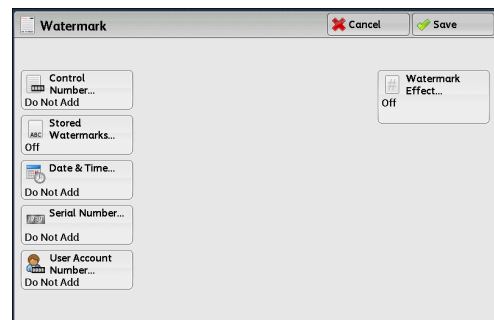
Watermark

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

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

You can specify the size, density, and others of text to be printed with Watermark in the System Administration mode. For information on the settings, refer to "5 Tools" > "Common Service Settings" > "Watermark" in the Administrator Guide.

- 1 Select [Watermark].
- 2 Select any option.



For more information on the following features, refer to "Watermark (Printing Control Numbers on the Background of Copies)" (P.106).

■Control Number

Select whether to print control numbers. A value of the control number can be entered in the range from 1 to 9999. Use [+] and [-] or the numeric keypad to enter a starting page number.

■Stored Watermarks

Select the text to be printed on copies.

■User Account Number

Select this check box to print a user account number.

Note • [User Account Number] is displayed only when the Accounting feature is enabled.

■Date & Time

Select this check box to print the date and time when the copy job started.

For information on the date format, refer to "5 Tools" > "Common Service Settings" > "Watermark" > "Date Format" in the Administrator Guide.

■Serial Number

Select this check box to print the serial number of the machine.

■Watermark Effect

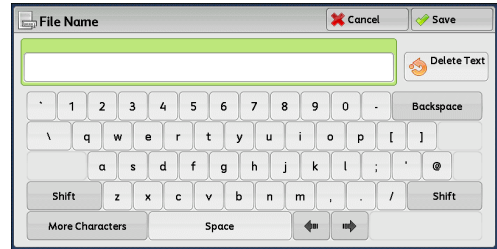
Allows you to program text effects.

File Name

You can specify file names after files are merged.

- 1 Select [File Name].
- 2 Enter a file name using the displayed keyboard.

For information on how to enter characters, refer to "Entering Text" (P.48).

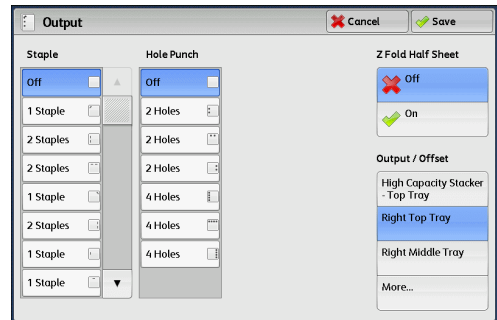


Output

You can program stapling/hole punching/Z fold/outputting/offsetting settings before merging files.

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

- 1 Select [Output/Output Destination].
- 2 Select any option.



For more information on the following features, refer to "Copy Output (Specifying Finishing Options)" (P.118).

■Staple

Allows you to specify the position for stapling.

■Hole Punch

Allows you to specify the position for punching.

■Z Fold Half Sheet

Allows you to select whether to fold the output copies in Z-fold.

■Output/Offset

Allows you to select the output destination tray and offset operation.

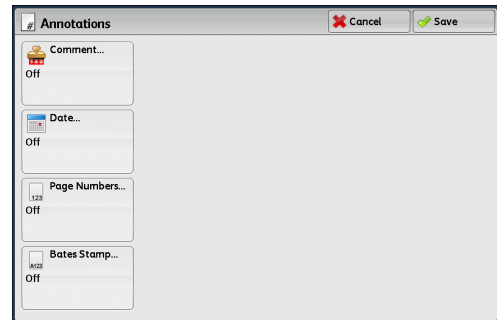
Annotations

You can add a comment, date, and page numbers onto copies.

You can also select a comment, date, and page numbers, and their print positions from preset formats.

Note • If you specify a comment, date, and page numbers together, make sure that their print positions do not overlap before making copies.

- 1 Select [Annotations].
- 2 Select any option.



For more information on the following features, refer to "Annotations (Adding a Comment/a Date/Page Numbers to Copies)" (P.100).

■ Comment

Allows you to select a comment style and its position.

■ Date

Allows you to add a date to copies.

■ Page Numbers

Allows you to select a page-number style and its position.

■ Bates Stamp

Allows you to specify prefix text and page numbers.

Secure Watermark

Secure Watermark is a security management feature to embed a copy protection digital code into a document, to restrict the document to be duplicated. The digital code enables you to analyze "when", "from which machine", and "by whom" the document was output.

For more information, refer to "Secure Watermark (Managing Document Security)" (P.109).

Printing Files in Copy & Print Jobs

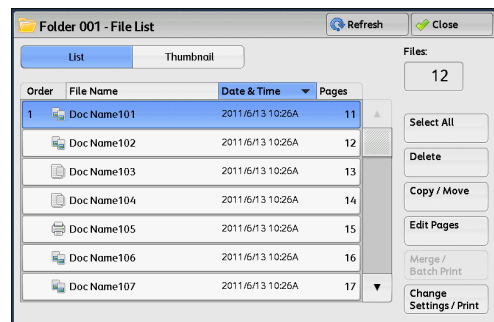
You can change the file settings in folders under [Copy & Print Jobs] before printing the files.

For information on the notes and restrictions when printing files, refer to "13 Appendix" > "Notes and Restrictions" in the Administrator Guide.

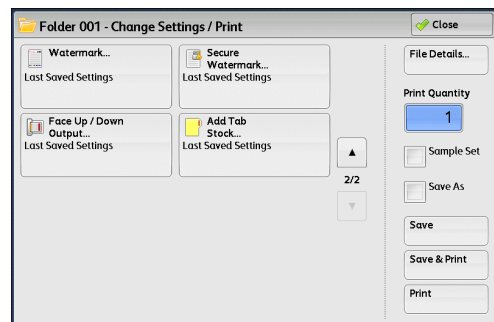
- Note**
- The printing speed may be lower due to image processing depending on the selected feature.
 - When print files are edited in a folder under [Copy & Print Jobs], they will be stored as "Edited file" (📄). After being stored as "Edited file", they will no longer be displayed in a folder under [Scan & Other Jobs].

1 Select a file to be printed and select [Change Settings/Print].

- Note**
- Files are printed in selected order.



2 Select any option, and specify the number of print sets using the numeric keypad.



The following shows the reference section for each feature.

File Details233

The following features allow you to cancel the settings of the source files and reprogram the settings to the newly merged files. The settings of the features other than the following will remain as they are. For more information, refer to the followings.

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3 Select [Print].

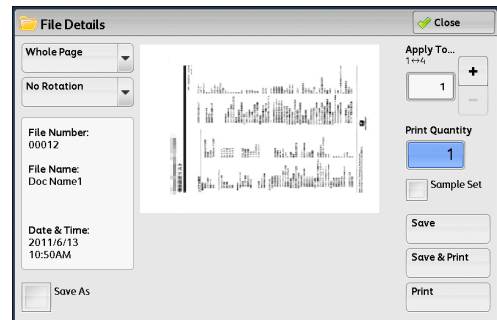
File Details

You can preview a file to check its details. You can also save the file again or print it on the screen displayed.

1 Select [File Details].

2 Select any option.

Note • If you have selected multiple files, they are displayed as a list.



View Size

Allows you to select whether to display the whole page or to enlarge the image by 200%.

Note • A small size of a document may not be enlarged even if you select [Enlarged View].
 • The orientation of an image displayed in preview may not match the orientation (LEF Orientation/SEF Orientation) in which the document was loaded.

Rotation

Allows you to select an angle to preview the image from [Right 90 degrees], [Left 90 degrees], and [180 degrees].

Note • The orientation of an image displayed in preview may not match the orientation (LEF Orientation/SEF Orientation) in which the document was loaded.

Apply To

Allows you to specify a page to preview on the screen.

■Sample Set

When making multiple sets of copies, you can print a sample set to check the finished output and then print the remaining copy sets.

■Save As

Allows you to change the file name.

■Save

When file settings are changed, the settings are refreshed.

Note • If the number of files stored in the folder under [Copy & Print Jobs] reaches the maximum, you cannot save the file again.

■Save & Print

Saves the files again and prints the selected files.

Note • If the number of files stored in the folder under [Copy & Print Jobs] reaches the maximum, you cannot save the file again.

■Print

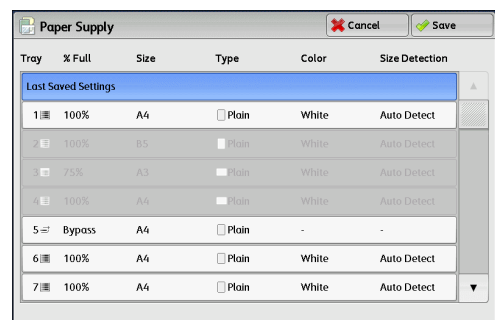
Prints the selected files.

Paper Supply

You can select a paper tray.

Note • You can select only paper trays with the same paper size and orientation as the selected file.
• A print file is saved with [Auto Paper Select] selected. When you print a saved print file of a paper size and orientation that can only be loaded in the bypass tray, select [Tray 5] in [Paper Supply]. If [Auto Paper Select] is left selected, an error will be displayed and the file cannot be printed.

- 1 Select [Paper Supply].
- 2 Select any option.

**■Last Saved Settings**

Holds settings at the time when the file was saved.

■Tray1 - 7

Select a paper tray.

■Auto Paper Select

Automatically select a paper tray loaded with the required paper size for copying.

Output

You can select finishing options.

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

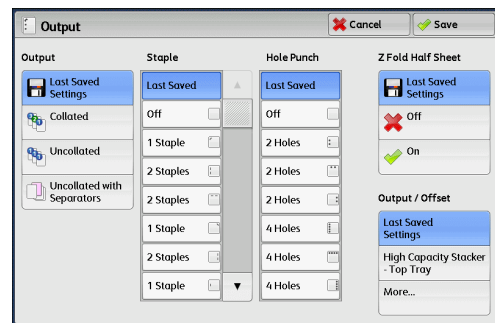
If the finisher is installed, each set of copies can be stapled, and then output.

The output destination is automatically selected depending on the selected feature. When the Finisher D4 with Booklet (optional) is installed, outputs are delivered on the booklet tray if you select [Fold & Staple] in [Booklet Creation], or [Single Fold] in [Folding].

CAUTION

- Waste staples may come out with output paper. Be careful not to get injured by the staples.
- Do not staple punched holes of paper. Sharp points of a staple may cause injuries.

- 1 Select [Output].
- 2 Select any option.



■ Output

Select finishing options.

- Last Saved Settings
Holds settings at the time when the file was saved.
- Collated
The machine outputs sheets sorted into sets that are arranged in page order.
- Uncollated
The machine outputs the specified number of copies and sorts sheets by page.
- Uncollated with Separators
The machine outputs copies with inserting blank sheets as a separator and sorts sheets by page.
- Separator Tray
When you select [Uncollated with Separators], select the paper tray to be used for the separators.

For more information on the following features, refer to "Copy Output (Specifying Finishing Options)" (P.118).

■ Staple

Allows you to specify the position for stapling.

■ Hole Punch

Allows you to specify the position for punching.

■Z Fold Half Sheet

Allows you to select whether to fold the output copies in Z-fold.

■Output Destination/Offset

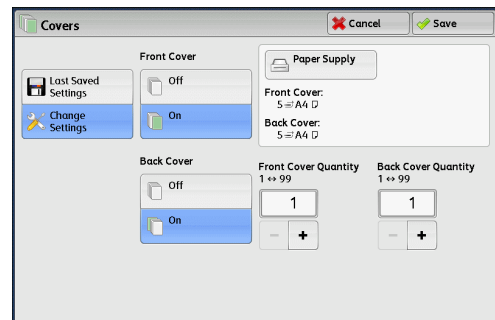
Allows you to select the output destination tray and offset operation.

Covers

You can attach covers to a merged file.

Note • Covers may not be correctly attached depending on the paper type used for the body pages of the file.

- 1 Select [Covers].
- 2 Select any option.



■Last Saved Settings

Holds settings at the time when the file was saved.

■Change Settings

Allows you to change settings at the time when the file was saved.

■Front Cover

Select whether to attach front covers for the first page.

- Off
No front cover is attached.
- On
Front covers are attached.

■Back Cover

Select whether to attach back covers for the last page.

- Off
No back cover is attached.
- On
Back covers are attached.

■Front Cover Quantity

Specify the number of blank sheets to be used as front covers using [+] and [-] or the numeric keypad.

■Back Cover Quantity

Specify the number of blank sheets to be used as back covers using [+] and [-] or the numeric keypad.

■Paper Supply

Displays the [Covers - Paper Supply] screen.

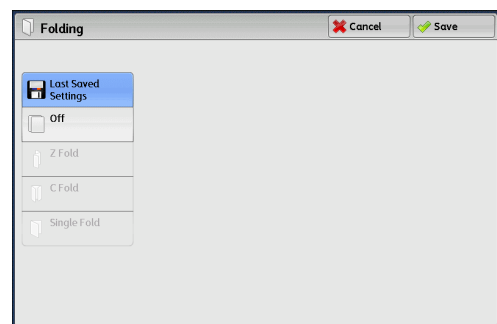
Select the trays for front and back covers from [Front Cover Tray] and [Back Cover Tray].

Folding

You can make copies to be folded in half or in three.

- Note**
- This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.
 - Outputs may not be correctly folded depending on the paper type and orientation of the document.
 - [Z Fold] and [C Fold] are available only for the paper size A4 or 8.5 x 11".

- 1 Select [Folding].
- 2 Select any option.

**■Last Saved Settings**

Holds settings at the time when the file was saved.

■No Folding

Does not fold the copies.

■Z Fold

Folds copies in three with the printed side inside.

■C Fold

Folds copies in three with the printed side outside.

■Single Fold

Folds copies in half.

■Image Inside Fold

Folds copies so that the image is printed inside.

■Image Outside Fold

Folds copies so that the image is printed outside.

■Trimming

When the Squarefold Trimmer Module (optional) is installed, this option is displayed if you select [Single Fold]. Specify whether to trim the fore edge of booklets.

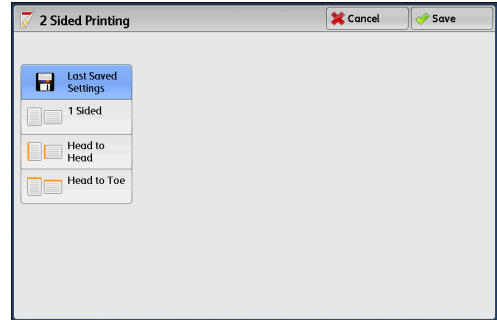
Refer to "[Booklet Trimming/Pressing] Screen" (P.94).

2 Sided Printing

You can make 2 sided copies from 1-sided or 2-sided documents.

Note • 2 sided printing may not be made correctly depending on the orientation of the document.

- 1 Select [2 Sided Printing].
- 2 Select any option.



■ Last Saved Settings

Holds settings at the time when the file was saved.

■ 1 Sided

Documents are not printed onto 2-sided.

■ Head to Head

Select this option when the front and back sides of the document are in the same orientation.

■ Head to Toe

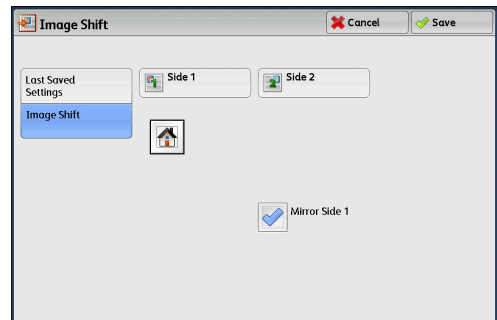
Select this option when the front and back sides of the document are in opposite orientations.

Image Shift

You can set a margin of white space on the top, bottom, left, and right of your copy. If you make 2-sided copies, you can set the image shift for Side 1 and Side 2 individually.

Note • Copies may not be made correctly depending on the orientation of the document.
• If you set [Image Shift] to a saved file, the copied result may look different from the normal copied result.

- 1 Select [Image Shift].
- 2 Select any option.



■ Last Saved Settings

Holds settings at the time when the file was saved.

■Image Shift

Allows you to adjust the Image Shift value.

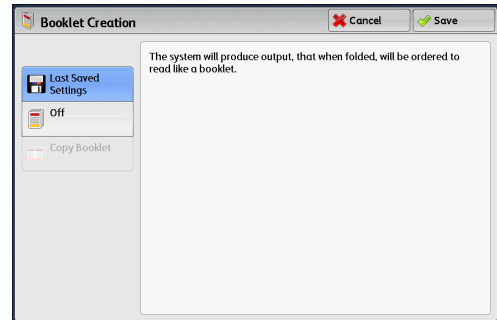
For more information on the feature, refer to "Image Shift (Adjusting the Image Position)" (P.84).

Booklet Creation

You can change settings for files saved in booklet format.

- Note**
- This feature applies only to files saved in booklet format.
 - Files that are not saved in booklet format cannot be converted to booklet format later.

- 1 Select [Booklet Creation].
- 2 Select any option.

**■Last Saved Settings**

Prints a file saved in binding format as is in that form.

■Off

Converts a file saved in binding format to a normal 2-sided document. Select this option when you do not need a document to be copied in booklet page order.

■Copy Booklet

You can output the copies of scanned documents as they are by specifying [Fold & Staple].

For more information on the following features, refer to "Booklet Creation (Creating a Booklet)" (P.91).

■Covers

Allows you to specify whether to attach covers to a booklet.

■Fold & Staple

Allows you to select [Fold Only] or [Fold & Staple]. When making booklets, you can also select whether to trim the fore edge of booklets, and whether to press the booklet spine.

■Paper Supply

Allows you to select the tray to be used for body pages in [Main Body Tray], and the tray for a cover in [Cover Tray].

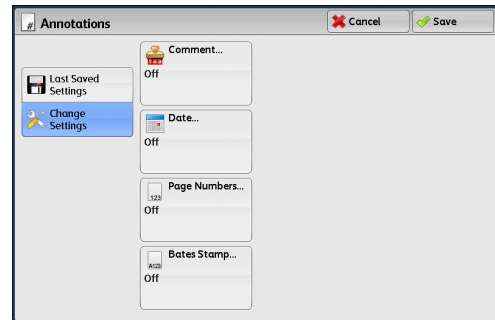
Annotations

You can add a comment, date, and page numbers onto copies.

You can also select a comment, date, and page numbers, and their print positions from preset formats.

Note • If you specify a comment, date, and page numbers together, make sure that their print positions do not overlap before making copies.

- 1 Select [Annotations].
- 2 Select any option.



■ Last Saved Settings

Holds settings at the time when the file was saved.

■ Change Settings

Changes settings at the time when the file was saved.

For information on the following features, refer to "Annotations (Adding a Comment/a Date/Page Numbers to Copies)" (P.100).

■ Comment

Allows you to select a comment style and its position.

■ Date Stamp

Allows you to add a date to copies.

■ Page Numbers

Allows you to select a page-number style and its position.

■ Bates Stamp

Allows you to specify prefix text and page numbers.

Watermark

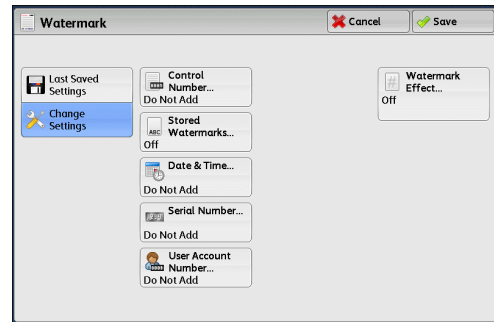
You can faintly print a sequential control number in the background of each copy page. If you set "1" as the starting number, "1" is printed on each page of the first copy set and "2" is printed on each page of the second set.

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

You can specify the size, density, and others of text to be printed with Watermark in the System Administration mode. For information on the settings, refer to "5 Tools" > "Common Service Settings" > "Watermark" in the Administrator Guide.

- 1 Select [Watermark].

2 Select any option.



■Last Saved Settings

Holds settings at the time when the file was saved.

■Change Settings

Changes settings at the time when the file was saved.

For more information on the following features, refer to "Watermark (Printing Control Numbers on the Background of Copies)" (P.106).

■Control Number

Select whether to print control numbers. A value of the control number can be entered in the range from 1 to 9999. Use [+] and [-] or the numeric keypad to enter a starting page number.

■Stored Watermarks

Select the text to be printed on copies.

■User Account Number

Select this check box to print a user account number.

Note • [User Account Number] is displayed only when the Accounting feature is enabled.

■Date & Time

Select this check box to print the date and time when the copy job started.

For information on the date format, refer to "5 Tools" > "Common Service Settings" > "Watermark" > "Date Format" in the Administrator Guide.

■Serial Number

Select this check box to print the serial number of the machine.

■Watermark Effect

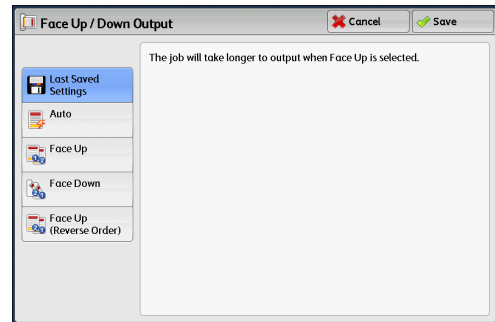
Allows you to program text effects.

Face Up/Down Output

You can select whether prints should be output facing up or down.

1 Select [Face Up/Down Output].

2 Select any option.



■ Last Saved Settings

Holds settings at the time when the file was saved.

■ Auto

Automatically determines whether the copies should be output facing up or down.

■ Face Up

Copies are output facing up and delivered from the last page.

■ Face down

Copies are output facing down and delivered from the last page.

■ Face Up (Reverse Order)

Copies are output facing up and delivered from the first page.

Secure Watermark

Secure Watermark is a security management feature to embed a copy protection digital code into a document, to restrict the document to be duplicated. The digital code enables you to analyze "when", "from which machine", and "by whom" the document was output.

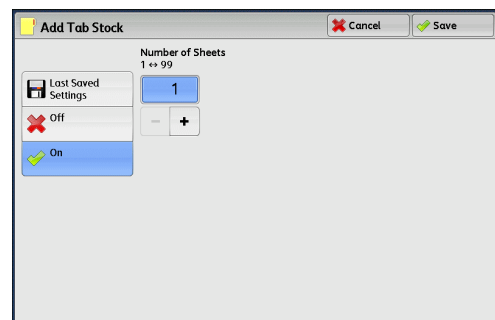
For more information, refer to "Secure Watermark (Managing Document Security)" (P.109).

Add Tab Stock

You can specify the number of sheets of tab stock paper.

1 Select [Add Tab Stock].

2 Select any option.



■ Last Saved Settings

Holds settings at the time when the file was saved.

■ **Off**

Does not specify the number of sheets of tab stock paper.

■ **On**

Specifies the number of sheets of tab stock paper.

■ **Number of Sheets**

Specify the number of sheets of tab stock paper in the range from 1 to 99.

