DocuCentre 1085/1055
User Guide

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

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1 Before Using the Machine

Preface

Thank you for selecting the Fuji Xerox DocuCentre 1085/1055 Series.

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

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

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

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

The equipment is certified by NEMKO in compliance with [IEC60950-1 (AS/NZS 3260)]. The equipment is manufactured under an ISO 9001 Quality System. The equipment is also certified in compliance with applicable standards by various national bodies.

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

Any unauthorized alteration, which includes the addition of new functions or the connection of external devices, may impact this certification.
Contact your local Xerox representative for a list of approved accessories.

Related Information Sources

The following additional sources of information are available for the machine.

- Quick Reference Guide
- Network Administrator Guide
- The On-line Help systems (Print Drivers and Utilities contained in the CD-ROM of the Driver CD Kit)
- The Documentation contained in the CD-ROM of the Driver CD Kit

NOTE: Please note that the screens shown in this guide apply to a fully configured machine and therefore may not exactly represent the configuration being used.

Using This Guide

This section describes the organization of this guide.

This guide was produced for users who operate the DocuCentre 1085/1055 Series on a regular basis. When reading this guide, refer to the chapter most relevant to the operation you are performing.

Organization

This guide consists of the following chapters.

Chapter 1 Before Using the Machine

Explains how to use this guide, safety information, and legal notices.

Chapter 2 Product Overview

Describes machine components and how to perform basic operations, such as switching on and off, using the control panel, and setting power saver modes.

Chapter 3 Copy

Explains how to use the copy features.

Chapter 4 Fax

Describes the fax features.

Chapter 5 E-mail

Describes the e-mail features.

Chapter 6 Print

Describes the print features.

Chapter 7 CentreWare Internet Services

Explains how to use CentreWare Internet Services.

Chapter 8 Paper and Other Media

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

Chapter 9 Setups

Explains how to set machine settings.

Chapter 10 Maintenance

Explains how to replace consumables and clean the machine.

Chapter 11 Problem Solving

Explains how to troubleshoot machine problems.

Chapter 12 Appendix

Lists the main specifications of the machine, and the optional components available for the machine.

Chapter 13 Glossary

Explains the terms used in this guide.

Conventions

This section describes the conventions used throughout this User Guide. In this guide, you will find that some terms are used interchangeably:

- Paper is synonymous with media.
- Document is synonymous with original.
- DocuCentre 1055/1085 Series is synonymous with the machine.

Orientation

Orientation is used to mean the direction of images on the page. When the image is upright, the paper (or other media) can be either long edge feed or short edge feed.

Long Edge Feed (LEF)

When loading documents long edge feed into the document feeder, load with one of the long edges facing into the document feeder. The short edges appear at the top and bottom of the paper, facing the front and back of the document feeder. When loading paper long edge feed into a paper tray, place the paper with one of the long edges on the left-hand side and one of the short edges toward the front of the tray.

Short Edge Feed (SEF)

When loading documents short edge feed into the document feeder, load with one of the short edges facing into the document feeder. The long edges appear on the top and bottom of the paper, facing the front and back of the document feeder. When loading paper short edge feed into a paper tray, place the paper with one of the short edges on the left-hand side and one of the long edges toward the front of the tray.
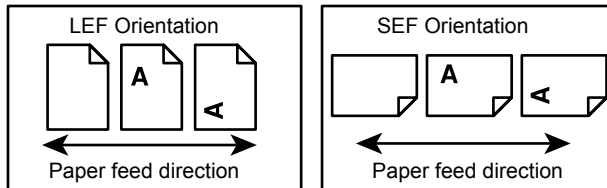
Text in [Square Brackets]

Indicate that these are names of the screens, tabs, buttons, features and option categories on the screen. They are also used when referring to file and folder names on a computer.

For example:

*   Select [Common Settings] on the [System Settings] screen.

*   Select [Confirm].

Text in <Angle Brackets>

Indicate that these are names of the hard buttons, numeric or symbol buttons, lights on the control panel or symbols on the power switch label.

For example:

*   Press the <Machine Status> button to display the [Machine Status] screen.