Selecting a Folder under Scan & Other Jobs

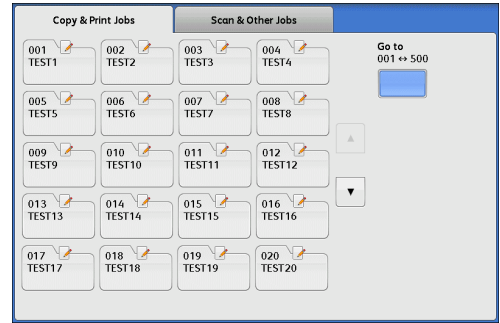
The following describes how to select a folder under [Scan & Other Jobs].

Access to some folders may be restricted, depending on the settings of the Authentication feature.

For information on selectable folders depending on the Authentication feature being used, refer to "11 Authentication and Accounting Features" > "Authentication for Job Flow Sheets and Folders" in the Administrator Guide.

1 Select [Scan & Other Jobs] and then a folder.

- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - An arrow is displayed next to each folder which has a link to a job flow sheet and for which the auto start is set.
 - If the passcode entry screen appears, enter the passcode and select [Confirm].



■ Go to

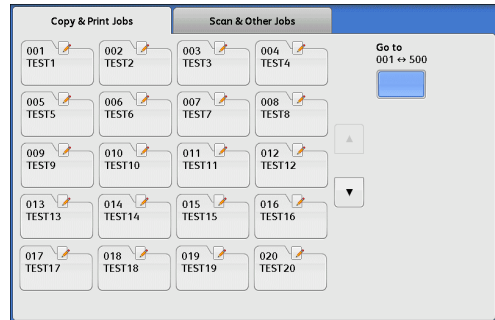
Displays a folder at the top when you enter the 3-digit folder number with the numeric keypad.

Checking/Operating Files in Scan & Other Jobs

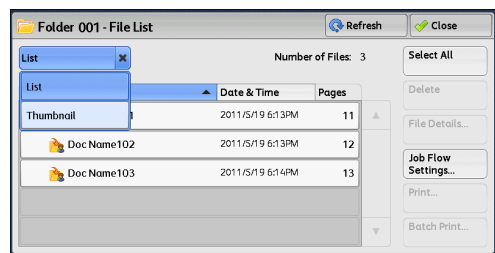
You can check or operate files stored in a folder under [Scan & Other Jobs]. Both scan and print files are displayed in a folder under [Scan & Other Jobs].

- Note**
- When selecting print files, [Job Flow Settings] cannot be selected for some models.
 - Copy files stored under [Copy & Print Jobs] are not displayed under [Scan & Other Jobs].
 - The same print files are displayed under [Scan & Other Jobs] and [Copy & Print Jobs]. Selecting [Delete] or [File Details] for files displayed under [Scan & Other Jobs] also applies the operation to the same files displayed under [Copy & Print Jobs].

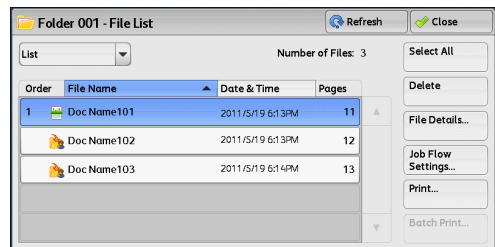
1 Select a folder on the [Scan & Other Jobs] screen.



2 Select the display style from [List] and [Thumbnail].



3 Select a file.



- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - You can sort files in ascending or descending order by selecting either [File Name] or [Date & Time].
 - At the left of each file name, an icon is displayed to show the file type.
 - 📄 : Scan file
 - 🖨️ : Print file
 - You can select up to 100 files separately, or select all files at a time. If you select files separately, a number appears to the left of the icon indicating the order in which it was selected. Files are processed in this order.

4 Select any option.

■Refresh

Displays the updated information.

■ **List**

Lists the files stored in the folder, with their stored dates and pages.

■ **Thumbnail**

Displays the images and names of the files stored in the folder.

Important • If the power is cut off immediately after a scanned file is stored in a folder, or if the hard disk space is insufficient to display thumbnails, files in the folder may not be displayed in thumbnail view. In that case, display them in list view.

- Characters and images in thumbnail view may not be correctly displayed because they are scaled down from the actual sizes.

Note • The orientation of an image displayed in thumbnail view depends on which orientation the document was stored in.

■ **Number of Files**

Displays the number of files stored in the selected folder.

■ **Select All**

Selects all the files in the folder. To deselect all the files, select this button again while all the files are being selected.

■ **Delete**

Deletes the selected files in the folder.

■ **File Details**

Previews the selected file to allow you to check its details.

Refer to "Checking File Details in Scan & Other Jobs" (P.247).

■ **Job Flow Settings**

Displays the [Job Flow Settings] screen on which you can create, link, and execute job flows.

Refer to "Configuring/Starting Job Flow" (P.251).

Note • Files stored in a folder by specifying [Store in Remote Folder] on a print driver are called "print files". Job flows are not available for print files. If print files are included in the selected files, a job flow can be executed for the files other than the print files.

■ **Print**

Allows you to print the selected files separately.

Refer to "Print" (P.248).

■ **Batch Print**

Allows you to print the selected multiple files as one file.

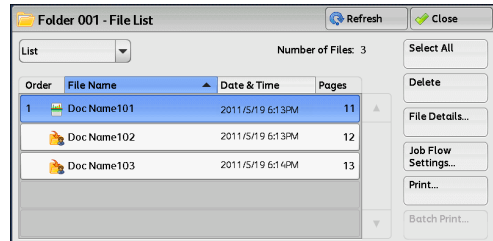
Refer to "Batch Print" (P.249).

Checking File Details in Scan & Other Jobs

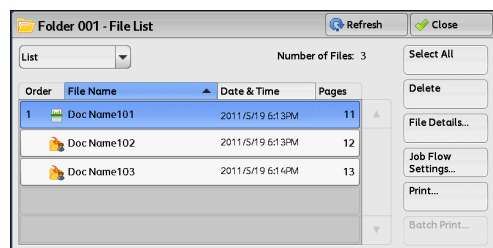
You can preview the selected file to check its details.

- Note**
- Monochrome images with high gradation levels may appear bluish when previewed.
 - When the Image Log Control feature is used, it may take more time than expected to preview a file.

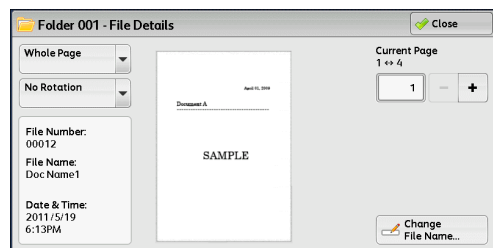
1 Select a file on the [Folder - File List] screen.



2 Click [File Details].



3 Select any option.



■Whole Page

Allows you to select whether to display the whole page or to enlarge the image by 200%. You can select the view size from [Whole Page] and [Enlarged View].

- Note**
- A small size of a document may not be enlarged even if you select [Enlarged View].
 - You can rotate or enlarge the image of the file in a folder in preview, but cannot save the file with the image rotated or enlarged.

■No Rotation

Allows you to select an angle to preview the image from [Right 90 degrees], [Left 90 degrees], and [180 degrees].

- Note**
- You can rotate or enlarge the image of the file in a folder in preview, but cannot save the file with the image rotated or enlarged.

■Change File Name

Allows you to change the file name. Use the displayed keyboard to enter a new name.

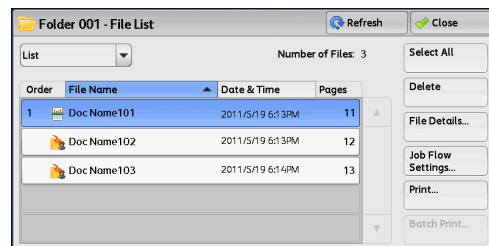
■Current Page

Specify a page to preview on the screen.

Printing Files in Scan & Other Jobs

You can print selected files in a folder under [Scan & Other Jobs].

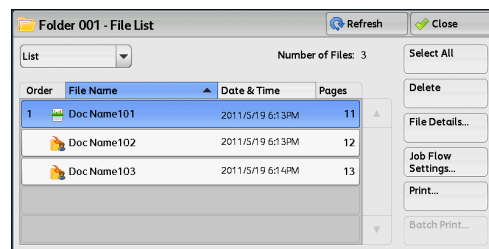
- 1 Select files on the [Folder - File List] screen.



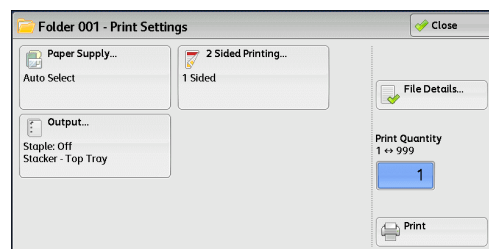
- 2 Select [Print] or [Batch Print].

Note • When multiple files are selected, [Batch Print] allows you to print the selected files as a single file, while [Print] allows you to print them as separate files.

For information on [Print] and [Batch Print], refer to "Print" (P.248) and "Batch Print" (P.249).



- 3 Select any option. Enter the number of print sets using the numeric keypad, if necessary.



- 4 Select [Print].

Note • When a file stored by [Store in Remote Folder] of a print driver is printed, the settings specified on the control panel or CentreWare Internet Services will override the settings specified on the print driver except the [Pages Per Sheet (N-Up)], [Skip Blank Page], and [Print Position] settings.

Print

Allows you to set printing.

■ Paper Supply

Allows you to select paper.

■ 2 Sided Printing

Allows you to set 2-sided printing.

■ Output

Allows you to set stapling, punching, and a tray where the output is delivered.

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

For examples of the settings of stapling and hole punching, refer to "When stapling/punching holes" (P.249).

■ File Details

Displays the [File Details] screen. Select a file from the list to check its preview image.

For information on how to preview a file, refer to "Checking File Details in Scan & Other Jobs" (P.247).

■Print Quantity

Specify the number of print sets.

■Print

Prints the selected file.

Batch Print

Allows you to set batch printing.

You can print multiple files as one file. Up to 100 files can be bound in the selected order.

- Note**
- For 2-sided printing, the last page becomes blank when the total number of printed pages is odd. For printing of multiple files, a blank page is inserted after the final page of each file.
 - If a different size document is included in multiple files, it may be printed in improper orientation.
 - [Batch Print] is not available while interrupting another job.

■Paper Supply

Allows you to select paper.

■2 Sided Printing

Allows you to set 2-sided printing.

■Output

Allows you to set stapling and punching, and a tray where the output is delivered.

The number of sheets that can be stapled is 2 - 100 sheets of paper (when 80 gsm paper is used).

- Note**
- This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

For examples of the settings of stapling and hole punching, refer to "When stapling/punching holes" (P.249).

■File Details

Displays the [File Details] screen. Select a file from the list to check its preview image.

For information on how to preview a file, refer to "Checking File Details in Scan & Other Jobs" (P.247).

■Print Quantity

Specify the number of print sets.







■Print

Prints the selected file.

When stapling/punching holes






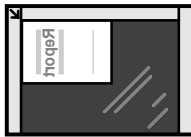

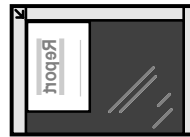

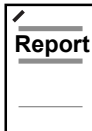






The following table shows the stapling/punching positions for print files stored in a folder by specifying [Store in Remote Folder] on a print driver, and for scan files. The following uses the example of [1 Staple] for stapling and [2 Holes] for punching.

- For print files in a folder stored by specifying [Store in Remote Folder] on a print driver

| | | |
|--------------------------|---|---|
| Original |  |  |
| Stapling Position |  |  |
| Punching Position |  |  |

- For scan files stored in a folder

Important • Ensure that the actual orientation of the original document matches the [Original Orientation] setting in [Edge Erase] or in [2 Sided Scanning] on the [Layout Adjustment] screen.

| | | | | |
|-----------------------------|---|---|---|---|
| Original |  |  |  |  |
| Original Orientation |  |  |  |  |
| Stapling Position |  |  |  |  |
| Punching Position |  |  |  |  |

Configuring/Starting Job Flow

Job Flow is a feature that allows you to register transfer settings of scan data, such as a transfer method and destination, to simplify data-transfer tasks.

Job flow sheets are categorized into two types according to the target. One type of job flow sheet targets files stored in folders, and the other type targets scan files. This section describes the first type of job flow sheet, targeting files stored in folders.

A job flow operates files stored in a folder, and starts in either of the following ways: 1) automatically start a job flow when a file is stored in a folder, or 2) select a job flow to manually operate files stored in a folder.

To automatically start a job flow, you must make a link with a folder and a job flow sheet in advance. Files are automatically processed with the job flow sheet when they are stored in the linked folder.

Note • When the Authentication feature is disabled, a job flow created in [Send from Folder] can only be used/edited/duplicated/deleted through the folder where the job flow is created. This type of job flow is not displayed on the [Create Job Flow Sheet] screen. When the Authentication feature is enabled, job flows whose owners are authenticated are displayed on the [Create Job Flow Sheet] screen.

For information on job flows that target scan files, refer to "Job Flow Sheets" (P.265).

You can register the following features:

- Forward
- E-mail Notification
- Print

There are restrictions to combine features according to the way to store files in a folder.

For information on the restrictions on the combination of features, refer to "5 Tools" > "Setup" > "Create Job Flow Sheet" in the Administrator Guide.

■Forward

Multiple forwarding recipients can be configured for each forwarding method.

- FTP
Forwards via FTP. Up to 2 recipients can be specified.
- SMB
Forwards via SMB. Up to 2 recipients can be specified.
- Mail
Forwards via E-mail. Up to 100 recipients can be specified.

■E-mail Notification

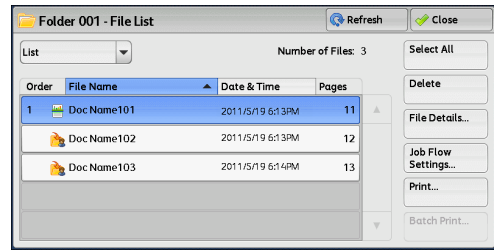
You can receive the job results by e-mail.

For more information, refer to "5 Tools" > "Setup" > "Create Job Flow Sheet" > "Create New Job Flow Sheet" in the Administrator Guide.

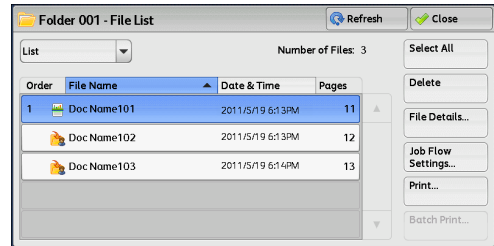
■Print

Files in a folder can be printed.

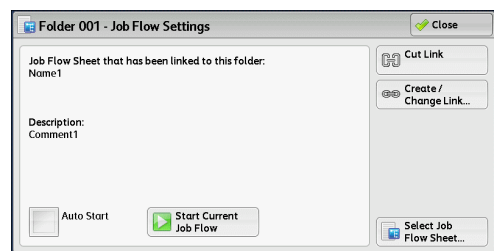
1 Select files on the [Folder - File List] screen.



2 Select [Job Flow Settings].



3 Select any option.



Auto Start

This sets auto start of the job flow for files stored in the folder. The job flow automatically starts when a file is stored.

Start Current Job Flow

Select files in the folder, and then select this button to start the job flow linked to this folder.

Important • After executing the job flow, confirm the [Job Status] screen or print a Job History Report to check the result. For information on the Job History Report, refer to "5 Tools" > "Common Service Settings" > "Reports" > "Job History Report" in the Administrator Guide.

Cut Link

Cancels the link between a folder and the linked job flow sheet.

Create/Change Link

Displays the [Link Job Flow Sheet to Folder] screen.
Refer to "[Link Job Flow Sheet to Folder] Screen" (P.253).

Select Job Flow Sheet

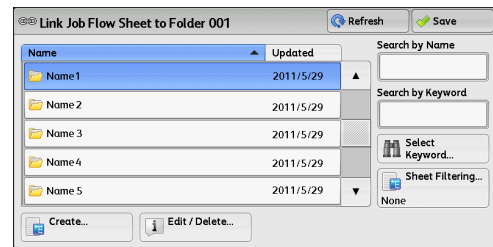
Select this button while files are selected to display the [Select Job Flow Sheet] screen.
Refer to "[Select Job Flow Sheet] Screen" (P.254).

[Link Job Flow Sheet to Folder] Screen

You can change the link between the folder and its job flow sheet.

Note • Linking, delinking, and auto start settings can be also performed when you create a folder.

- 1 Select a job flow sheet to link to.



Important • Selecting [Save] without selecting a job flow sheet does not set a link. If the selected job flow sheet is already linked, the link is canceled.

Note • Select [▲] to return to the previous screen or [▼] to move to the next screen.
• You can sort the list in ascending or descending order by selecting either [Name] or [Updated].

■ Refresh

Displays the updated information.

■ Create

Displays the [Create New Job Flow Sheet] screen.

For more information, refer to "5 Tools" > "Setup" > "Create Job Flow Sheet" > "Create New Job Flow Sheet" in the Administrator Guide.

■ Edit/Delete

Displays the [Details] screen.

For more information, refer to "5 Tools" > "Setup" > "Create Job Flow Sheet" > "Edit/Delete" in the Administrator Guide.

■ Search by Name

Searches for job flows that partially match the entry. The machine searches through job flow names that were registered upon each job flow creation. The entry can be up to 128 characters long.

For information on how to enter characters, refer to "Entering Text" (P.48).

■ Search by Keyword

Searches for job flows that fully match the entry. The machine searches through keywords that were registered upon each job flow creation. The entry can be up to 12 characters long. You can select from preset keywords if they have been registered in the System Administration mode.

For information on how to enter characters, refer to "Entering Text" (P.48).

■ Select Keyword

Displays the [Select Keyword] screen. Select a keyword registered in the System Administration mode to search for job flows. Job flows that fully match the entry are searched. The machine searches through keywords that were registered upon each job flow creation.

■ Sheet Filtering

Displays the [Sheet Filtering] screen.

Refer to "[Sheet Filtering] Screen" (P.254).

[Sheet Filtering] Screen

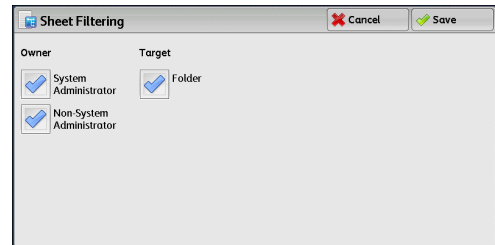
This screen allows you to filter the job flow sheets displayed.

Displayed job flow sheets may vary depending on the Authentication feature. For more information, refer to "11 Authentication and Accounting Features" > "Authentication for Job Flow Sheets and Folders" in the Administrator Guide.

- 1 Select the filtering conditions, and select [Save].

Note

- The job flows that can be displayed on [Send from Folder] are those whose [Target] is [Folder], and those stored in the machine.



■ Owner

Select the owner of job flow sheets to filter.

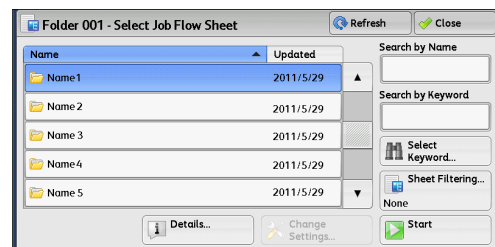
■ Target

Select the target of job flow sheets to filter.

[Select Job Flow Sheet] Screen

This screen allows you to select and execute a job flow for the selected files.

- 1 Select a job flow, and select [Start].



Note

- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- You can sort the list in ascending or descending order by selecting either [Name] or [Updated].

■ Start

Executes the selected job flow sheet.

■ Refresh

Displays the updated information.

■ Details

Displays the [Details] screen.

For more information, refer to "5 Tools" > "Setup" > "Create Job Flow Sheet" > "Edit/Delete" in the Administrator Guide.

■ Change Settings

If the selected job flow sheet setting is editable, the [Change Settings] screen appears. You can temporarily change the settings.

■ Search by Name

Searches for job flows that partially match the entry. The machine searches through job flow names that were registered upon each job flow creation. The entry can be up to 128 characters long.

For information on how to enter characters, refer to "Entering Text" (P.48).

■ Search by Keyword

Searches for job flows that fully match the entry. The machine searches through keywords that were registered upon each job flow creation. The entry can be up to 12 characters long. You can select from preset keywords if they have been registered in the System Administration mode.

For information on how to enter characters, refer to "Entering Text" (P.48).

■ Select Keyword

Displays the [Select Keyword] screen. Select a keyword registered in the System Administration mode to search for job flows. Job flows that fully match the entry are searched. The machine searches through keywords that were registered upon each job flow creation.

■ Sheet Filtering

Displays the [Sheet Filtering] screen.

Refer to "[Sheet Filtering] Screen" (P.254).

Job Flow Restrictions

A job flow sheet can be used by only one user, can be shared by multiple users, or can be used for only certain folders.

Job flow restrictions may vary depending on the Authentication feature. For more information, refer to "11 Authentication and Accounting Features" > "Authentication for Job Flow Sheets and Folders" in the Administrator Guide.

Making Backups of Files in a Folder

The Back-Up Tool for restored document allows you to back up documents stored in the machine's folders (mailboxes) onto your computer. The following shows the reference section for each feature.

| | |
|---|-----|
| Before Using the Back-Up Tool for Restored Document..... | 256 |
| Making Backup of Mailbox | 259 |
| Saving Backup on Computer | 260 |
| Importing Backup on Computer | 260 |
| Restoring Backup on Machine..... | 261 |
| Setting the System Administrator ID and Passcode on the Machine for the Back-Up Tool for Restored Document..... | 263 |

- Note**
- You cannot use the machine while making backups.
 - When using backup documents on this machine or on other D125/D110/D95, make sure that all the feature settings of the machine and the paper sizes/orientations of the paper trays are exactly the same as when backup documents were created. If restoring backup documents on other D125/D110/D95, and if the machine carries optional features that are different from the machine from which backup documents were created, backup documents may not be printed out according to the original settings.

For more information on the features and procedures of the Back-Up Tool for restored document, refer to the Back-Up Tool for restored document help.

- Note**
- You can download the latest Back-Up Tool for restored document from our web site.
 - For information on how to install the Back-Up Tool for restored document, refer to the "Readme".

Before Using the Back-Up Tool for Restored Document

The following shows the reference section for each procedure for using the Back-Up Tool for restored document.

| | |
|--|-----|
| Step 1 Specifying the Machine Settings | 256 |
| Step 2 Starting the Back-Up Tool for restored document..... | 257 |
| Step 3 Adding the Machine to the Back-Up Tool for restored document Service | 257 |
| Step 4 Importing Mailbox Information into the Back-Up Tool for restored document | 258 |

Step 1 Specifying the Machine Settings

Use the following procedure to program onto this machine a host name (FQDN) or an IP address of a computer to which the Back-Up Tool for restored document is installed.

- 1** Enable the SNMP, SOAP, WebDAV, and Internet Services (HTTP) ports of the machine.

For information on how to enable the ports, refer to "5 Tools" > "Connectivity & Network Setup" > "Port Settings" in the Administrator Guide.

- 2** Set the computer's host name (FQDN) or IP address on this machine.

Note

- An IPv6 address can be used on a computer running Windows Vista or later.

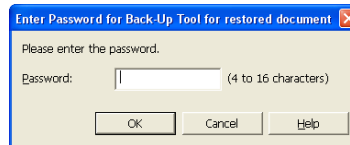
For more information on how to set an IP address on the machine, refer to "5 Tools" > "Connectivity & Network Setup" > "Other Settings" > "Folder Backup Tool - IP Address" in the Administrator Guide.

Step 2 Starting the Back-Up Tool for restored document

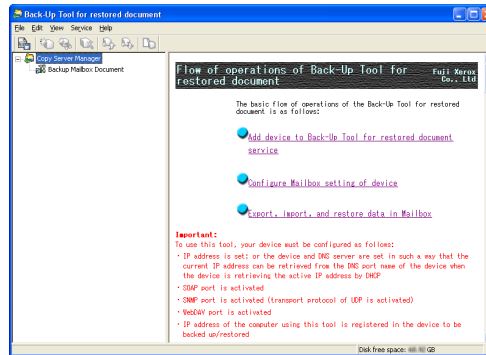
- 1 On the computer, click [Start] > [All Programs] > [Fuji Xerox] > [Back-Up Tool for restored document] > [Back-Up Tool for restored document].

- 2 Enter a password, and click [OK].

Note • The default password is "x-admin".



The Back-Up Tool for restored document is started.

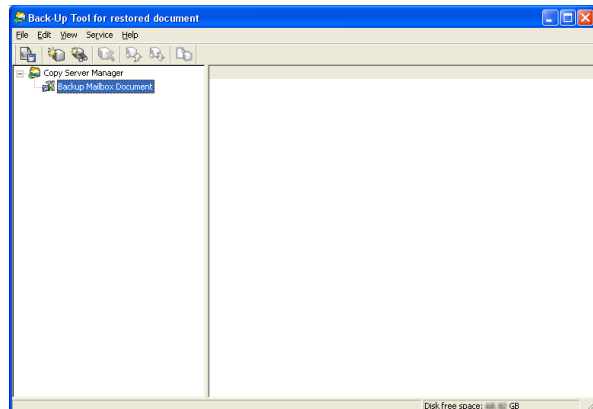


Step 3 Adding the Machine to the Back-Up Tool for restored document Service

Use the following procedure to register the machine's IP address or DNS host name on the Back-Up Tool for restored document.

For information on how to register the machine on the Back-Up Tool for restored document by searching the network, refer to the Back-Up Tool for restored document help.

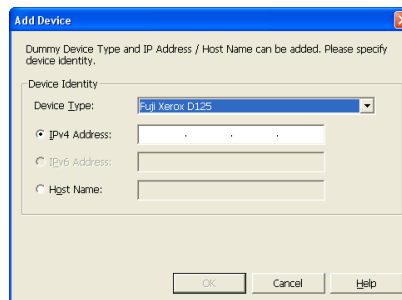
- 1 Select [Backup Mailbox Document], and select [Add Device] from the [Edit] menu.



- 2 Select the machine name from [Device Type].

- 3 Enter [IPv4 Address] or [IPv6 Address], and [Host Name], and click [OK].

Note • [IPv6 Address] can be selected on a computer running Windows Vista or later.



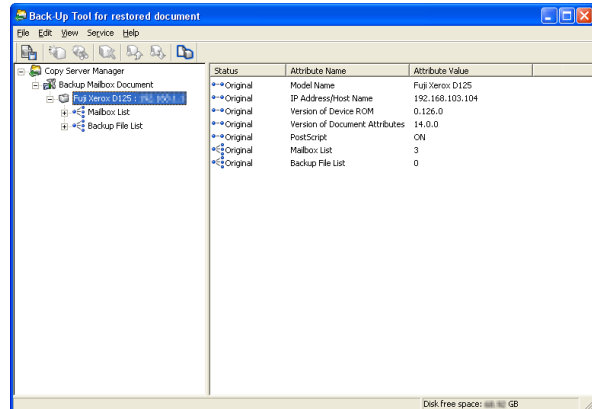
4 Click [OK].



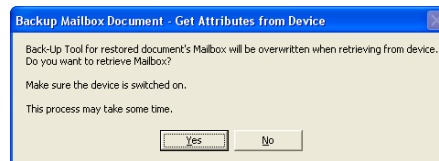
Step 4 Importing Mailbox Information into the Back-Up Tool for restored document

Use the following procedure to import the information on the mailboxes and documents stored on the mailboxes into the Back-Up Tool for restored document.

1 Select the machine from which information to be imported, and select [Get Attributes from Device] from the [Edit] menu.

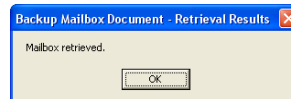


2 Click [Yes].

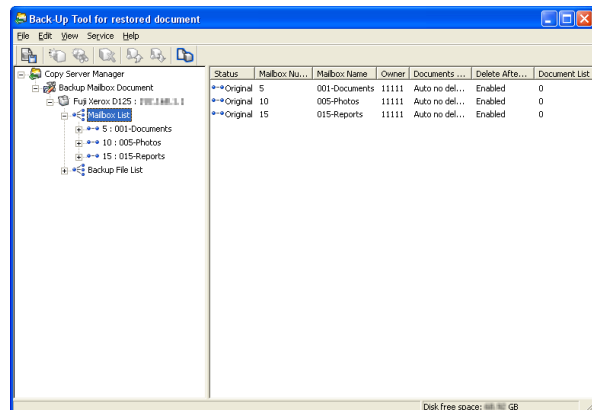


3 Click [OK].

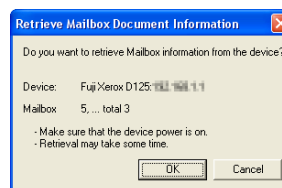
Note • When the attribute values cannot be retrieved, check if the machine is powered on and if its IP address and host name are entered correctly.



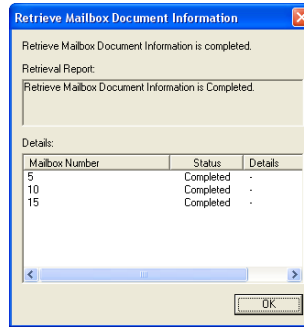
4 Select [Mailbox List], and from the menu displayed by right-clicking, select [Retrieve Mailbox Document Information].



5 Click [OK].



- 6 After the import is complete, click [OK].



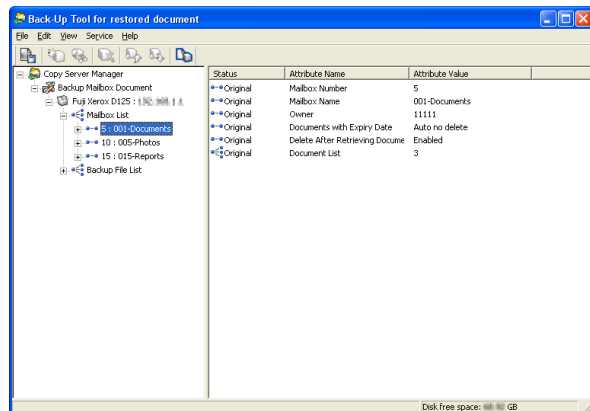
Making Backup of Mailbox

The following describes how to back up a mailbox stored in the machine onto your computer.

- Note**
- You can confirm the backed-up mailbox on [Backup File List].
 - The following settings originally programmed on the mailbox will be lost on its backup.
 - Passwords
 - Access restrictions
 - Automatic deletion of documents after retrieval
 - Deletion of documents after document expiry date
 - Links to job flows

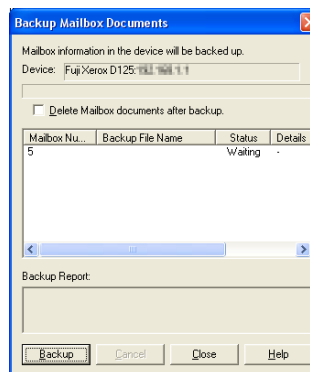
- 1 Select a mailbox to be backed up, and from the menu displayed by right-clicking, select [Backup Mailbox documents].

- Note**
- If you select [Mailbox List] and then [Backup Mailbox documents], you can back up all the mailboxes on the list.



- 2 Click [Backup].

- 3 After the backup is complete, click [Close].



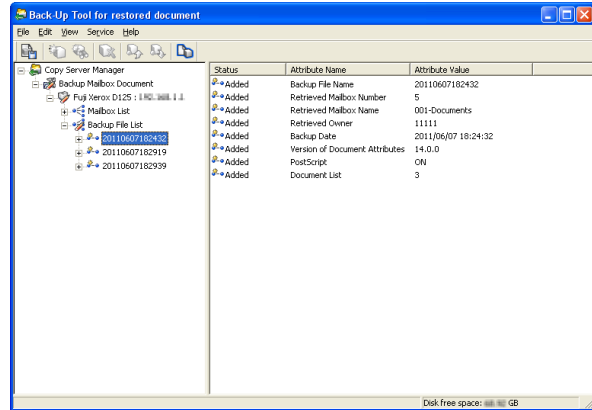
Saving Backup on Computer

The following describes how to save backed-up files onto your computer's hard disk or on a backup device that is connected to your computer.

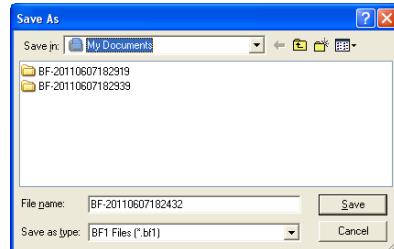
We recommend that you save backed-up files as necessary.

- 1 Select a file to be saved, and from the menu displayed by right-clicking, select [Export Backup Files].

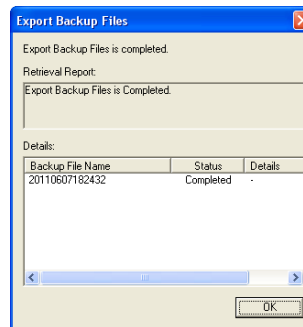
Note • If you select [Backup File List] and then [Export Backup Files], you can save all the files on the list.



- 2 As necessary, specify the location to save the file and its file name, and click [Save].



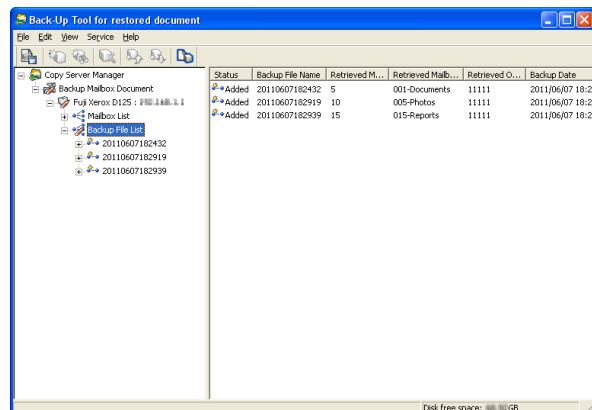
- 3 After the processing is complete, click [OK].



Importing Backup on Computer

The following describes how to import the backed-up files onto [Backup File List].

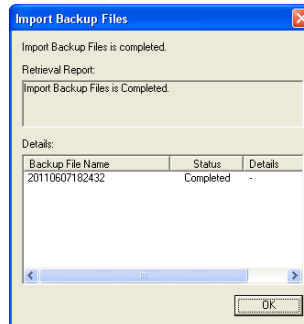
- 1 Select [Backup File List], and from the menu displayed by right-clicking, select [Import Backup Files].



2 Select a file to be imported, and click [Open].

- Note**
- Only files with an extension of ".bf1" can be imported.
 - If files with the same name exist, a confirmation window appears on the screen. Select either [Overwrite Existing Backup File] or [Save As A New Backup File].

3 After the processing is complete, click [OK].



Restoring Backup on Machine

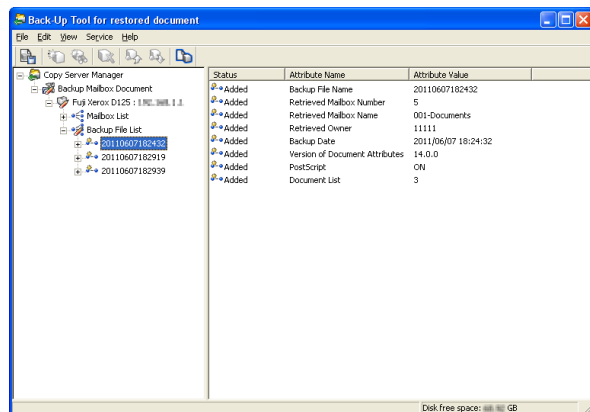
The following describes how to restore the backed-up files onto the machine.

The backup files that are saved on the computer must be imported to the Back-Up Tool for restored document. For information on how to import saved backup files onto the Back-Up Tool for restored document, refer to "Importing Backup on Computer" (P.260).

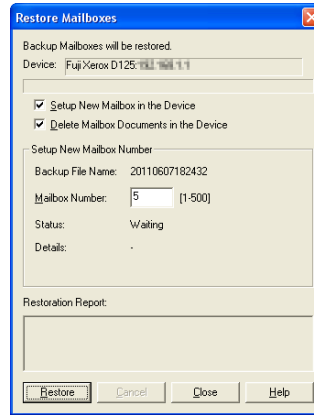
- Note**
- The following settings originally programmed on the mailbox will be lost on its backup. After restoring the backup onto the machine, re-program the following settings:
 - Passwords
 - Access Restrictions
 - Automatic deletion of documents after retrieval
 - Deletion of documents after document expiry date
 - Links to job flows

1 Select a backed-up file to be restored, and from the menu displayed by right-clicking, select [Restore Backup Files].

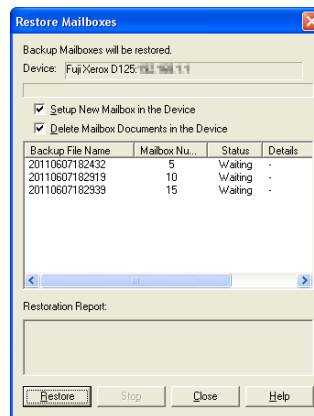
- Note**
- Select [Backup File List], and then select [Restore Backup Files] to restore all files.



- 2 Enter [Mailbox Number], and click [Restore].



- Note**
- When [Backup File List] is selected, the screen on the right is displayed.



■ Setup New Mailbox in the Device

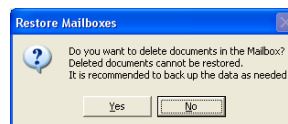
Select this check box to create a mailbox if there is no mailbox on the machine to be restored. If this check box is not selected, the processing is suspended.

■ Delete Mailbox Documents in the Device

Select this check box to delete documents stored in the machine’s mailbox before restoring backup files into the mailbox.

- 3 Click [Yes].

- Note**
- Once documents stored in the machine’s mailbox are deleted, they cannot be recovered. We recommend that you make their backups before deleting them as necessary.



- 4 After the processing is complete, click [Close].

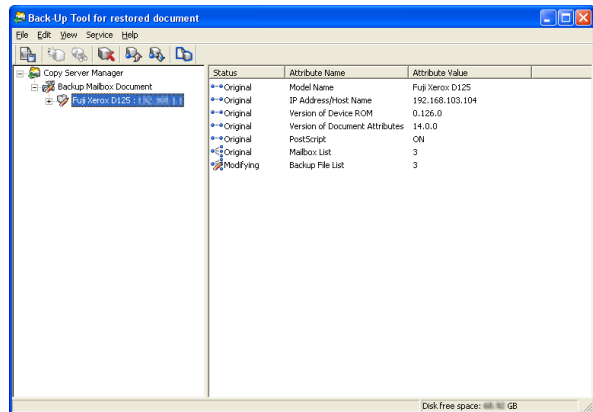
Setting the System Administrator ID and Passcode on the Machine for the Back-Up Tool for Restored Document

The Back-Up Tool for restored document requires the system administrator ID and passcode when communicating with the machine. By default, the application is configured with factory default system administrator ID and passcode.

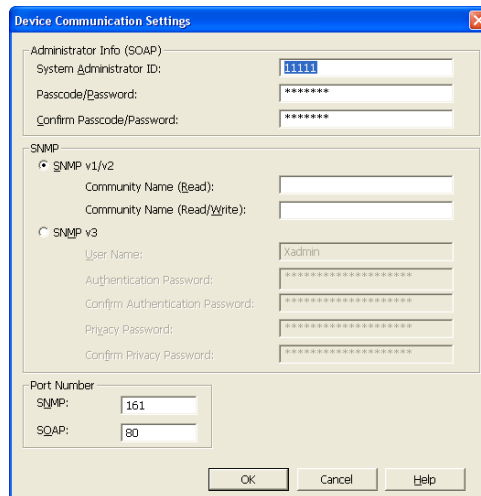
If the system administrator ID and passcode used on the machine are changed from their default settings, also change the ID and passcode on the Back-Up Tool for restored document accordingly.

- Note**
- The default system administrator ID is "11111". The default passcode is "x-admin".
 - If you changed the system administrator's ID and passcode, obtain the attribute values again.

- 1 Select a machine for which password is to be set, and select [Device Communication Settings] from the [Edit] menu.



- 2 Enter the system administrator ID in [System Administrator ID].
- 3 Enter the password in [Passcode/Password] and [Confirm Passcode/Password].
- 4 Click [OK].





6 Job Flow Sheets

This chapter describes the scanning operation using a job flow sheet registered on the machine.

Job Flow Sheets is a service that allows you to register transfer settings for scanning data, such as a transfer method and destination, to simplify data-transfer tasks.

- Job Flow Procedure.....266
- Selecting/Changing a Job Flow Sheet.....268

Job Flow Procedure

Job flow sheets are categorized into two types according to the target. One type of job flow sheets targets scanned documents, and the other type targets files stored in folders. This section describes the first type of job flow sheets, targeting scanned documents.

For information on job flow sheets that target files stored in folders, refer to "Configuring/Starting Job Flow" (P.251).

The following describes the procedure to operate a job flow. Refer to the following section for each procedure.

To create and register a job flow sheet, use a computer.

- Step 1 Opening the [Job Flow Sheets] Screen266
- Step 2 Selecting a Job Flow Sheet267
- Step 3 Confirming/Changing the Job Flow Sheet.....267
- Step 4 Starting the Job Flow Sheet267

Note • To create a job flow sheet, use EasyOperator or Device Setup Tool. EasyOperator is included in the Driver CD Kit provided with the machine. You can download Device Setup Tool from Fuji Xerox website.

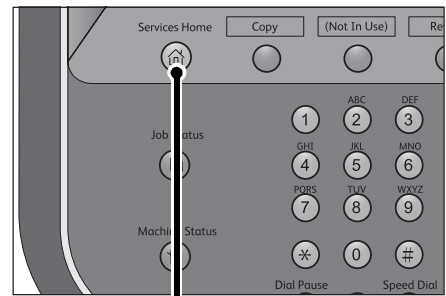
Job Flow Sheets



Step 1 Opening the [Job Flow Sheets] Screen

The following describes how to open the [Job Flow Sheets] screen.

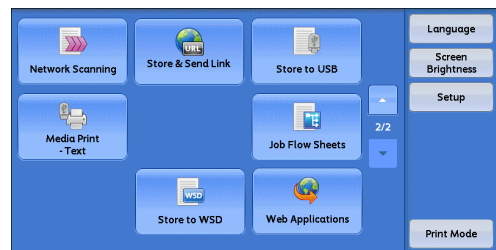
1 Press the <Services Home> button.



<Services Home> button

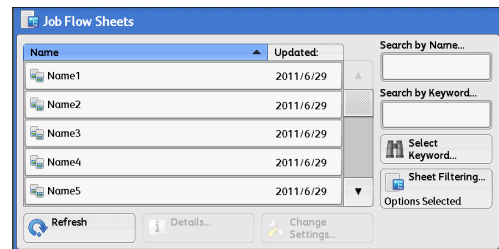
2 Select [Job Flow Sheets].

Note • WSD stands for Web Services on Devices.



Step 2 Selecting a Job Flow Sheet

- 1 Select a job flow sheet.

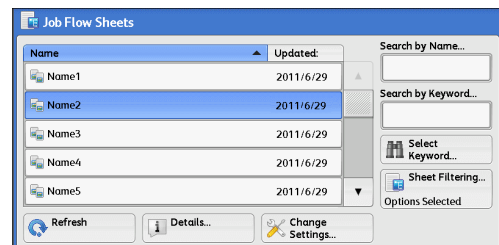


For more information on the [Job Flow Sheets] screen, refer to "Selecting/Changing a Job Flow Sheet" (P.268).

Step 3 Confirming/Changing the Job Flow Sheet

- 1 To confirm the details, select [Details]. To change the settings, select [Change Settings].

For information on how to check or change job flow settings, refer to "Selecting/Changing a Job Flow Sheet" (P.268).



Step 4 Starting the Job Flow Sheet

- 1 Load a document.

Note • A job flow with an application linked does not require you to load a document.

- 2 Press the <Start> button.

Important • After executing the job flow, be sure to print a Job History Report to check the result. For information on the Job History Report, refer to "5 Tools" > "Common Service Settings" > "Reports" > "Job History Report" in the Administrator Guide.

Selecting/Changing a Job Flow Sheet

This section describes how to select or edit a job flow sheet created on a network computer with EasyOperator or Device Setup Tool.

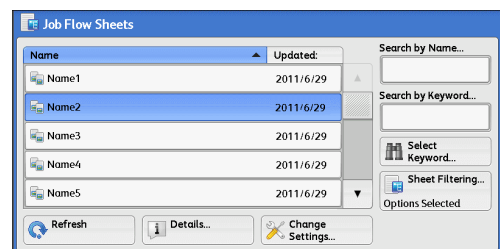
Important • If characters not supported by the machine are used in the name or description of a job flow sheet, the characters will not be displayed or will be garbled on the screen. For information on characters that can be used in the names or descriptions of job flow sheets, refer to "13 Appendix" > "Notes and Restrictions" > "Notes and Restrictions on the Use of the Machine" in the Administrator Guide.

Note • To communicate with network computers, enable the SOAP port on the machine.
• A job flow sheet created on a network computer can be deleted, but cannot be changed or duplicated. However, you can temporarily change some items that are permitted to be changed.

For information on how to enable the port, refer to "5 Tools" > "Connectivity & Network Setup" > "Port Settings" in the Administrator Guide.

1 Select a job flow sheet.

Note • Displayed job flow sheets may vary depending on the settings of the Authentication feature. For more information, refer to "11 Authentication and Accounting Features" > "Authentication for Job Flow Sheets and Folders" > "Overview" > "Job Flow Sheet Types and Overview" in the Administrator Guide.



- Select [▲] to return to the previous screen or [▼] to move to the next screen.
- You can sort the list in ascending or descending order by selecting either [Name] or [Updated].

■ Refresh

Displays refreshed information.

■ Details

Displays the [Details] screen. You can confirm the details of a job flow such as the name, last updated date, target, owner, and save location. When you select the [1] button, the whole text of the description which was registered when creating the job flow sheet is displayed.

■ Change Settings

Displays the [Change Settings] screen. You can change the job flow settings. Refer to "[Change Settings] Screen" (P.269).

■ Search by Name

Searches for job flows that partially match the entry. The machine searches through job flow names that were registered upon each job flow creation. The entry can be up to 128 characters long.

■ Search by Keyword

Searches for job flows that fully match the entry. The machine searches through keywords that were registered upon each job flow creation. The entry can be up to 12 characters long. You can select from preset keywords if they have been registered in the System Administration mode.

■Select Keyword

Displays the [Select Keyword] screen. Select a keyword registered in the System Administration mode to search for job flows. Job flows that fully match the entry are searched. The machine searches through keywords that were registered upon each job flow creation.

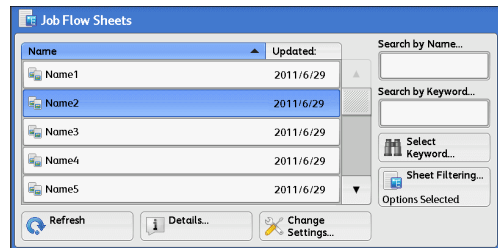
■Sheet Filtering

Displays the [Sheet Filtering] screen on which you can filter the job flow sheets displayed.

Refer to "[Sheet Filtering] Screen" (P.270).

[Change Settings] Screen

1 Select [Change Settings].



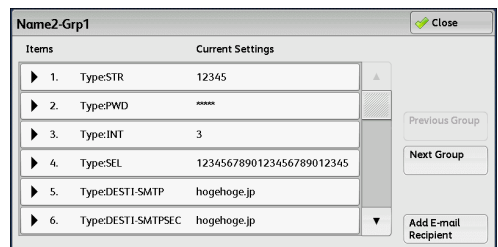
2 Select a group to be changed from [Group of Items].

Note • The screen as shown on the right does not appear if only one group is registered.



3 Select the item to be changed.

Note • A triangle icon appears at the left of each mandatory item.



4 Select any option.

■Items

Displays the items set for the job flow sheet.

■Current Settings

Displays the values set for the job flow sheet.

■Previous Group

Displays the items of the previous group.

■Next Group

Displays the items of the next group.

■Add E-mail Recipient

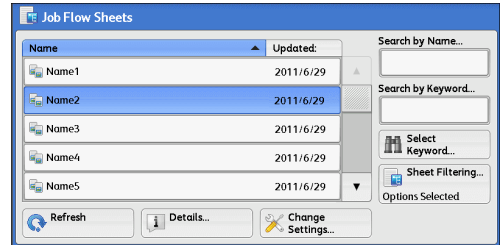
Adds recipients for the e-mail.

[Sheet Filtering] Screen

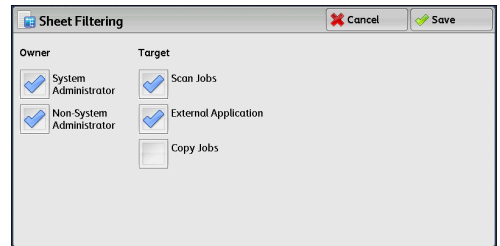
This screen allows you to filter the job flow sheets displayed.

Job flow sheets displayed vary depending on the settings of the Authentication feature. For more information, refer to "11 Authentication and Accounting Features" > "Authentication for Job Flow Sheets and Folders" > "Overview" > "Job Flow Sheet Types and Overview" in the Administrator Guide.

1 Select [Sheet Filtering].



2 Select the filtering conditions, and select [Save].



Owner

Select the owner of job flow sheets to filter.

Target

Select the target of job flow sheets to filter.

Note • Job flow sheets whose [Target] is [Folder] can be used only from [Send from Folder].



7 Stored Programming

This chapter describes the Stored Programming service that enables you to store customized job settings.

- Stored Programming Overview.....272
- Registering/Deleting/Renaming Stored Programs273
- Calling a Stored Program279

Stored Programming Overview

The Stored Programming service allows you to store settings that you expect to use frequently and call them with a single button operation. You can also assign a screen to a stored program button, to use the button as a short-cut to the screen.

A stored program can store not only settings of a feature, but a flow of settings configured on multiple screens.

For example, this service is available when you want to record a procedure starting from pressing the <Machine Status> button, to displaying the screen under [Print Reports] to print a Job History Report.

In addition, while Build Job is running, this service can be used for the remaining document stacks.

For information on Build Job, refer to "Build Job (Processing Documents Scanned with Different Settings as One Job)" (P.123).

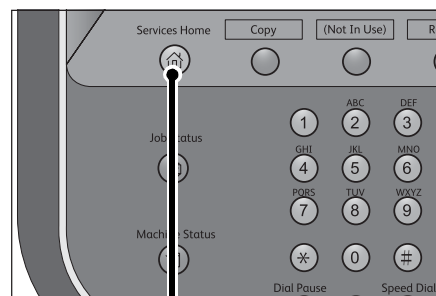
The following shows the reference section for each feature.

| | |
|---|-----|
| Registering/Deleting/Renaming Stored Programs | 273 |
| Calling a Stored Program | 279 |

Registering/Deleting/Renaming Stored Programs

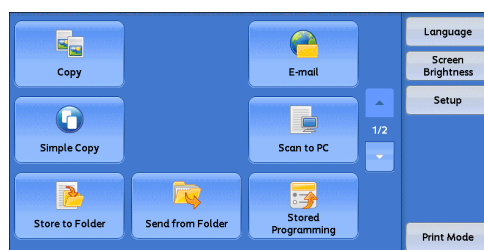
You can register and delete stored programs on the [Stored Programming] screen.

- 1 Press the <Services Home> button.

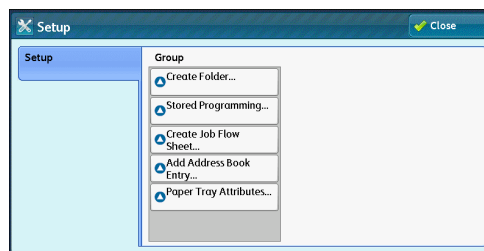


<Services Home> button

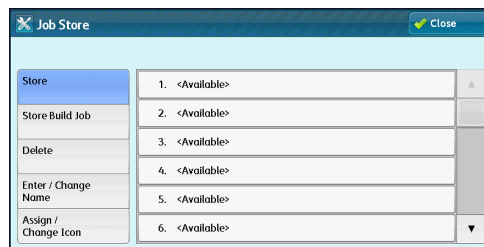
- 2 Select [Setup].



- 3 Select [Stored Programming].



- 4 Select a feature.



■Store

Register a stored program.
Refer to "Registering Stored Programs" (P.274).

■Store Build Job

Register a stored program for Build Job.
Refer to "Registering Stored Programs for Build Job" (P.276).

■Delete

Deletes a stored program. Select the stored program number to be deleted.
Refer to "Deleting Stored Programs" (P.276).

■Enter/Change Name

Enter or change the name of a stored program.
 Refer to "Entering/Changing a Stored Program Name" (P.277).

■Assign/Change Icon

Specify an icon for a registered stored program.
 Refer to "Assigning/Changing Icons for Stored Programs" (P.278).

Registering Stored Programs

Up to 100 actions can be registered with one stored program. Up to 40 stored programs can be registered in the machine.

The following describes how to register actions with stored programs.

Important • If registered settings such as tray paper size and comments, or default values in the System Settings are changed after a stored program is registered, the program's content also changes.

Note

- Services using System Settings, Job Flow Sheet, Network Scanning, or Address Book cannot be registered.
- The registering procedure for a stored program is canceled when the <Interrupt> button is pressed, the Auto Clear feature causes a time-out, or a pop-up window (paper jam, etc.) appears.

1 Select [Store].



2 Select a number to register a stored program.

Note

- Once a job is stored to a button, it cannot be overwritten.
- Select [▲] to return to the previous screen or [▼] to move to the next screen.

3 Set the feature you want to register.

Note

- The machine sounds an audible tone while a stored program is being registered.
- Press the <Interrupt> button to cancel registration.

You can change the volume of the sound that notifies that a stored program is being registered. For information on the setting, refer to "5 Tools" > "Common Service Settings" > "Audio Tones" > "Stored Programming Tone" in the Administrator Guide.

4 Press the <Start> or <Clear All> button.

Note

- If no name is entered for a registered stored program, the name becomes "(No Name)".

For information on how to name a registered stored program, refer to "Entering/Changing a Stored Program Name" (P.277).

Notes and Restrictions on Registering Stored Programs

The following notes and restrictions apply when you register stored programs.

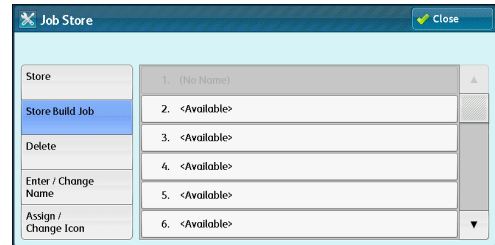
- When registering a stored program to select a paper size or type loaded on the bypass tray, register both the paper size and the paper type. If only the paper size or type is registered, the stored program may not be called properly.
- If any of the following operations is performed while a stored program is being registered, the stored program may not be registered or may not work correctly.
 - Removing or inserting a paper tray
 - Loading or reloading paper in the bypass tray
- If any of the following operations is performed after a stored program is registered, the registered stored program may not be called properly.
 - If the stored program has the Watermark feature and the default values of that feature are changed.
 - If the stored program has an operation for a folder and the folder passcode is changed.
 - If the settings of the control panel are changed.
 - If the services assigned to the <Custom> buttons are changed.
 - If any setting is changed under [Tools] > [System Settings] > [Copy Service Settings] > [Preset Buttons].
 - If the selection is made from a list of the Address Book or Job Flow Sheet.
 - If any optional components installed on the machine, such as a finisher, are changed, and thereby the associated buttons become no longer available.
 - If the measurement unit, millimeters or inches, is changed.
 - If a job is selected from the list of the stored jobs in [Secure Print Jobs & More] under Job Status.
- The following features and operations cannot be registered in Stored Programming.
 - Registration and call of a stored program
 - System Settings
 - The [Media Print - Text] button on the [Services Home] screen
 - The [Store to USB] button on the [Services Home] screen
 - The [Network Scanning], [Job Flow Sheets], and [Web Applications] buttons on the [Services Home] screen
 - The <Custom> button to which the Network Scanning or Job Flow Sheets service is assigned.
 - Unselectable buttons
 - The [Language] button on the [Services Home] screen
 - The [Screen Brightness] button on the [Services Home] screen
 - Selecting items using the scroll bar
 - Scrolling operation while previewing
 - The [Browse] button for the Scan to PC service
 - Operations to edit e-mail addresses for the E-mail service (the pop-up menu [Keyboard], [Remove], and [Edit] displayed by selecting [Recipient(s)] or [From])
 - The <Energy Saver> button
- A stored program registration is canceled when the <Interrupt> button is pressed, the Auto Clear feature causes a time-out, or a pop-up window (such as a paper jam window) appears.

Registering Stored Programs for Build Job

Up to 100 actions can be registered with one stored program for Build Job. Up to 40 stored programs can be registered in the machine.

The following describes how to register actions with stored programs.

- 1 Select [Store Build Job].



- 2 Select a number to register a stored program.

- Note**
- Once a job is stored to a button, it cannot be overwritten.
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.

- 3 Set the feature you want to register.

- Note**
- The machine sounds an audible tone while a stored program is being registered.
 - Press the <Interrupt> button to cancel registration.

You can change the volume of the sound that notifies that a stored program is being registered. For information on the settings, refer to "5 Tools" > "Common Service Settings" > "Audio Tones" > "Stored Programming Tone" in the Administrator Guide.

- 4 Press the <Start> or <Clear All> button.

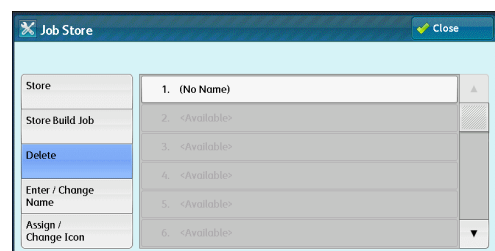
- Note**
- An icon is displayed to the left of each registered stored program for Build Job.
 - If no name is entered for a registered stored program, the name becomes "No Name".

For information on how to name a registered stored program, refer to "Entering/Changing a Stored Program Name" (P.277).

Deleting Stored Programs

The following describes how to delete stored programs.

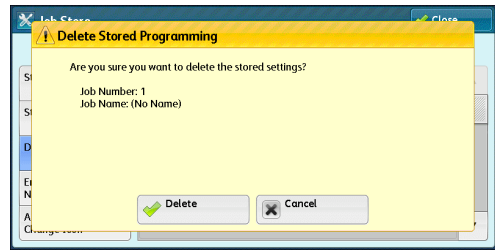
- 1 Select [Delete].



- 2 Select the number to be deleted.

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

3 Select [Delete].



■Delete

Deletes the stored program.

Note • Deleted stored programs cannot be restored.

■Cancel

Cancels deleting the stored program.

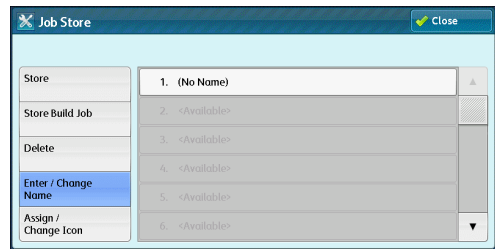
Entering/Changing a Stored Program Name

The following describes how to enter or change the name of a stored program.

Up to 36 characters are allowed for a stored program's name.

For information on how to enter characters, refer to "Entering Text" (P.48).

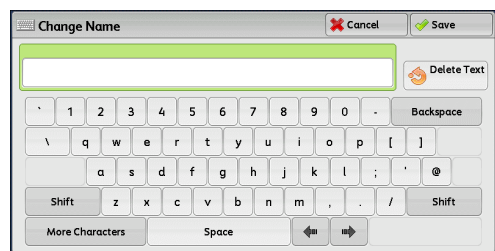
1 Select [Enter/Change Name].



2 Select the number to register or change a name.

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

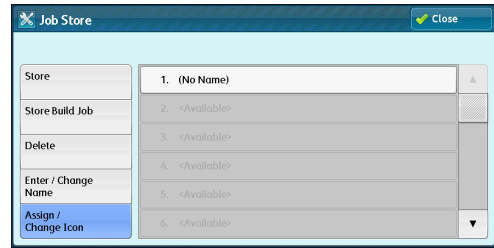
3 Enter a name, and select [Save].



Assigning/Changing Icons for Stored Programs

The following describes how to assign or change an icon of a stored program. You can select from 12 icons.

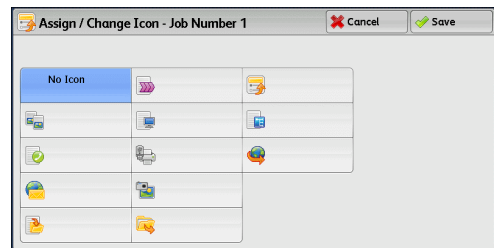
- 1 Select [Assign/Change Icon].



- 2 Select the number to assign or change an icon.

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

- 3 Select an icon, and select [Save].



■ **No Icon**

No icon is assigned to a registered stored program.

■ **Icon**

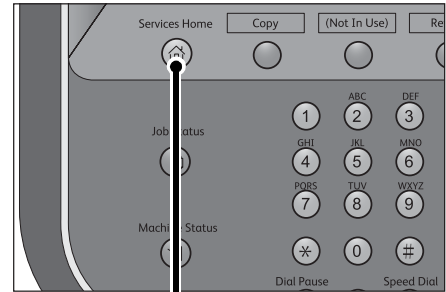
Select an icon according to the content of the registered stored program.

Calling a Stored Program

The following describes how to call a stored program.

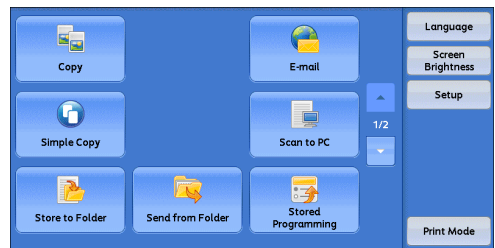
When you call a specified stored program, the last screen shown when you registered the stored program appears.

- 1 Press the <Services Home> button.



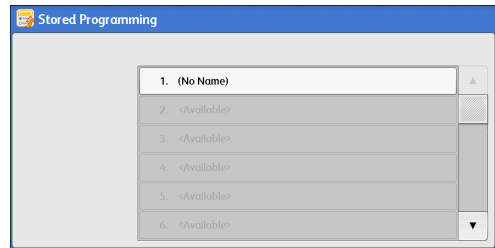
<Services Home> button

- 2 Select [Stored Programming].



- 3 Select a number of a stored program containing the features you want to use.

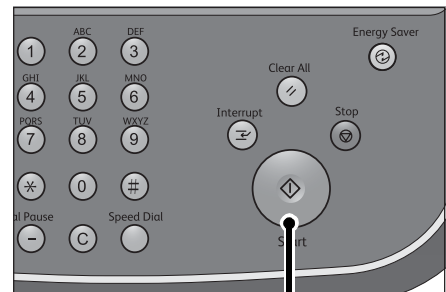
- Note**
- You can only select registered numbers.
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - After the stored program has been called, the machine sounds an audible tone. If a failure occurs, the machine sounds a fault tone.



For information on how to change the volume of the sound that notifies that a stored program has been called, refer to "5 Tools" > "Common Service Settings" > "Audio Tones" > "Stored Programming Complete Tone" in the Administrator Guide.

- 4 After the stored program is called, select other features if necessary.

- 5 Press the <Start> button.

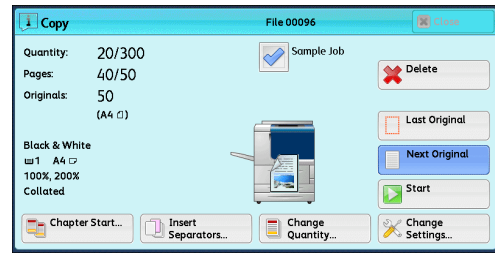


<Start> button

Calling a Stored Program for Build Job

You can call a stored program for Build Job on the [Copy] screen displayed while Build Job is running.

- 1 Select [Change Settings].



- 2 Select the [Job Assembly] tab.
- 3 Select [Stored Programming].
- 4 Select a number of a stored program containing the features you want to use.

- Note**
- You can only select registered numbers.
 - After the stored program has been called, the machine sounds an audible tone. If a failure occurs, the machine sounds a fault tone.

For information on how to change the volume of the sound that notifies that a stored program has been called, refer to "5 Tools" > "Common Service Settings" > "Audio Tones" > "Stored Programming Complete Tone" in the Administrator Guide.

8 Web Applications

This chapter describes how to operate web applications.

Note • This service is not available for some models. An optional component is required.
For more information, contact our Customer Support Center.

- Web Applications Overview282
- Accessing Web Applications.....283
- Accessing Using Buttons Registered on the [Services Home] Screen.....284

Web Applications Overview

Web Applications is a service that allows you to access to web applications via a network using the browser on the machine in order to display and store data.

The machine provides the following features:

- Accessing web applications from the machine, and displaying the web application screen on the machine
- Storing scanned documents directly in a web application folder
- Printing a file directly that is stored on a remote server

Note • The web applications that can be displayed on the machine are those which are compatible with the machine. You cannot access website on the Internet.

To access the web application on the machine, prior settings are required. For information on the settings, refer to "5 Tools" > "Web Applications Service Setup" in the Administrator Guide.

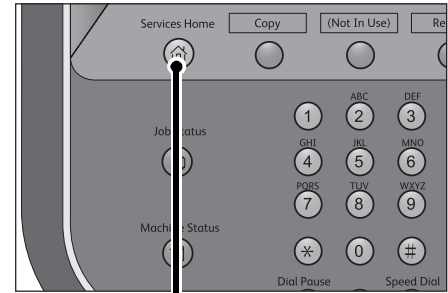
Accessing Web Applications

The following describes how to access web applications.

You need to register an access destination in advance.

For information on how to register an access destination, refer to "5 Tools" > "System Settings" > "Web Applications Service Setup" > "Server Setup" in the Administrator Guide.

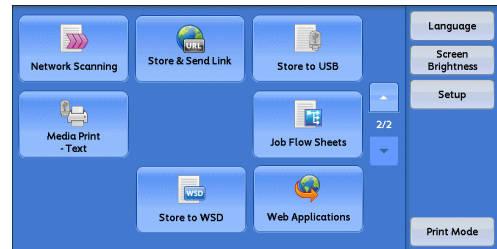
- 1 Press the <Services Home> button.



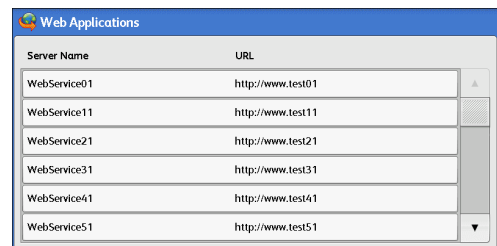
<Services Home> button

- 2 Select [Web Applications].

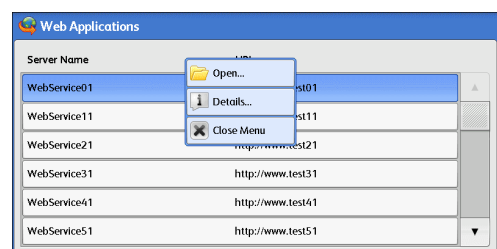
- Note**
- If Auto Link has been set, the machine can access the remote service.
 - WSD stands for Web Services on Devices.



- 3 Select an access destination.



- 4 Select [Open] from the pop-up menu displayed.



■ **Open**

Accesses the specified remote service.

■ **Details**

Displays the information of the specified remote service.

■ **Close Menu**

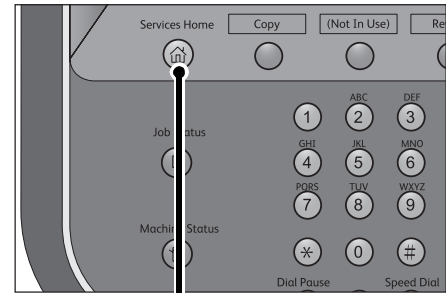
Hides the pop-up menu.

Accessing Using Buttons Registered on the [Services Home] Screen

You can register frequently used web applications on the [Services Home] screen as buttons. The following describes how to access the applications by simply selecting the buttons.

For information on how to assign buttons displayed on the [Services Home] screen, refer to "5 Tools" > "Common Service Settings" > "Screen/Button Settings" > "Services Home" in the Administrator Guide.

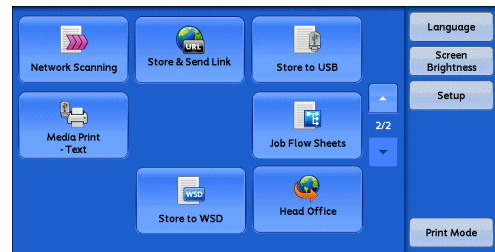
- 1 Press the <Services Home> button.



<Services Home> button

- 2 Select [Head Office] registered on the [Services Home] screen.

- Note**
- In this example, an access destination named [Head Office] is registered in the default position of the [Web Applications] button. You can assign the button anywhere on the screen.
 - WSD stands for Web Services on Devices.



9 Media Print - Text

This chapter describes the basic procedures and features of Media Print - Text when the USB Media Print Kit is installed.

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

| | |
|--------------------------------------|-----|
| • Media Print Overview..... | 286 |
| • Inserting USB Memory Device..... | 289 |
| • Selecting Files | 292 |
| • Setting the Printing Options | 294 |

Media Print Overview

The installation of the USB Media Print Kit (optional) allows the machine to retrieve and print document files (PDF, TIFF, XML Paper Specification (XPS), XDW (XBD), and JPEG (JFIF)). This feature is called Media Print.

When a USB memory device is connected to the machine, the data stored in the USB memory device can also be printed. You can also print scanned data stored with the Store to USB service.

Important • Data stored in media may be lost or damaged for the following reasons. Make sure to back up data in media before use.

- When ejecting the medium, switching the power off/on, disconnecting/connecting USB cables by methods other than described in this guide.
- When switching the machine off/on or disconnecting/connecting the USB memory device.
- When receiving the effect of electrical noise or an electrical discharge
- When a failure occurs or repairing
- When receiving damage resulting from a natural calamity

• We assume no responsibility for any direct and indirect damages arising from or caused by such data loss.

• For Media Print - Text, files cannot be displayed in thumbnail view and cannot be previewed either.

Note • The Store to USB service is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

• Commercially available Memory Card Reader with single slot ^{*1} can be used for Media Print feature, but its safe performance is not guaranteed. When a Memory Card Reader with multi-slot ^{*2} is used, only one particular slot is available. The slot available differs according to the models, and the slot of media/Memory Card that you want to use is not always available. Safe performance of a Memory Card Reader with multi-slot is not guaranteed, either.

^{*1} Media/Memory Card that has one slot. Some allows only one type of media/Memory Card, while others allows more than one types (ex. SD card, xD-Picture Card).

^{*2} Media/Memory Card that has two or more slots.

• This feature may not be available depending on the setting in the CentreWare Internet Services. For more information, refer to "6 CentreWare Internet Services Settings" > "Configuring Machine Settings Using CentreWare Internet Services" in the Administrator Guide.

The Media Print feature includes the Media Print - Text mode that prints data stored in text format. It also includes Index Printing that prints a list of files retrieved in the mode.

Supported File Formats

The following file formats are available:

- PDF files
Extension: pdf, PDF 1.3 or later
- TIFF files
Extension: tif, Grayscale 4 bit/8 bit uncompressed, 8 bit/24 bit JPEG compressed, MH/MMR compressed
- XML Paper Specification (XPS) files
Extension: xps
- DocuWorks files
Extension: xdw

- DocuWorks binder files

Extension: xbd

- JPEG (JFIF) files

Extension: jpg

- Important**
- When specifying destination, only folder names appear on the destination list. File names and shortcuts (symbolic link and alias) do not appear on the list. If the medium contains more than 900 folders, the machine may not be able to recognize them correctly.
 - PDF files, TIFF files, or JPEG (JFIF) files (extension: jpg) cannot be printed if they are stored in folders.
 - PDF files saved on Mac OS cannot be displayed on the screen and cannot be printed.
 - If a file name contains characters that are not supported by the machine, the file name will not be displayed on the screen.
 - To use the Memory Card Reader, the USB Hub (optional) is required. For more information, contact our Customer Support Center.
- Note**
- Up to 255 characters (83 double-byte characters) can be recognized as a file name.
 - Up to 900 files can be processed with Media Print.
 - Use media formatted with computers (FAT12, FAT16, FAT32 only).
 - Use USB 2.0 compliant memory devices with the size up to 128GB only. (USB 1.1 compliant memory devices are not supported.)
 - If a file name contains machine-dependent codes, the file may not be recognized or displayed on the screen correctly.

Notes and Restrictions

The following notes and restrictions apply on the use of the Media Print - Text feature.

- If the medium fails, the process is terminated within a few minutes, and an error message is displayed.
- Eject the medium before switching off the power.
- Be sure to wait until printing is completed and then eject the medium by following the procedure described in this chapter.
- Always back up data in a medium before use.
- Printing data may take from a few minutes to several tens of minutes, depending on the size and number of files on the medium.
- Before storing document files, format the medium with a computer.
- When you print a PDF file using Media Print, [PDF Bridge] is selected regardless of the [Print Processing Mode] setting in [PDF Direct Print].
For more information on [Print Processing Mode], refer to "13 Appendix" > "PDF Direct Print" in the Administrator Guide.
- You can use a USB host adapter to print from your USB memory device or via your USB cable (as necessary), but the operation is not guaranteed.
- Multiple USB memory devices cannot be used simultaneously.
- Use USB 2.0 compliant memory devices only. USB 1.1 compliant memory devices are not supported.
The following USB memory devices are not supported:
 - A USB memory device with multiple media partitions that require other utilities to access to the contents therein.
 - A USB memory device connected via an external hub.

- Do not use a medium if it stores data that cannot be backed up, such as music data with the copyright protection function. We assume no responsibility for any direct and indirect damages arising from or caused by such data loss.
- The machine does not display a menu to prevent you from removing a USB memory device while it is being accessed.

Inserting USB Memory Device

1 Insert the USB memory device into the USB memory slot.

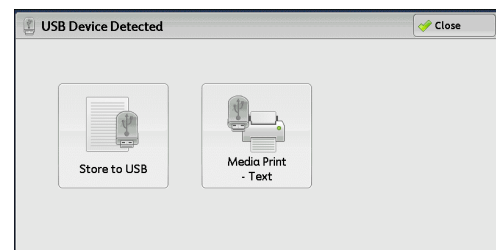
2 One of the following occurs.

- The [USB Device Detected] screen appears.
- The [Store to USB] screen appears.
- The [Media Print - Text] screen appears.
- The screen display does not change.

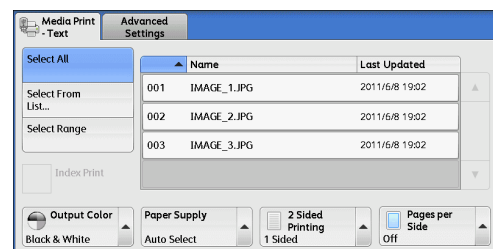
- Note**
- The behavior depends on the settings. Ask your system administrator for more information.
 - When a USB memory device is inserted into the USB memory slot during the Energy Saver mode, the touch screen does not light. After exiting the Energy Saver mode by pressing the <Energy Saver> button, insert the USB memory device again or select [Store to USB] on the [Services Home] screen. For information on other ways to exit the Energy Saver mode, refer to "Exiting the Energy Saver Mode" (P.40).
 - The screen status will be one of the above even when a USB memory device in which only encrypted data is stored is inserted or USB memory device in unsupported format is inserted. In such case, a warning message appears during operation and the operation is aborted.
 - The screen status will be one of the above when a commercially available Memory Card Reader is inserted into the USB memory slot of the machine. It is the same if no media is inserted into the Memory Card Reader.
 - If a commercially available Memory Card Reader is used and it is left inserted all the time, the machine does not detect media even when they are inserted into the slot of the Memory Card Reader.
 - The screen display remains the same when the inserted USB memory device or Memory Card is removed. Press the <Services Home> button or do anything else to change the screen display before starting next operation.

When the [USB Device Detected] Screen Appears

1 Select [Media Print - Text].

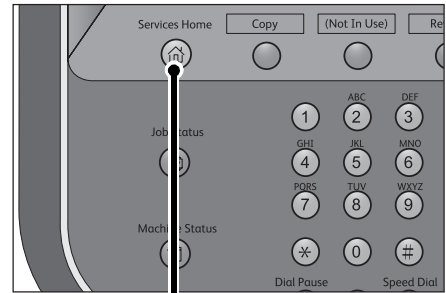


2 Select a feature on the [Media Print - Text] screen.



When the [Store to USB] Screen Appears

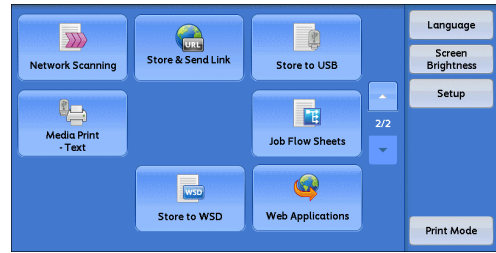
1 Press the <Services Home> button.



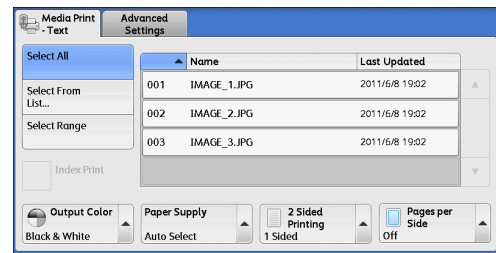
<Services Home> button

2 Select [Media Print - Text] on the [Services Home] screen.

Note • WSD stands for Web Services on Devices.

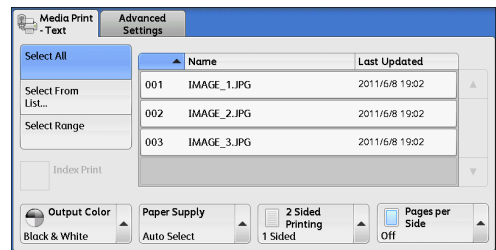


3 Select a feature on the [Media Print - Text] screen.



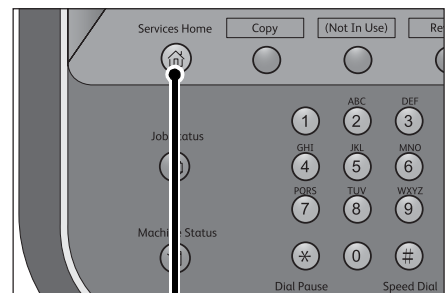
When the [Media Print - Text] Screen Appears

Select a feature on the [Media Print - Text] screen.



When the Screen Display Does Not Change

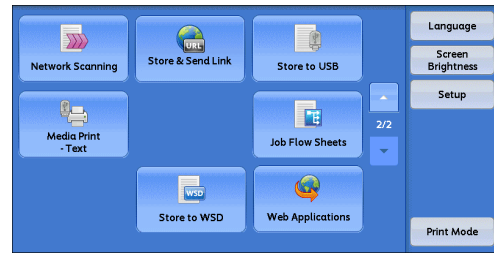
1 If any screen other than the [Services Home] screen is displayed, press the <Services Home> button.



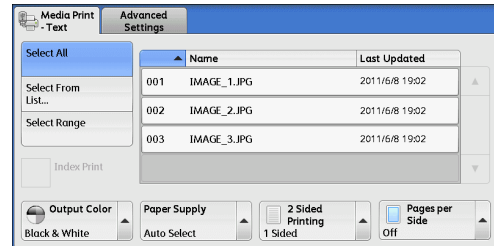
<Services Home> button

2 Select [Media Print - Text] on the [Services Home] screen.

Note • WSD stands for Web Services on Devices.



3 Select a feature on the [Media Print - Text] screen.



Important • Data stored in a USB memory device may be lost or damaged in the following cases. Make sure to back up the data in the device before use.

- When disconnecting/connecting the USB memory device by methods other than described in this guide
- When receiving the effect of electrical noise or an electrical discharge
- When a failure occurs or repairing
- When receiving damage resulting from a natural calamity

• We assume no responsibility for any direct and indirect damages arising from or caused by such data loss.

Note • If you do not specify the file storage location, the scanned data is saved in the root directory.

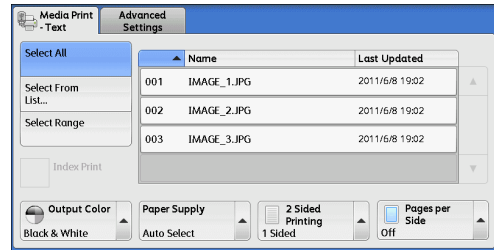
Selecting Files

You can select files using any of the following three methods:

- Selecting all files
- Selecting the desired files on the [Select From List] screen
- Selecting one file or a range of files with index numbers

Note • You can select up to 32 files simultaneously.

1 Select either [Select All] or [Select From List] to specify files.



2 After selecting the files to be printed, set the printing options.

For more information on the printing options, refer to "Setting the Printing Options" (P.294).

Note • On the pop-up menu displayed when selecting files, you can cancel the selection or display the details.
 • Select [▲] to return to the previous screen or [▼] to move to the next screen.

■ Select All

Selects all files to be printed.

Note • Depending on the types of files stored on the USB memory device or the directory configuration, some files may not be printed.

■ Select From List

Displays the [Select From List] screen.

Refer to "[Select From List] Screen" (P.293).

■ Select Range

Use [+] and [-] to specify the range of files to be printed in [First File] and [Last File].

Note • Select [Select From List] to display a list of files, and reference the list when selecting the range of files to be printed.

■ Index Print

Prints a list of the selected files with the index numbers automatically assigned.

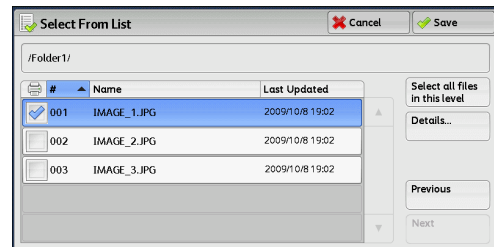
For more information on Index Print, refer to "Index Print" (P.295).

[Select From List] Screen

This screen displays a list of files with their folder and file names and stored dates and times.

You can select the desired files from a list of files.

- 1 Select the desired files from a list of files.



- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - You can sort the list in ascending or descending order by selecting [# ▲], [Name], or [Last Updated].
 - A check mark is placed in the check box for each file selected. To deselect the file, select the file again while the file is selected (highlighted).
 - If a folder or file name has more than 170 characters long, the folder or file name is not displayed.
 - Folder names which include characters that the machine does not support may not be correctly displayed. If you specify the folders as file storage locations, an error occurs. For more information on characters that the machine supports, refer to "Entering Text" (P.48).
 - The machine does not distinguish between upper and lower cases of folder and file names that are created in Windows environment and that consist of eight characters or less. The names for these folders and files are displayed in capital letters.

■Details

Displays detailed information on the selected (highlighted) file. To print the file, select the [Print] check box on the [Details] screen.

■Select all files in this level

Selects all files in the current folder.

■Previous

Allows you to move to the upper directory.

- Note**
- This button is grayed out if there is no upper directory.

■Next

Allows you to move to the lower directory.

- Note**
- This button is available when a folder is selected.

Setting the Printing Options

You can set the printing options on the [Media Print - Text] and [Advanced Settings] tabs.

By default, pressing the <Review> button on the control panel allows you to view a list of the setting values.

Media Print - Text

| Tab | Item | Setting Value |
|-------------------|------------------|---|
| - | Quantity | Specify the number of print sets in the range from 1 - 999, using the numeric keypad. |
| Media Print Text | Paper Supply | Auto Paper Select, Trays 1 - 7 Note • Select [Auto Select] or a tray in which any of the following sizes of paper is loaded: A3, B4, A4, A4□, B5, B5□, A5, A5□, 8.5 x 11", 8.5 x 11"□, 8.5 x 14", 11 x 17" <ul style="list-style-type: none"> • When you select [Auto Select], the machine automatically select a tray that contains the same size of paper as the document, and prints the document at its original size. • When the desired tray is not displayed, select [More], and on the screen displayed, select the tray. <ul style="list-style-type: none"> • Paper Size A3, B4, A4, A4□, B5, B5□, A5, A5□, 8.5 x 11", 8.5 x 11"□, 8 x 14", 11 x 17" • Paper Type Select the paper type to be used from the list. |
| | 2 Sided Printing | Off, Long Edge Flip, Short Edge Flip |
| | Output | Specify the stapling/punching positions. When the desired stapling/punching positions are not displayed, select [More]. Important • If you select and print multiple documents, all of the documents are stapled together. To staple only one document, print only that document. |
| | Pages per Side | Off, 2 Pages, 4 Pages |
| Advanced Settings | Bitmap Smoothing | Off, On |

- Note**
- When you select a paper size smaller than the document size, the document image is automatically reduced. When you select a paper size larger than the document size, the document is printed at its original size.
 - Features displayed on the [Media Print - Text] and [Advanced Settings] screens may vary depending on the combination of the options installed on the machine.





Index Print

For Index Print, file names, dates when files were stored on the USB memory device, and the total number of files are printed.

You can specify only the number of print sets for Index Print, in the range from 1 - 999 sets in 1 set increments. For other printing options, the settings you have specified for Media Print - Text before selecting the [Index Print] check box will be effective. To change these settings, deselect the [Index Print] check box, change the print settings, and then perform Index Print. The setting values return to the defaults if the machine is rebooted.

The following setting items are restricted when you select Index Print.

| Setting Item | Value |
|--------------|---|
| Paper Supply | Trays 1 - 7 Note • Select the tray in which any of the following sizes of paper is loaded: A3, A4, A4  , 8.5 x 11", or 8.5 x 11"  |
| Output | Not available |
| Multiple-Up | Not available |



10 Job Status

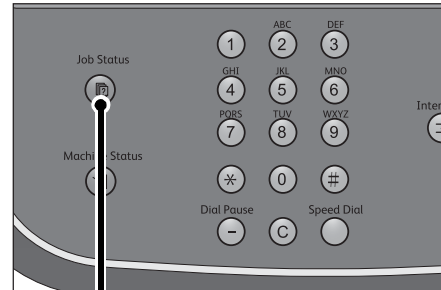
This chapter describes how to check the status of jobs and operate the jobs.

- Job Status Overview298
- Checking Current/Pending Jobs299
- Checking Completed Jobs301
- Printing and Deleting Stored Jobs302
- Printing Pending Jobs313
- Handling Error Terminations314

Job Status Overview

The Job Status feature allows you to check current, pending, and completed jobs. You can also cancel printing and print jobs that are waiting to be output or resumed.

- 1 Press the <Job Status> button.



<Job Status> button

You can operate the following on the [Job Status] screen.

■ Checking current/pending jobs

Lists current and pending jobs, and displays their details. Also allows you to cancel current or pending jobs.

For more information, refer to "Checking Current/Pending Jobs" (P.299).

■ Checking completed jobs

Displays the status of completed jobs, and their details.

For more information, refer to "Checking Completed Jobs" (P.301).

■ Checking stored jobs

Prints or deletes jobs stored using the Charge Print, Secure Print, Private Charge Print, Sample Set, and Delayed Print features.

For more information, refer to "Printing and Deleting Stored Jobs" (P.302).

■ Printing Pending Jobs

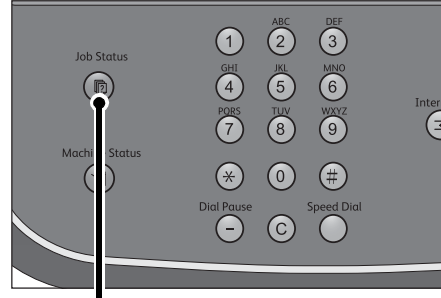
Prints jobs that are waiting to be output or resumed.

For more information, refer to "Printing Pending Jobs" (P.313).

Checking Current/Pending Jobs

This section describes how to check current or pending jobs. On the status screen, you can cancel or preferentially execute jobs.

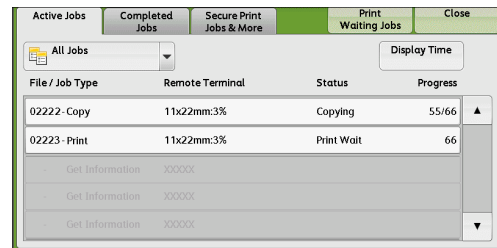
- 1 Press the <Job Status> button.



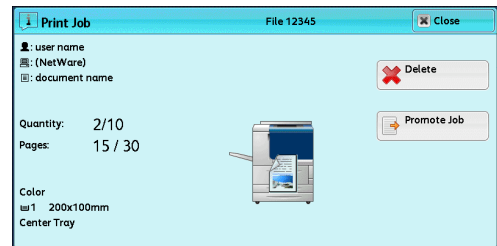
<Job Status> button

- 2 Select the job to be canceled or preferentially executed.

- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - From the drop-down menu, you can select and display the desired type of jobs.



- 3 Select [Delete] or [Promote Job].



Job Status

10

■Print Waiting Jobs

Prints the jobs that are waiting to be output or resumed.
For more information, refer to "Printing Pending Jobs" (P.313).

■Display Time

Displays the estimated time required to complete the job. The time is displayed in the form of either [Cumulative time for all jobs] or [Time required for single job].

- Note**
- The estimated time is not displayed while data is being processed.
 - The estimated time is not displayed for the following jobs: Printing without using a print driver, copy, and printing reports and lists.

You can change the form in which the estimated time is displayed. For more information, refer to "5 Tools" > "Common Service Settings" > "Other Settings" > "Estimated Job Time" in the Administrator Guide.

■Delete

Cancels the current or pending job.

■ **Promote Job**

Preferentially executes the selected job.

If you select this button, [👉] appears under the [Status] of the selected job.

■ **Delete**

Stops processing the job.

■ **Last Original**

Select this button to end scanning of documents. The job is then executed.

■ **Next Original**

Select this button when you have another document to scan.

■ **Start**

Resumes the suspended job.

■ **Change Quantity**

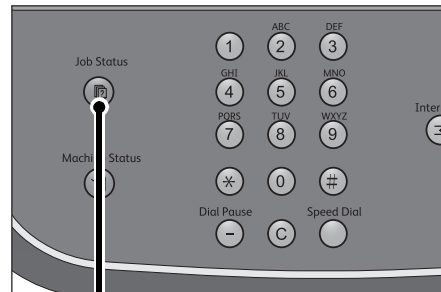
Displays the [Change Quantity] screen on which you can change the number of copies entered before. Enter a new quantity using the numeric keypad.

Checking Completed Jobs

This section describes how to check completed jobs.

You can check whether a job has been completed successfully. Selecting a job allows you to see its details.

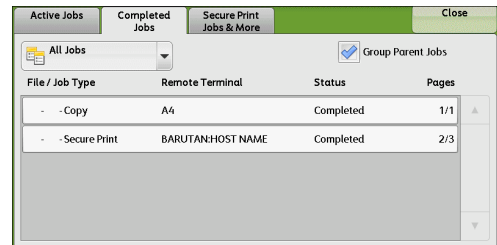
- 1 Press the <Job Status> button.



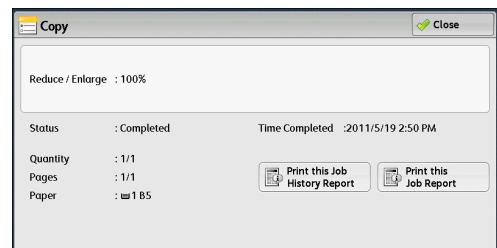
<Job Status> button

- 2 Select the [Completed Jobs] tab.

- Note**
- Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - From the drop-down menu, you can select and display the desired type of jobs.



- 3 Select a job to see the details.
- 4 Select [Close] after the confirmation.



■Group Parent Jobs

Allows you to check the list or history of related jobs (such as job flow jobs).

■Show Child Jobs

Displays a job list.

■Print this Job History Report

Prints the Job History Report.

■Print this Job Report

Prints the Job Report.

Printing and Deleting Stored Jobs

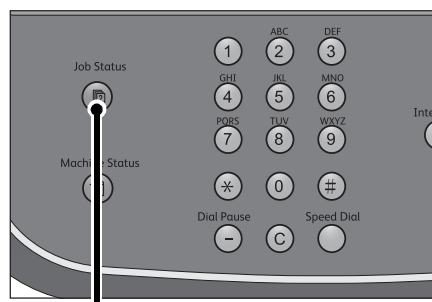
This section describes how to print or delete jobs stored with the Secure Print or Sample Set feature, or stored with the [Receive Control] setting of the Charge Print feature. The [Secure Print Jobs & More] screen allows you to print or delete stored jobs.

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

The following shows the reference section for each feature.

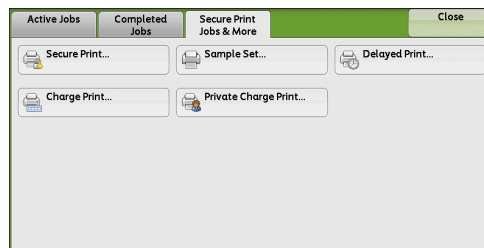
| | |
|---------------------------|-----|
| Secure Print..... | 302 |
| Sample Set..... | 304 |
| Delayed Print..... | 306 |
| Charge Print..... | 308 |
| Private Charge Print..... | 310 |

1 Press the <Job Status> button.



<Job Status> button

2 Select the [Secure Print Jobs & More] tab.



[Secure Print] and [Private Charge Print] are not displayed simultaneously on the screen. For more information on the settings, refer to "5 Tools" > "Authentication/Security Settings" > "Authentication" > "Charge/Private Print Settings" in the Administrator Guide.

Secure Print

This feature allows you to temporarily store print data in the machine to print it with the print command from the machine. The feature also enables you to set a passcode, which is helpful to print confidential documents.

The following describes how to print or delete jobs stored with the Secure Print feature.

Note • This feature does not appear when [Receive Control] in [Charge/Private Print Settings] is set to either of the following:

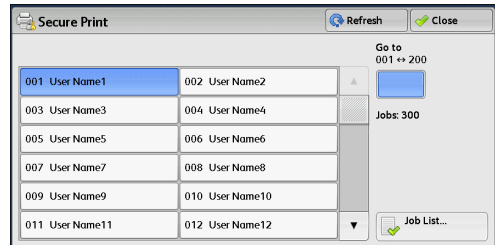
- Select [According to Print Auditor], and then select [Save as Private Charge Print Job] in [Job Login Success].
- Select [Save as Private Charge Print Job].

When [Save as Private Charge Print Job] or [Save as Charge Print Job] is selected in [Receive Control] under [Charge/Private Print Settings], jobs will not be saved in [Secure Print] under [Secure Print Jobs & More] even if you select [Secure Print] on the print driver. For more information, refer to "5 Tools" > "Authentication/Security Settings" > "Authentication" > "Charge/Private Print Settings" in the Administrator Guide.

For information on how to operate a Secure Print job, refer to the print driver's help.

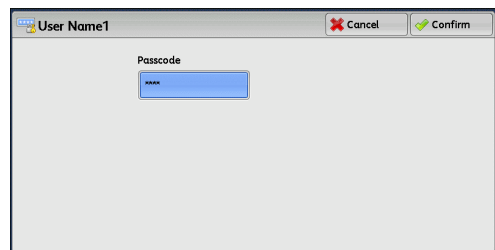
- 1 Select [Secure Print].
- 2 Select the user to be checked, and select [Job List].

- Note**
- Select [Refresh] to display the updated information.
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - You can enter a user ID in [Go to] using the numeric keypad to display the user ID at the top of the list.



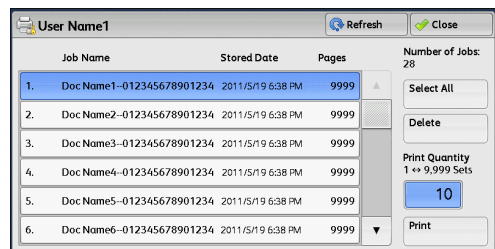
- 3 Enter the passcode, and select [Confirm].

- Note**
- If the passcode is not set, the passcode entry screen does not appear.



- 4 Select the job to be printed or deleted.

- Note**
- You can select up to 100 files simultaneously to print or delete the files. If you select multiple files, they are printed in the selected order.



- 5 Select any option.
- 6 When printing, specify the number of print sets using the numeric keypad.

■Select All

Selects all jobs. To deselect all the jobs, select this button again.

■Delete

Deletes the Secure Print job.

- Note**
- If jobs with the same Billing ID are all deleted, the Billing ID will be deleted. Refer to "When [Delete] is Selected" (P.304).

■Print Quantity

Specify the number of print sets.

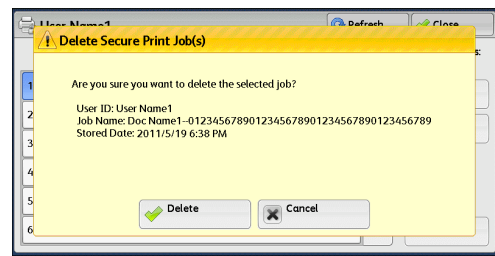
■Print

Prints the Secure Print job. After printing, the job is deleted.

Refer to "When [Print] is Selected" (P.304).

When [Delete] is Selected

- 1 Select [Delete].



■Delete

Deletes the job.

Important • Once the job is deleted, it cannot be restored.

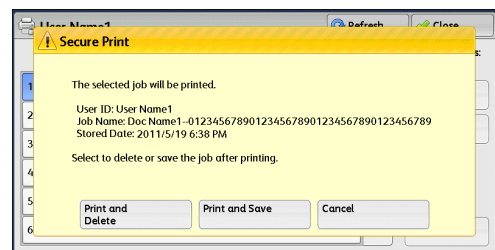
■Cancel

Cancels deleting the job.

When [Print] is Selected

- 1 Specify how to process the job after printing.

Note • The screen as shown on the right does not appear if [Print Job Confirmation Screen] is set to [Disabled] in the System Administration mode. If [Disabled] is selected, the machine automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "5 Tools" > "Stored File Settings" > "Print Job Confirmation Screen" in the Administrator Guide.



■Print and Delete

Starts printing the job. After printing, the job is deleted.

■Print and Save

Starts printing the job. After printing, the job remains undeleted.

■Cancel

Cancels printing the job.

Sample Set

Before printing multiple sets of a document, you can first print one set for trial, and then print the remaining sets from the machine.

The following describes how to print or delete jobs stored with the Sample Set feature.

For information on how to operate a Sample Set job, refer to the print driver's help.

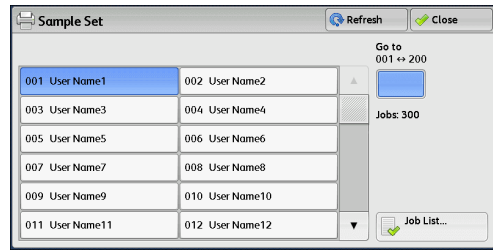
Note • When [Save as Private Charge Print Job] or [Save as Charge Print Job] is selected in [Receive Control] under [Charge/Private Print Settings], jobs will not be saved in [Sample Set] under [Secure Print Jobs & More] even if you select [Sample Set] on the print driver.

For more information, refer to "5 Tools" > "Authentication/Security Settings" > "Authentication" > "Charge/Private Print Settings" in the Administrator Guide.

- 1 Select [Sample Set].

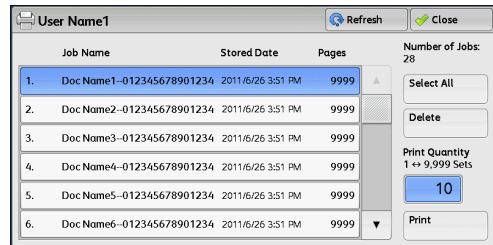
2 Select the user you want to check, and select [Job List].

- Note**
- Select [Refresh] to display the updated information.
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - You can enter a user ID in [Go to] using the numeric keypad to display the user ID at the top of the list.



3 Select the job to be printed or deleted.

- Note**
- You can select up to 100 files simultaneously to print or delete the files. If you select multiple files, they are printed in the selected order.



4 Select any option.

5 When printing, specify the number of print sets using the numeric keypad.

■Select All

Selects all jobs. To deselect all the jobs, select this button again.

■Delete

Deletes the Sample Set job.
Refer to "When [Delete] is Selected" (P.305).

■Print Quantity

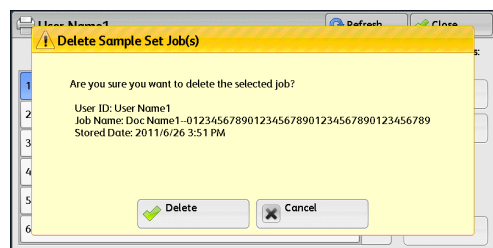
Specify the number of print sets using the numeric keypad.

■Print

Prints the Sample Set job. After printing the remaining sets of the job, the job is deleted.
Refer to "When [Print] is Selected" (P.306).

When [Delete] is Selected

1 Select [Delete].



■Delete

Deletes the job.
Important • Once the job is deleted, it cannot be restored.

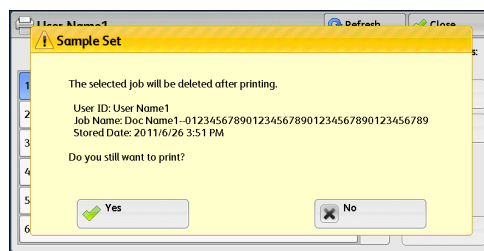
■Cancel

Cancels deleting the job.

When [Print] is Selected

1 Select [Yes].

- Note**
- The screen as shown on the right does not appear if [Print Job Confirmation Screen] is set to [Disabled] in the System Administration mode. If [Disabled] is selected, the machine automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "5 Tools" > "Stored File Settings" > "Print Job Confirmation Screen" in the Administrator Guide.



■Yes

Starts printing the job. After printing, the job is deleted.

- Note**
- After a sample set is output, the remaining sets will automatically be output if the machine is not instructed for the period specified in [Auto Job Release]. To prevent the remaining sets from being output automatically, set [Auto Job Release] to [Off]. For information on how to set [Auto Job Release], refer to "5 Tools" > "Common Service Settings" > "Machine Clock/Timers" > "Auto Job Release" in the Administrator Guide.

■No

Cancels printing the job.

Delayed Print

This feature allows you to temporarily store print data on the machine to print it at specified time.

Up to 100 jobs can be stored (queued) simultaneously for the Delayed Print feature. If the power is switched off when jobs are in queue (before the specified print time), the jobs whose print time has elapsed will automatically be printed immediately after the power is switched on again.

The following describes how to print or delete jobs stored with the Delayed Print feature.

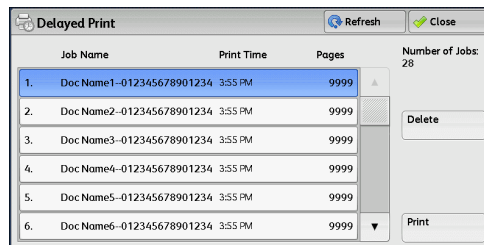
For information on how to operate a Delayed Print job, refer to the print driver's help.

- Note**
- When [Save as Private Charge Print Job] or [Save as Charge Print Job] is selected in [Receive Control] under [Charge/Private Print Settings], jobs will not be saved in [Delayed Print] under [Secure Print Jobs & More] even if you select [Delayed Print] on the print driver. For more information, refer to "5 Tools" > "Authentication/Security Settings" > "Authentication" > "Charge/Private Print Settings" in the Administrator Guide.

1 Select [Delayed Print].

2 Select the job to be printed or deleted.

- Note**
- Select [Refresh] to display the updated information.
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - [Print Time] shows the time to start printing.



3 Select any option.

■Delete

Deletes the Delayed Print job.
Refer to "When [Delete] is Selected" (P.307).

■Print

Prints the Delayed Print job. After printing, the job is deleted. If printed manually, the job will not be printed at the specified time.
Refer to "When [Print] is Selected" (P.307).

When [Delete] is Selected

- 1 Select [Delete].



■Delete

Deletes the job.
Important • Once the job is deleted, it cannot be restored.

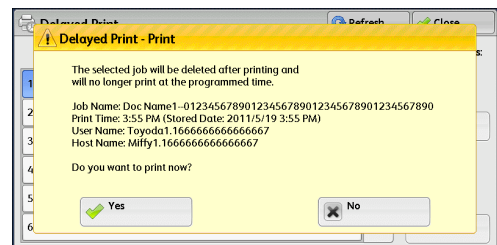
■Cancel

Cancels deleting the job.

When [Print] is Selected

- 1 Select [Yes].

Note • The screen as shown on the right does not appear if [Print Job Confirmation Screen] is set to [Disabled] in the System Administration mode. If [Disabled] is selected, the machine automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "5 Tools" > "Stored File Settings" > "Print Job Confirmation Screen" in the Administrator Guide.



■Yes

Starts printing the job. After printing, the job is deleted.

■No

Cancels printing the job.

Charge Print

This feature authenticates users on the machine to prevent unauthorized users from operating print jobs. When this feature is enabled, the machine prints only the jobs of authenticated users. You can also configure the machine to store print jobs temporarily, and then print them from the machine's control panel.

If received print jobs are set to be saved as Charge Print under [Tools] > [Authentication/Security Settings] > [Authentication] > [Charge/Private Print Settings] > [Receive Control], the jobs are saved for each Billing ID. Any jobs that were not given a Billing ID on the print driver are saved in [No User ID].

For more information on how to register user IDs on the machine, refer to "5 Tools" > "Accounting" > "Create/View User Accounts" in the Administrator Guide.

- Note**
- Unlike the Private Charge Print feature, the Charge Print feature can store jobs without a user ID, such as e-mail printing and print jobs sent from ContentsBridge or CentreWare Internet Services, and can print the jobs after authenticating users.
 - [Charge Print] appears when [Save as Charge Print Job] is selected by using one of the following procedures in the System Administration mode:
 - Select [Save as Charge Print Job] in [Receive Control].
 - Select [According to Print Auditor] in [Receive Control], and then select [Save as Charge Print Job] in [Job Login Failure].
 - Select [According to Print Auditor] or [Save as Private Charge Print Job] in [Receive Control], and then select [Save as Charge Print Job] in [Job without User ID].

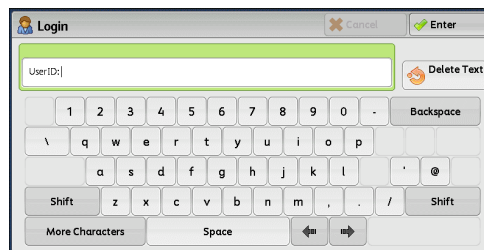
For information on how to set Charge Print, refer to "5 Tools" > "Authentication/Security Settings" > "Authentication" > "Charge/Private Print Settings" in the Administrator Guide.

The following describes how to print and delete a job stored with the Charge Print feature.

- 1 Press the <Log In/Out> button on the control panel, or select the login information field on the touch screen.

- 2 Enter the user ID, and select [Enter].

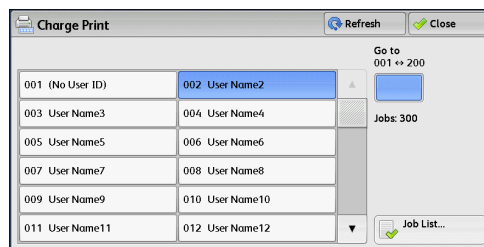
- Note**
- When the passcode is set, enter the user ID and select [Next]. Then, enter the passcode and select [Enter].



- 3 Select [Charge Print].

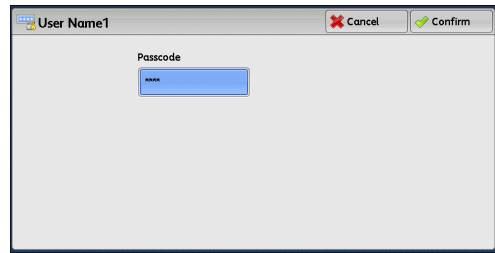
- 4 Select the user to be checked, and select [Job List].

- Note**
- Select [Refresh] to display the updated information.
 - Select [▲] to return to the previous screen or [▼] to move to the next screen.
 - You can enter a user ID in [Go to] using the numeric keypad to display the user ID at the top of the list.

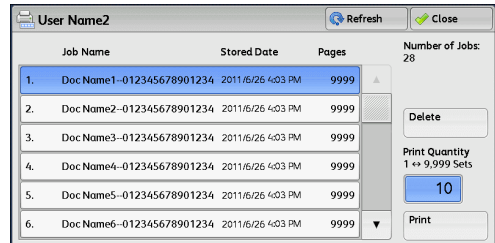


5 Enter the passcode, and select [Confirm].

Note • If the passcode is not set, the passcode entry screen does not appear.



6 Select the job to be printed or deleted.



7 Select any option.

8 When printing, specify the number of print sets using the numeric keypad.

■Delete

Deletes the Charge Print job.
Refer to "When [Delete] is Selected" (P.309).

■Print Quantity

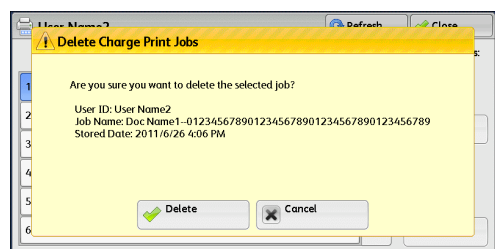
Specify the number of print sets using the numeric keypad.

■Print

Prints the Charge Print job. After printing, the job is deleted.
Refer to "When [Print] is Selected" (P.310).

When [Delete] is Selected

1 Select [Delete].



■Delete

Deletes the job.
Important • Once the job is deleted, it cannot be restored.

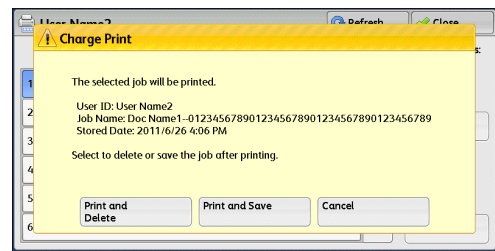
■Cancel

Cancels deleting the job.

When [Print] is Selected

1 Specify how to process the job after printing.

- Note**
- The screen as shown on the right does not appear if [Print Job Confirmation Screen] is set to [Disabled] in the System Administration mode. If [Disabled] is selected, the machine automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "5 Tools" > "Stored File Settings" > "Print Job Confirmation Screen" in the Administrator Guide.



■Print and Delete

Starts printing the job. After printing, the job is deleted.

■Print and Save

Starts printing the job. After printing, the job remains undeleted.

■Cancel

Cancels printing the job.

Private Charge Print

This feature allows you to temporarily store print data in the machine for each authentication user ID, and request on the machine's control panel to print the data. As the feature enables you to select and print only necessary jobs, you can avoid printing unnecessary jobs. Furthermore, the machine displays only the jobs of authenticated users and their associated sub users to securely protect the privacy of the users. The Private Print feature is suitable for authenticating and managing specific users managed by the system administrator.

If received print jobs are set to be saved with Private Charge Print, the jobs are saved for each authentication user ID.

- Note**
- An application (sold separately) is required to use the feature that associates sub users with the user ID of a login user. For more information, contact our Customer Support Center.
 - [Private Charge Print] is displayed when [Receive Control] in [Charge/Private Print Settings] is set to either of the following:
 - Select [According to Print Auditor] in [Receive Control], and then select [Save as Private Charge Print Job] in [Job Login Success].
 - Select [Save as Private Charge Print Job] in [Receive Control].
 - When the Private Charge Print feature is selected, you cannot specify normal print, Secure Print, Sample Set, Delayed Print on the print driver.

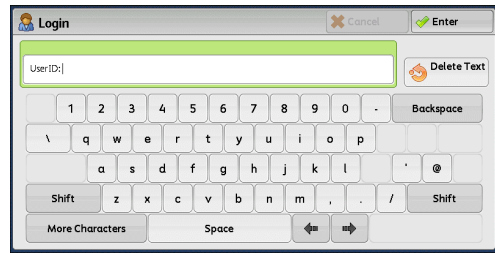
To delete a print job instructed with an invalid user ID, display the list of print jobs after logging in as a system administrator, and then select the job to be deleted. For more information, refer to "3 Maintenance" > "Deleting a Private Charge Print Job with an Invalid User ID" in the Administrator Guide. For information on how to set a User ID, refer to "5 Tools" > "Authentication/Security Settings" > "Authentication" > "Charge/Private Print Settings" in the Administrator Guide.

The following describes how to print or delete a job stored with the Private Charge Print feature.

- ### 1 Press the <Log In/Out> button on the control panel, or select the login information field on the touch screen.

2 Enter the user ID, and select [Enter].

- Note**
- When the passcode is set, enter the user ID and select [Next]. Then, enter the passcode and select [Enter].
 - While the user is authenticated, the <Log In/Out> button lights up on the control panel.
 - To log out of the machine, press the <Log In/Out> button on the control panel.

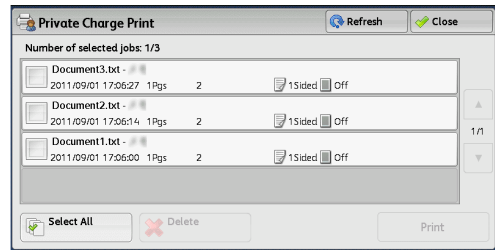


3 Select [Private Charge Print].

- Note**
- If you are authenticated as a system administrator, selecting [Private Charge Print] will display a list of authentication user IDs. Select a user ID from the list, and then select [Job List] to display a list of jobs stored for the selected user.

4 Select the job to be printed or deleted.

- Note**
- You can select up to 100 files simultaneously to print or delete the files. If you select multiple files, they are printed in the selected order.



5 Select any option.

6 When printing, specify the number of print sets using the numeric keypad.

■Select All

Selects all jobs. To deselect all the jobs, select this button again.

■Delete

Deletes the Private Charge Print job.

- Note**
- If jobs with the same user ID are all deleted, the user ID will be deleted. Refer to "When [Delete] is Selected" (P.311).

■Print Quantity

Specify the number of print sets using the numeric keypad.

■Print

Prints the Private Charge Print job. After printing, the job is deleted.

Refer to "When [Print] is Selected" (P.312).

When [Delete] is Selected

1 Select [Delete].

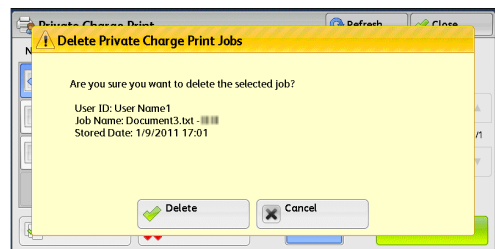
■Delete

Deletes the job.

- Important**
- Once the job is deleted, it cannot be restored.

■Cancel

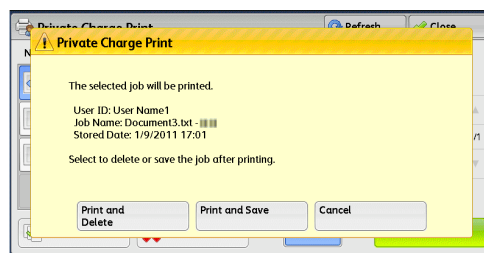
Cancels deleting the job.



When [Print] is Selected

1 Specify how to process the job after printing.

- Note**
- The screen as shown on the right does not appear if [Print Job Confirmation Screen] is set to [Disabled] in the System Administration mode. If [Disabled] is selected, the machine automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "5 Tools" > "Stored File Settings" > "Print Job Confirmation Screen" in the Administrator Guide.



■Print and Delete

Starts printing the job. After printing, the job is deleted.

■Print and Save

Starts printing the job. After printing, the job remains undeleted.

■Cancel

Cancels printing the job.

Printing Pending Jobs

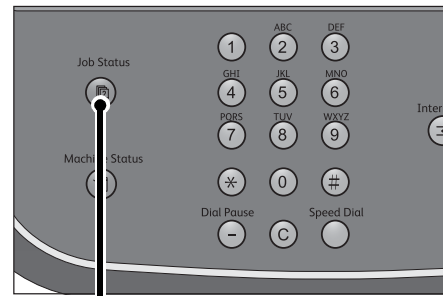
After the last user operation on the control panel of the machine, a job is waiting to be printed until the period of time specified in [Auto Print] elapses, instead of being printed immediately. You can forcibly print this pending job without waiting for this time period to elapse.

If a job is paused by the <Stop> button and is waiting to be resumed, you can also resume the job. If there are multiple jobs, subsequent jobs are printed after the paused job has been printed.

Note • If there are no pending jobs, the [Print Waiting Jobs] button is disabled.

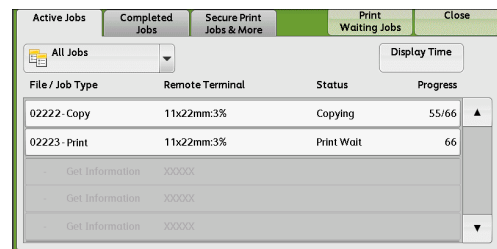
For information on how to set [Auto Print], refer to "5 Tools" > "Common Service Settings" > "Machine Clock/Timers" > "Auto Print" in the Administrator Guide.

- 1 Press the <Job Status> button.



<Job Status> button

- 2 Select [Print Waiting Jobs].



Handling Error Terminations

This section describes how to handle error terminations.

■ For a Print Job

Select a job shown as an error termination on the [Completed Jobs] tab to check the error code. Follow the instructions of the error code to solve the problem.

If an error occurs during a print job, the machine can be configured either to pause the print job until the error is confirmed by the user, or to automatically cancel the error job so that subsequent jobs can be printed.

For more information on the setting, refer to "5 Tools" > "Print Service Settings" in the Administrator Guide.

For information on error codes, refer to "12 Problem Solving" > "Error Code" in the Administrator Guide.

■ For a Scan Job

A Transmission Report - Job Undelivered is printed.

For more information on the Transmission Report - Job Undelivered, refer to "4 Machine Status" > "Machine Information" > "Automatically Printed Reports/Lists" > "Transmission Report - Job Undelivered" in the Administrator Guide. For more information on how to print the Transmission Report - Job Undelivered automatically, refer to "5 Tools" > "Common Service Settings" > "Reports" > "Scan File Transfer Report" in the Administrator Guide.

■ For Other Jobs

Print a Job History Report, and check the execution results.

For information on the Job History Report, refer to "5 Tools" > "Common Service Settings" > "Reports" > "Job History Report" in the Administrator Guide.

When an error code is listed in the Transmission Report - Job Undelivered or the Job History Report, refer to "12 Problem Solving" > "Error Code" in the Administrator Guide.

11 Computer Operations

This chapter describes how to print documents, import scanned files, and operate CentreWare Internet Services on your computer.

- Note**
- Some models do not support the features described in this chapter. An optional component is required. For more information, contact our Customer Support Center.
 - The computer screen images shown in this chapter are as of January 2012.
 - The procedures in this chapter may vary depending on the driver and utility software being used due to the upgrades.

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Features Overview

This section describes an overview of features you can perform from a computer.

■ Printing

Submits a print job to the machine from a computer.

For more information, refer to "Print" (P.317).

■ E-mail Printing

Submits a print job to the machine from a computer by sending e-mail attached with a document. The received e-mail is automatically printed from the machine according to the settings on the machine.

For more information, refer to "E-mail Printing" (P.320).

■ Importing Scanned Data

Imports files stored in a folder of the machine to a computer.

For more information, refer to "Importing Scanned Data" (P.322).

■ CentreWare Internet Services

Displays the machine status and job status. The feature also allows you to change settings as well as to import files stored in a folder.

For more information, refer to "CentreWare Internet Services" (P.330).

For information on how to import scanned data stored in a folder, refer to "Importing Using CentreWare Internet Services" (P.327).

Print

This section describes how to print with the machine by operating on a computer.

Print Features

The main print features of the machine are as follows:

Printing Using a Print Driver

For more information on print features, click [Help] on the print driver screen to view the print driver's help. For information on printing, refer to "Printing" (P.319).

Note • Some features become available after you make option settings on the [Configuration] tab. The unavailable features are grayed out.

■Pages Per Sheet (N-Up)

Prints multiple pages onto one sheet of paper.

■2-Sided Print

Prints data on both sides of paper.

■Poster

Splits one page of print data into multiple sheets of paper and enlarges the printed image to fit the size of each sheet. Used to create large posters.

■Booklet Creation

Performs 2-sided printing and page allocation for printing a booklet in the correct page order.

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

■Transparency Separators

Automatically inserts a blank sheet of paper as a separator each time a transparency is printed.

■Watermark

Prints preset text, such as "Confidential", over the print data.

■Secure Print

Temporarily stores the print data on the machine, to print it with the print command from the machine. This feature allows you to set a passcode, which is helpful to print confidential documents.

For information on how to print a Secure Print job, refer to "Secure Print" (P.302).

■Sample Set

Before printing multiple sets of a document, you can first print one set for trial, and then print the remaining sets from the machine.

For information on how to print a Sample Set job, refer to "Sample Set" (P.304).

■Delayed Print

Temporarily stores the print data on the machine to print it at specified time.

For information on how to print a Delayed Print job, refer to "Delayed Print" (P.306).

■Store in Remote Folder

Temporarily stores the print data in a registered folder, to print the data with the print command from the machine.

- Important**
- The print result of the Store in Remote Folder feature may be inferior to the other print results in quality.
 - This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.

For information on how to print files in a folder, refer to "Printing Files in Scan & Other Jobs" (P.248).

Direct Printing

Allows you to directly send TIFF, PDF, JPEG, XML Paper Specification (XPS), XDW (DocuWorks), or XBD (DocuWorks binder) format files from a computer to the machine without using a print driver.

For information on Direct Printing, refer to "Print">"Job Submission" in the help of CentreWare Internet Services.

E-mail Printing

Allows you to send e-mail with the TIFF, PDF, JPEG (JFIF), XML Paper Specification (XPS), XDW (DocuWorks), or XBD (DocuWorks binder) format documents attached from a computer to the machine. The received e-mail is automatically printed from the machine.

- Note**
- If the Authentication feature is enabled, received e-mails are not printed automatically.

For information on how to use E-mail Printing, refer to "E-mail Printing" (P.320).

Print Features Using Authentication Information

■Charge Print

This feature authenticates users on the machine to prevent unauthorized users from operating print jobs. When this feature is enabled, the machine prints only the jobs of authenticated users. The machine can also be configured to store multiple print jobs temporarily until the user requests to print them on the control panel.

In addition, by registering an authentication user ID and passcode on the machine in advance, only the registered user can print the jobs.

- Note**
- To prohibit other users from operating jobs, register a passcode for your Billing ID on the print driver.

For information on how to set Charge Print, refer to "5 Tools" > "Authentication/Security Settings" > "Authentication" > "Charge/Private Print Settings" in the Administrator Guide. For information on how to print a Charge Print job, refer to "Charge Print" (P.308).

■Private Charge Print

This feature allows you to temporarily store print data in the machine for each authentication user ID, and request on the machine's control panel to print the data. As the feature enables you to select and print only necessary jobs, you can avoid printing unnecessary jobs. Furthermore, the machine displays only the jobs of authenticated users and their associated sub users to securely protect the privacy of the users. This feature is suitable for authenticating and managing specific users managed by the system administrator.

- Note**
- If you do not want to store unnecessary jobs, you can configure the machine to store only the jobs whose authentication succeeded.
 - An application (sold separately) is required to use the feature that associates sub users with the User ID of a login user. For more information, contact our Customer Support Center.

For information on how to set Private Charge Print, refer to "5 Tools" > "Authentication/Security Settings" > "Authentication" > "Charge/Private Print Settings" in the Administrator Guide. For information on how to print a Private Charge Print job, refer to "Private Charge Print" (P.310).

Setup

To print from your computer, your computer must have a print driver installed.

For information on how to install the print driver, refer to the manual included in the Driver CD Kit.

- Note**
- When printing using authentication information, you must configure the printer settings on your computer. Make the necessary settings on the [Configuration] tab of the printer's properties. For more information, refer to the print driver's help.

Printing

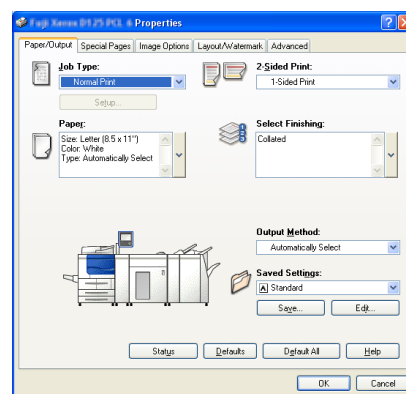
This following describes how to print documents.

The printing procedure depends on the application software you use. For more information, refer to the documentation provided with the application.


For more information on print features, click [Help] on the print driver screen to view the print driver's help.

- 1 Select [Print] from the [File] menu on the application.
- 2 Confirm [Printer Name] and click [Properties] if necessary.
- 3 Set the properties if necessary.

- Note**
- You can change the print feature in [Job Type].



- 4 Click [OK].
- 5 Click [OK] in the [Print] dialog box.

- Note**
- If the document monitor is installed and set to monitor the machine, the notification screen is displayed when printing has been completed. The document monitor is available in the CD-ROM of the Driver CD Kit. For information how to install the document monitor, refer to the manual included in the Driver CD Kit.
 - Environment-friendliness level is indicated on the notification screen with leaves . This information is provided only when [Normal Print] or [Sample Set] is selected in the [Job Type].

E-mail Printing

You can send e-mail with documents attached from a computer to the machine. The received e-mail is automatically printed from the machine according to the settings on the machine. This feature is called "E-mail Printing".

- Note**
- If the Authentication feature is enabled, received e-mails are not printed automatically.
 - This feature does not appear for some models. An optional component is required. For more information, contact our Customer Support Center.
 - The following file formats can be used: TIFF, PDF, JPEG (JFIF), XML Paper Specification (XPS), XDW (DocuWorks), or XBD (DocuWorks binder).

Setup

To use the E-mail Printing feature, the following settings are required. Check with your system administrator or network administrator whether these settings have been completed.

■ E-mail Account Registration

Registering an e-mail account in advance.

■ Configuration on the Machine

Configuring the required settings on the machine.

For information on E-mail Environment Settings, refer to "8 E-mail Environment Settings" in the Administrator Guide.

Receiving E-Mail

The following describes how to receive e-mails from Outlook Express on a computer as an example.

- 1 Use your e-mail software to create an e-mail body, and then attach a document to the e-mail if necessary.

Important • Only plain text is available for the e-mail body. Change the body text format to plain text on your e-mail application.

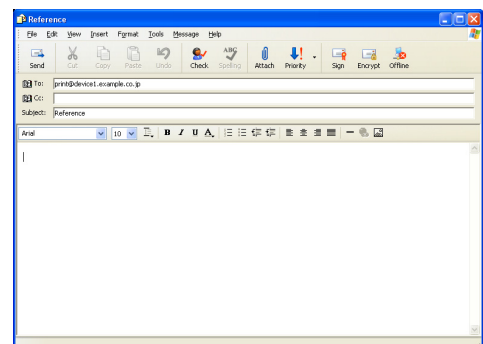
- Any forwarded e-mail (that is attached to another e-mail) cannot be printed.

Note • If the extension of the attached file is other than ".tif", ".tiff", ".pdf", ".jpeg", ".jpg", ".jpe", ".jfif", ".xps", ".xdw", and ".xbd", the file may not be printed correctly.

- * XPS stands for XML Paper Specification.

- Up to 31 documents can be attached.

- 2 Enter the machine's e-mail address as a recipient.



3 Send the e-mail.

- Note**
- The machine prints the e-mail body and the attached documents according to the following settings. The offset output setting is disabled in all cases.
 - E-mail body:
Default values of the PCL print driver for this machine which is installed on the computer.
 - TIFF or JPEG formatted attached file:
Default values of the logical printer set in [Memory Settings] of [TIFF/JPEG] in [Language Emulations] of CentreWare Internet Services.
 - PDF formatted attached file:
Settings of PDF Direct Print when [Print Processing Mode] is set to [PDF Bridge] in PDF Direct Print.
Default values of the logical printer configured under [Language Emulations] > [PostScript] > [Logical Printer Number] in CentreWare Internet Services when [Print Processing Mode] is set to [PS] in PDF Direct Print.

Importing Scanned Data

This section describes how to import files from a machine's folder to your computer. The following four methods are available. The following shows the reference section for each procedure.

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Importing to a TWAIN Compatible Application

The following describes how to import files from a machine's folder to application software.

Network Scanner Driver is used to import stored files.

Network Scanner Driver is software that allows a client-side application to import stored files (scan data) from a machine's folder via a network.

To use Network Scanner Driver, you must have Network Scanner Utility 3 installed on your computer.

Note • Install Network Scanner Utility 3 from the Driver CD Kit .

To import files stored in a folder, prior settings are required, such as enabling ports. For more information, refer to "9 Scanner Environment Settings" > "Configuration of Store to Folder" in the Administrator Guide. For information on the operation of the application, refer to the documentation provided with the application.

For information on how to install Network Scanner Driver, refer to the manual included in the Driver CD Kit.

To learn about fields in the displayed dialog box, click [Help] to view the Network Scanner Driver's help.

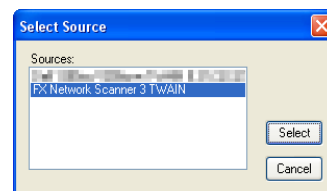
- 1 Launch application software to which files are imported.

Important • The application must support TWAIN. TWAIN is a standard for scanners and other input devices.

Note • For notes and restrictions on the use of application software, refer to the "Readme" included in Network Scanner Utility 3.

- 2 From the [File] menu, select the command for selecting the scanner (source).

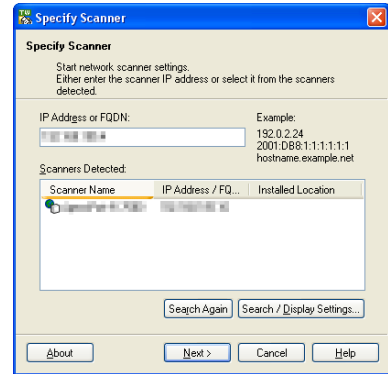
- 3 Select [FX Network Scanner 3 TWAIN], and click [Select].



- 4 From the [File] menu, select the command for importing the image from the scanner.

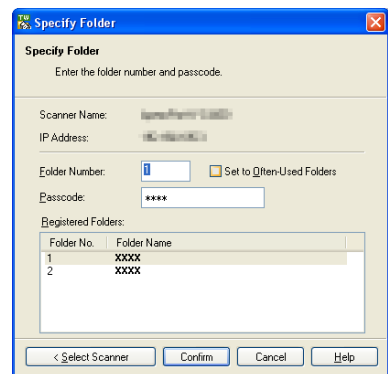
5 From the displayed list, click the scanner name of the machine, and click [Next].

- Note**
- If no scanners are shown in the list, click [Search Again]. The application searches for scanners.
 - To change the display of scanner names, use the dialog box that appears by clicking [Search/Display Settings]. For more information, refer to "Changing the display of scanner names" (P.324).
 - Only scanners on the network are automatically listed. To view a scanner on another network, click [Search/Display Settings], and register the IP Address and scanner name. For information on how to register a scanner, refer to "Changing the display of scanner names" (P.324).



6 In the [Folder Number] field, enter the number of the folder (001 - 500) that contains the file to be imported. In the [Passcode] field, enter a passcode (up to 20 digits).

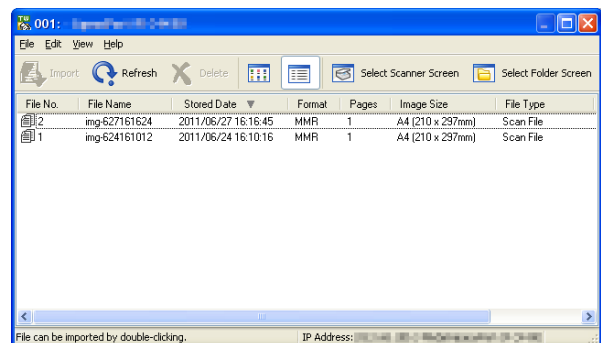
- Note**
- You can also select a folder number from [Registered Folders].
 - Clicking [Select Scanner] returns to step 5, where you can reselect a scanner.



7 Click [Confirm].

8 Select a file to be imported from the list, and click [Import].

- Note**
- You can select multiple files.
 - [Import], [Refresh], and [Delete] are available from the menu that appears when you right-click on the list.



When the import starts, the scan data is forwarded from the folder to the computer.

After being forwarded, the data is loaded onto the application software and is deleted from the folder.

- Note**
- An icon is displayed next to a file that is scanned in pages and whose forwarding operation has not been completed.
 - For most applications except DocuWorks, Network Scanner Driver expands the compressed data and transfers the data to the applications in BMP format. For DocuWorks, on the other hand, Network Scanner Driver transfers the data without data expansion processing. For this reason, it does not take much time for data transfer.
 - The machine can be configured not to delete files from a folder after forwarding them. For information on the setting, refer to "5 Tools" > "Setup" > "Create Folder" in the Administrator Guide.

Changing Network Scanner Driver Settings

To learn about fields in the displayed dialog box, click [Help] to view the Network Scanner Driver's help.

■ Changing the display of scanner names

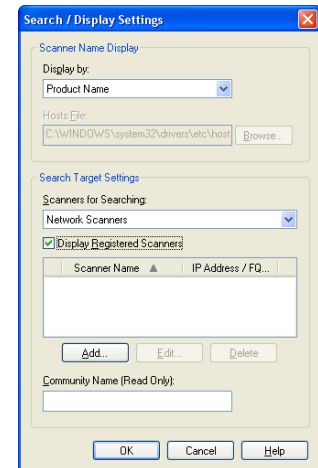
You can change the display of scanner names listed.

To change the display of scanner names, use the dialog box that appears by clicking [Search/Display Settings] in the scanner selection dialog box.

Under [Scanner Name Display], you can change the method in which scanner names are displayed in [Scanner for Searching].

Specify scanners to search for under [Search Target Settings].

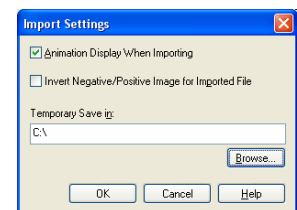
- Note**
- If you click [Add] and then register a scanner, you can display scanners from other networks.



■ Import method for scanned files

You can change the display and the import settings for files scanned from a folder.

To change the import method, click [Import Settings] from [File] menu in the file selection dialog box, and configure the settings in the dialog box that appears.



Importing Using Stored File Manager 3

The following describes how to use Stored File Manager 3 to import files from a machine's folder.

Stored File Manager 3 is software to import files from a machine's folder to a computer without using any client-side application.

To use Stored File Manager 3, your computer must have Network Scanner Utility 3 installed.

- Note**
- Install Network Scanner Utility 3 from the Driver CD Kit.

To import files stored in a folder, prior settings are required, such as enabling ports. For more information, refer to "9 Scanner Environment Settings" > "Configuration of Store to Folder" in the Administrator Guide. For information on the operation of the application, refer to the documentation provided with the application.

For information on how to install Stored File Manager 3, refer to the manual included in the Driver CD Kit.

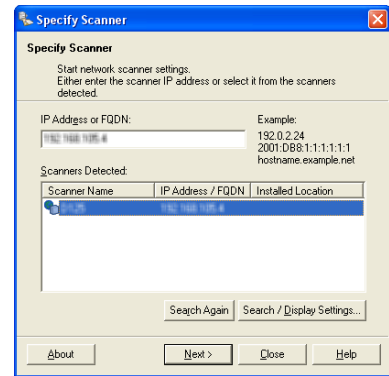
To learn about fields in the displayed dialog box, click [Help] to view the Stored File Manager 3 help.

- 1 Click [Start] and select [All Programs] > [Fuji Xerox] > [Network Scanner Utility 3] > [Stored File Manager 3].

- Note**
- If you used another directory for installation, specify the directory instead.

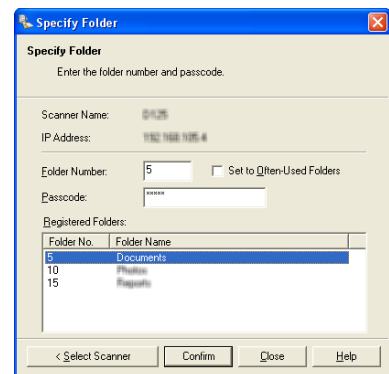
2 From the displayed list, click the scanner name of the machine, and click [Next].

- Note**
- If no scanners are shown in the list, click [Search Again]. The application searches for scanners.
 - To change the display of scanner names, use the dialog box that appears by clicking [Search/Display Settings]. For more information, refer to "Changing the display of scanner names" (P.326).
 - Only when the machine is connected to the network, the scanner name is automatically listed. To view the machine connected to another network, click [Search/Display Settings] and register the IP address and scanner name. For information on how to change the settings, refer to "Changing the display of scanner names" (P.326).



3 In the [Folder Number] field, enter the number of the folder (001 - 500) that contains the file to be imported. In the [Passcode] field, enter a passcode (up to 20 digits).

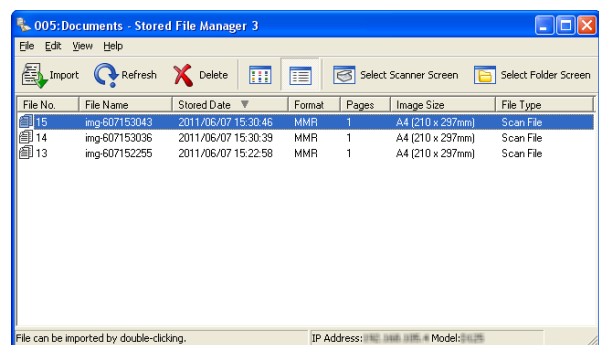
- Note**
- You can also select a folder number from [Registered Folders].
 - Clicking [Select Scanner] returns to step 2, where you can reselect a scanner.



4 Click [Confirm].

5 Select a file to be imported from the list, and click [Import].

- Note**
- You can select multiple files.
 - When [File Saving Options] is set to [Set Destination for Each File] under the import settings, a dialog box for specifying a save destination is displayed. When the dialog box appears, specify a save destination, and click [OK]. For information on the import settings, refer to "Import settings for scanned files" (P.326).



6 The file is imported to the specified directory.

- Note**
- When [File Saving Options] is set to [Save in Fixed Destination] under the import settings, a file is saved in the specified directory. For information on the import settings, refer to "Import settings for scanned files" (P.326).

Changing Stored File Manager 3 Settings

To learn about fields in the displayed dialog box, click [Help] to view the Stored File Manager 3 help.

■ Changing the display of scanner names

You can change the display of scanner names listed.

To change the display of scanner names, use the dialog box that appears by clicking [Search/Display Settings] in the scanner selection dialog box.

Under [Scanner Name Display], you can change the method in which scanner names are displayed in [Scanner for Searching].

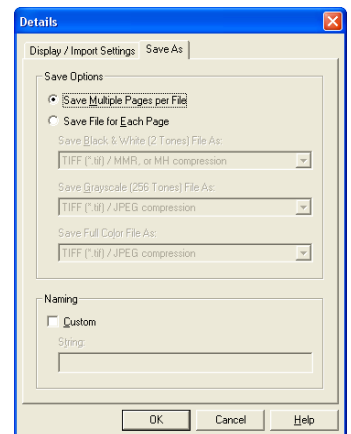
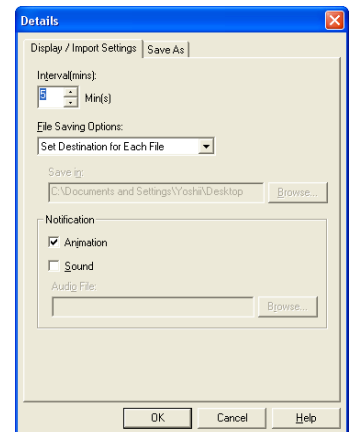
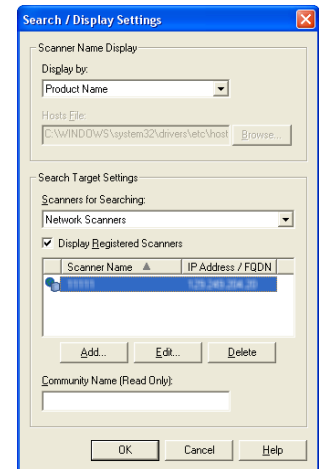
Specify scanners to search for under [Search Target Settings].

Note • If click [Add] and then register a scanner, you can display scanners from other networks.

■ Import settings for scanned files

You can change the display and the import settings for files scanned from a folder.

To change the import method, click [Details] from [File] menu in the file selection dialog box, and configure the settings in the dialog box that appears.



Importing Using CentreWare Internet Services

This following describes how to import files stored in a machine's folder using CentreWare Internet Services.

When the machine is installed in a TCP/IP environment, CentreWare Internet Services allows you to import files stored in a machine's folder by accessing the machine from a computer via a web browser. You can also use a Macintosh computer to import files via a web browser.

Note • You can retrieve scanned data in DocuWorks or PDF format, but cannot encrypt the DocuWorks or PDF files and cannot attach a signature to the files when retrieving them.

For information on an overview of CentreWare Internet Services, refer to "CentreWare Internet Services" (P.330).

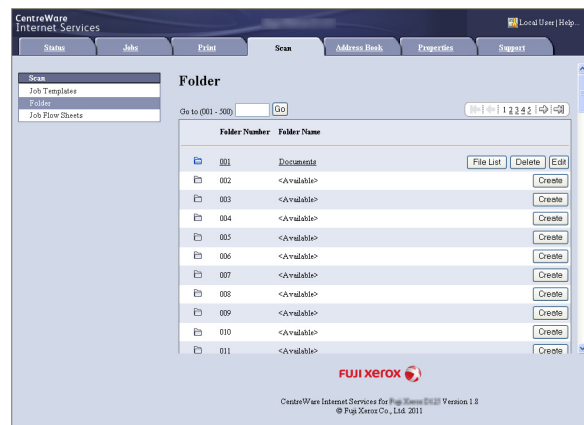
For more information on this operation, click [Help] in the top frame to view the help.

- 1 Start up the computer, and a web browser.
- 2 Enter the machine's IP address or Internet address in the browser address field, and press the <Enter> key.

Note

- If your network uses DNS (Domain Name System) and the machine's host name is registered in the domain name server, you can access the machine using the Internet address with the combination of the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com", then the Internet address is "myhost.example.com".
- Ask your system administrator for the IP address or Internet address.
- When specifying a port number, add ":" and the port number after the IP address or the Internet address.
- If the authentication feature is enabled on the machine, enter a user ID and passcode in the [User Name] and [Password] fields. Ask your system administrator for the user ID and passcode.
- If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.

- 3 Select [Folder] on the [Scan] tab.

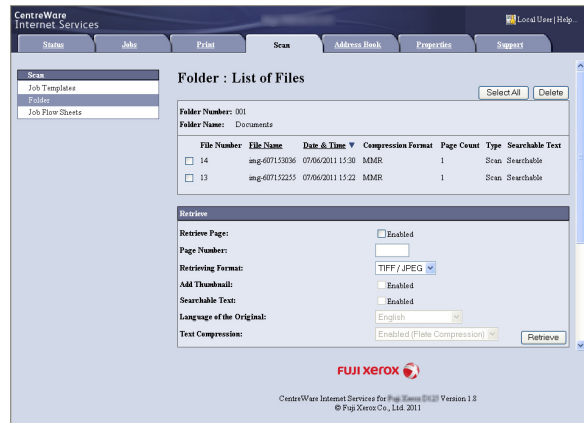


- 4 Click [File List] of the folder that contains the files to be imported.

Note • If a passcode is set, enter the passcode in the [Passcode] field (up to 20 digits).

- Place a check mark next to each file to be imported, set the necessary items, and then click [Retrieve].

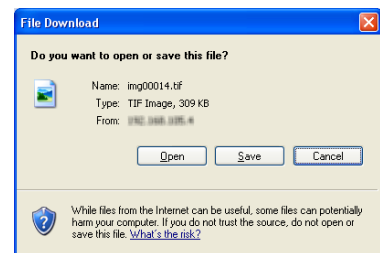
Note • When you import files in PDF format from a folder, they cannot be optimized for web view.



- Click a file name and save a link.



- Click [Save].



Importing Using EasyOperator

When you use Fuji Xerox applications such as EasyOperator, you can import files stored in a machine's folder to your computer without using Network Scanner Driver.

The files in a folder can also be listed or displayed in thumbnail view.

To import files stored in a folder, prior settings are required, such as enabling ports. For more information, refer to "9 Scanner Environment Settings" > "Configuration of Store to Folder" in the Administrator Guide. For information on the operation of the application, refer to the documentation provided with the application.

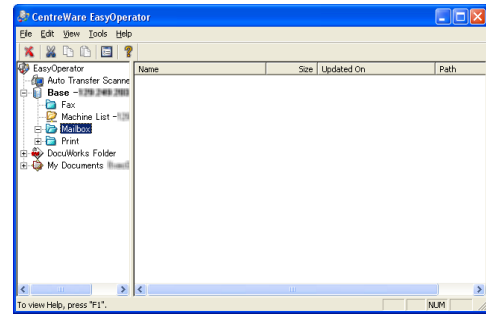
The following describes how to import files stored in a machine's folder by using EasyOperator as an example.

- Click the [Start] menu, and select [All Programs] > [Fuji Xerox] > [CentreWare EasyOperator] > [EasyOperator].

Note • If you used another directory for installation, specify the directory instead.

- In the left frame of the window displayed, add a machine's folder to [Mailbox].

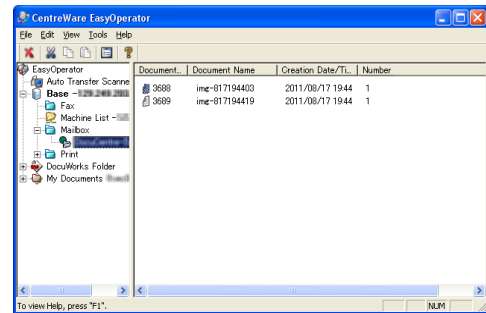
Add the folder in which files to be imported are stored. For more information on how to add a folder, refer to the EasyOperator's help.



- Select [Refresh] from the [View] menu.

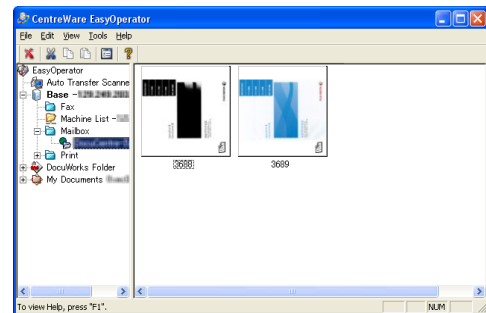
- Click [+] to the left of [Folder] to display the added folder.

When you select the added folder, the file will be displayed in the right frame.



- Select [Show Thumbnail] in the [View] menu to display the file in thumbnail view.

- Check the thumbnails of the file to be retrieved, and select the file.



- Select [Retrieve] from the [Tools] menu.

- Select a save destination in the [Browse For Folder] dialog box, and click [OK].

CentreWare Internet Services

CentreWare Internet Services requires a TCP/IP environment, and enables you to view the status of the machine and its jobs, as well as change settings via a web browser. You can also import files stored in a folder.

For information on how to import files, refer to "Importing Using CentreWare Internet Services" (P.327).

For information on the settings of CentreWare Internet Services, refer to "6 CentreWare Internet Services Settings" in the Administrator Guide.

CentreWare Internet Services Screen

The [CentreWare Internet Services] screen consists of five frames (divided windows). The information displayed in each frame depends on the feature selected: [Status], [Jobs], [Print], [Scan], [Address Book], [Properties], or [Support].

Note • For details on the setting items, click [Help] at the upper right corner of the CentreWare Internet Services screen to see help.

Important • To display the online help for CentreWare Internet Services, users need to have the environment to connect to the internet. The communication fee shall be borne by you.



■ Top Frame

Displayed at the top of the window. This frame includes the machine model name, a link to the help, user information, and tabs (links) leading to each feature.

For information on each feature provided by CentreWare Internet Services, click [Help] in this frame to view the help.

■ Upper Left Frame/Upper Right Frame

Information appearing in the upper left and upper right frames changes depending on the feature. Selecting a feature displays its available features and information in these frames.

■ Lower Left Frame

Displays the machine information and status, and the [Refresh] button. Clicking [Refresh] updates the information.

■ Lower Right Frame

Clicking the logo opens the Fuji Xerox home page.

Main features of CentreWare Internet Services are listed below.

| Tab Name | Main Features |
|--------------|---|
| Status | <ul style="list-style-type: none"> • Displaying the machine status Displaying the status of the paper trays, output trays, and consumables such as toner cartridges. • Usage Counters Displays the total number of pages used for each feature and cumulative numbers. • Total Runtime Displays [Scanner], [Output Device], [Standby Time], [Low Power Time], [Sleep Time], [Warm-up Time], and [Power Off Time] by minutes. |
| Jobs | <ul style="list-style-type: none"> • Listing active jobs and allowing you to delete the jobs, and displaying completed jobs and error information. |
| Print | <ul style="list-style-type: none"> • Job Submission Allows you to specify and print a file stored on your computer. |
| Scan | <ul style="list-style-type: none"> • Job Templates Allows you to create, edit, copy, and delete job templates. • Folder Allows you to create and set folders. You can also import files in a folder and print the files. • Job Flow Sheets Allows you to create, edit, and delete job flow sheets. |
| Address Book | <ul style="list-style-type: none"> • Allows you to add, edit, and delete recipients in the Address Book. • Address Book Allows you to view a list of the Address Book, delete the Address Book data, and restrict users to access to the Address Book. • CSV file Allows you to import a CSV file which is created by other than the machine, and download the sample CSV file and a blank CSV file. |
| Properties | <ul style="list-style-type: none"> • Displaying and setting the items such as Machine configuration, Interface, and Emulation settings. |
| Support | <ul style="list-style-type: none"> • Displaying support information. |

- Note**
- Some field settings take effect after a reboot (after switching the power off and then on again, or after changing the System Settings from the control panel).
 - If a setting is changed by CentreWare Internet Services during operation on the control panel, the updated information does not appear on the control panel. In that case, switch the power off and then on again.
 - To change the settings of items set by the system administrator, you need to enter the user ID and passcode. Ask your system administrator for the user ID and passcode.

Browser

CentreWare Internet Services supports the following browsers:

■ For Windows 7

- Microsoft® Internet Explorer® 8.0

■ For Windows Vista

- Microsoft Internet Explorer 7.0

■For Windows XP

- Mozilla Firefox 3.0
- Microsoft Internet Explorer 6.0 Service Pack 3

■For Mac OS X 10.6

- Safari 4
- Mozilla Firefox 3.0

■For Mac OS X 10.5

- Mozilla Firefox 3.0

■For Mac OS X 10.4

- Mozilla Firefox 3.0
- Safari 1.3

■For Mac OS X 10.3.9

- Mozilla Firefox 3.0

Browser Settings

Before using this service, ensure the following settings on your browser.

The following describes the setting procedure for Internet Explorer 6.0 Service Pack 3.

- 1 Select [Internet Options] from the [Tools] menu.
- 2 On the [General] tab, click [Settings] for [Temporary Internet Files].
- 3 In the [Settings] dialog box, select [Every visit to the page] or [Every time you start Internet Explorer] for [Check for newer versions of stored pages:].
- 4 Click [OK].

Proxy Server and Port Number

The following describes proxy server settings and a port number required for this service.

■Proxy Server

We recommend that you access this service directly, not through a proxy server.

- Note**
- If using a proxy server, specifying the machine's IP address in the browser results in slower responses, and could prevent some screens from appearing. In this case, set the machine's IP address on the browser not to use a proxy server. For information on the setting instructions, refer to the documentation provided with your browser.

■Port Number

The default port number of this service is "80". The port number can be changed in [Properties] > [Connectivity] > [Protocols] > [HTTP]. Usable ports are "1" to "65535".

If you set the port to a number other than 80, you must add ":" and the port number after the IP address or the Internet address when entering the address into your browser.

For example, if the port number is 8080, the URL is:

http://[the machine's IP address]:8080/

or

http://[the machine's Internet address]:8080/

You can check the port number in a Configuration Report. For information on the Configuration Report, refer to "4 Machine Status" > "Machine Information" > "Print Reports" in the Administrator Guide.

- Note**
- If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.

Starting CentreWare Internet Services

To use this service, perform the following procedure on your computer.

- 1** Start up the computer, and a web browser.
- 2** Enter the machine's IP address or Internet address in the browser address field, and press the <Enter> key.

- Note**
- If your network uses DNS (Domain Name System) and the machine's host name is registered in the domain name server, you can access the machine using the URL with the combination of the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com", then the Internet address is "myhost.example.com".
 - Ask your system administrator for the IP address or Internet address.
 - When specifying a port number, add ":" and the port number after the IP address or the Internet address.
 - If the Authentication feature is enabled on the machine, enter a user ID and passcode in the [User Name] and [Password] fields. Ask your system administrator for the user ID and passcode.
 - If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.
 - If authentication of the system administrator fails, the following message is displayed in the right frame of web browser:
"Login failed."
 - If the number of times that authentication fails exceeds the specified number, the following message is displayed in the right frame of web browser:
"Switch the machine Off and then On for System Administrator login."

12 Appendix

This chapter contains a glossary of terms used in this guide.

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Glossary

| Term | Description |
|------------------------|--|
| A3 | 420 x 297 mm paper |
| A4 | 297 x 210 mm paper |
| A5 | 210 x 148 mm paper |
| Auto Center | A feature that automatically moves an image to the center of paper when copying. |
| Auto Clear | A feature that automatically returns the touch screen to its default display when the machine is inactive for a certain period of time. |
| Auto Image Positioning | A feature that adjusts the image position so that the printing position from the edge of each page remains consistent between the inner and outer pages of a booklet. |
| Auto Select | Based on the document loaded and the magnification selected, the machine automatically selects an appropriate paper size. |
| Auto Tray Switching | When paper runs out during copying, another tray of identical paper size and orientation automatically begins supplying paper. |
| B4 | 364 x 257 mm paper |
| B5 | 257 x 182 mm paper |
| Binding Shift | When creating a booklet, this feature adds margins to the center binding area of documents. |
| Booklet Pressing | A feature that presses the spine of a booklet to flatten the spine for booklet printing. |
| Book Scanning | A feature that copies the left and right pages of an unfolded document onto two separate sheets of paper. |
| Collate | A feature where each copy set is delivered in the same order the documents were copied. |
| CSV File | CSV (Comma Separated Values) is a file format that is often used for saving data by spreadsheets and database programs. |
| Cut Paper | Standard paper sizes, such as A4 and B5. |
| Default Screen | A screen displayed on the touch screen immediately after switching the power on, or pressing the <Clear All> button. The screen is also displayed when the Auto Clear feature is used. |
| Default Value | A factory default value, or a value set in the System Administration mode. |
| Document Image | An image of a document scanned by the machine. |
| DPI | An abbreviation of Dots Per Inch. A unit used to describe printing resolution in terms of the number of dots printed in one inch. Used as a unit to describe resolution. |
| Edge Erase | A feature that erases the top/bottom, left/right or center edge of a document image when copying. |

| Term | Description |
|----------------------|---|
| Emulation | This refers to operating the printer to achieve the same print results as when printing with other manufacturers' printers. This mode is called the Emulation Mode. |
| Energy Saver Feature | <p>A feature that switches the machine status to standby after a period of inactivity.</p> <p>The following energy saver features can be set for the machine.</p> <p>Low Power Mode: The power to the fusing unit and motor is lowered when the machine is left unused for a fixed amount of time. The touch screen goes out, and the <Energy Saver> button lights up.</p> <p>Sleep Mode: Most of the units in the machine are in standby status. The machine consumes the least power.</p> |
| Error Code | A code is displayed on the touch screen or a report when a problem occurs. |
| Image Enhancement | A feature which makes the border between black and white smooth, with rough edges reduced, giving the appearance of a higher resolution. |
| Image Rotation | This feature rotates a document image by 90 degrees when the document orientation is not the same as the paper supply orientation. |
| Independent X - Y% | A feature that transforms a document image horizontally or vertically. |
| Internet | A worldwide communications network that combine miscellaneous networks. |
| Job Offset | This feature outputs sheets in alternating offsets to make each set easier to recognize. |
| Low Toner Alert Tone | A tone the device sounds when the drum/toner cartridge needs to be replaced. |
| Machine Ready Tone | A tone produced when the status of the machine changes from standby to ready, such as when the power is switched on. |
| MIME Type | <p>Multipurpose Internet Mail Extension.</p> <p>A method for determining what kind of data was received by e-mail. A MIME type refers to the type of data.</p> |
| NV Memory | A non-volatile memory, which stores the settings information of the printer even when the power is switched off. |
| Optional component | This refers to a product that is sold separately. In addition to the machine's basic configuration, various optional features are available as separately-sold optional components. (For more information on optional components, contact our Customer Support Center.) |
| Pages per Side | A feature that copies two or four documents onto one sheet of paper. |
| PCL | <p>An abbreviation of Printer Control Language.</p> <p>A page description language developed by Hewlett Packard.</p> |
| PJM | <p>An abbreviation of Printer Job Language.</p> <p>A command language for controlling printers developed by Hewlett Packard.</p> |

| Term | Description |
|---------------------|--|
| POP3 | An abbreviation of Post Office Protocol Version 3. One of the commonly used communications protocols used for receiving e-mail. It sets up a private mailbox on a provider's e-mail server, and receives messages when a communication is made. POP3 is for receiving only. SMTP is used for sending e-mail. |
| Print Page Buffer | The memory area where printing images are stored. |
| Printable Area | The actual area on paper which can be printed. |
| RAM | An abbreviation of Random Access Memory. It is a storage device (memory) where information can be retrieved as well as stored. |
| Receive Buffer | The area in the machine's memory or hard disk drive. Data sent from client computers is stored in this area. |
| Resolution | Represents a fineness of detail that can be distinguished on an image. It is usually described in terms of the number of dots per square inch (dpi), and a higher value indicates a higher resolution (finely represented). |
| ROM | An abbreviation of Read Only Memory. It is a storage device (memory) specific for the retrieval of information. |
| ROS | An abbreviation of Raster Output Scanner. It is a device for writing image signals to a drum (light sensitive). A ROS is often referred to as a laser beam scanner. |
| Scan | Sensing or reading a paper document and converting the optical image of the document to an electronic image. The machine offers two scanning devices: document glass and document feeder. |
| Screen | The screen that is displayed on the touch screen. It displays messages and feature buttons. |
| Select | In this document, "Select" refers to highlighting a feature selection by touching the feature button on the touch screen with your finger. |
| Sender | Originator of a communication. It is used as opposed to "recipient". |
| Separator | A blank, colored, or copied paper inserted between two copy sets. |
| SMTP | An abbreviation of Simple Mail Transfer Protocol. A communications protocol (an agreement governing the way data is transmitted) commonly used for sending and receiving e-mail. |
| Start Reservation | In this guide, this refers to loading a document, selecting features, and pressing the <Start> button immediately after switching the power on. Once the machine is warmed up and ready, it will automatically start copying. |
| Status Display Code | A code that indicates the machine status. When an error occurs on the machine, a status display code appears on the touch screen. |
| Store | In this guide, it is referred to as scanning an image of a document and saving the image on the machine. |

| Term | Description |
|--------------------|---|
| Stored Programming | By registering a series of operations, the machine executes the operations with just one press of [Stored Programming] on the touch screen. |
| Transparency Copy | A feature that copies on transparency films or inserts a sheet of blank or copied paper between transparency films. |
| Trimming | A feature that trims the fore edge of a booklet, which is opposite of the booklet spine, to finish the edge neatly. |
| UNC | <p>An abbreviation of Universal Naming Convention. UNC is a way to specify a path describing the location of a network resource, such as shared folders, or shared printers, on a network, Microsoft Network (SMB).</p> <p>The UNC syntax uses "\\" before the hostname, hostname and resource name are delimited by "\".</p> <p>If the hostname is "myhost", and if its host shared folder name is "sharefolder", the UNC syntax is described as follows: \\myhost\sharefolder</p> |

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**D125 Copier/Printer
D110 Copier/Printer
D95 Copier/Printer
User Guide**

ME5350E2-1 (Edition 1)

January 2012

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