*   Press the <C> button on the control panel to clear the suspended job.

Italic Typeface

The Italic Typeface is used to indicate references to other sections, chapters.

For example:

*   For information on cleaning the document glass, refer to *the Maintenance chapter on page 173.*

*   *Paper Supply – page 55.*

Notes

Notes are statements that provide additional information.

For example:

NOTE: If the document feeder is not fitted to the machine, this feature is not available.

Safety Notes

Before using this product, read "Safety Notes"carefully for safety use.

This product and recommended supplies have been tested and found to comply with strict safety requirements including safety agency approvals and compliance with environmental standards. Follow the following instructions for safety use.

⚠ **WARNING**

Any unauthorized alteration including an addition of new functions or connection to external devices may not be covered by the product warranty. Contact your local Fuji Xerox representative for more information.

Follow all warning instructions marked on this product. The warning marks stand for the followings:

⚠**DANGER**	Used for item that if not followed strictly, can lead death or severe or fatal injuries and the possibility to do it is comparatively high.
⚠**WARNING**	Used for items that if not followed strictly, can lead to severe or fatal injuries.
⚠**CAUTION**	Used for items that if not followed strictly, can cause injuries to user or damages to machine.

	△ A symbol for items to pay attention to when handling machine. Follow instructions carefully to use machine safely.
	Caution · Flammable · Explodable · Electric shock · Heated surface · Moving object · Pinched fingers
	⊘ A symbol for prohibited items. Follow instructions carefully to avoid any dangerous acts.
	Prohibited · No fire · Do not touch · Do not use in bathroom · Do not tear down · Keep away from wet · Never touch with wet hand
	● A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks.
	Instructions · Unplug · Ground/ Earth

Electrical Safety

⚠WARNING

This product shall be operated by the power source as indicated on the product's data plate. Consult your local power company to check if your power source meets the requirements.

> ### ⚠ WARNING
> Connect this product to a protective earth circuit.

This product is supplied with a plug that has a protective earth pin. The plug fits only into an earthed electrical outlet. If the plug doesn't fit to the outlet, contact an electrician to replace the outlet to avoid risk of electric shock. Never use an earthed adapter plug to connect the product to the electrical outlet that has no earth connection terminal.

Improper connection of a grounding conductor may cause electric shock.

Plug the power cord directly into a grounded electrical outlet. To prevent overheat and a fire accident, do not use an extension cord, a multi-plug adaptor or a multiple connector. Consult your local Fuji Xerox representative to check if an outlet is grounded.

Connect this product to a branch circuit or an outlet that has larger capacity than the rated ampere and voltage of this product. See the data plate on the rear panel of this product for its rated ampere and voltage.

Never touch the power cord with wet hand. It may cause electric shock.

Do not place an object on the power cord.

Always keep the plug connection free of dust. The dusty and damp environment may bring about minute electric current in a connector. It may generate heat and eventually cause a fire accident.

To avoid the risk of electric shock and a fire accident, only use the power cord supplied with this product or the ones designated by Fuji Xerox.

The power cord is exclusive use for this product. Do not use it for any other product.

Do not damage or alter the power cord. Damage and alteration may generate heat and eventually cause electric shock or a fire accident.

If the power cord is damaged or insulated wires are exposed, contact your local Fuji Xerox representative for its replacement. Do not use a damaged or uninsulated cord to avoid the risk of electric shock and a fire accident.

⚠CAUTION

When cleaning this product, always switch off and unplug it. Access to a live machine interior may cause electric shock.

Do not unplug or re-plug this product with the switch on. Plugging and unplugging a live connector may deform the plug and generate heat, and eventually cause a fire accident.

Hold the plug not the cord when unplugging this product, or it may damage the cord and cause electric shock or a fire accident.

Switch off and unplug the product when it is not used over weekends or long holidays. It may cause deterioration of insulations and eventually electric shock or a fire accident.

Once a month, switch off this product and check if

- the power cord is plugged firmly into an electrical outlet;

- the plug is not excessively heated, rusted or bent;

- the plug and electrical outlet are free of dust; and

- the power cord is not cracked or worn down.

Once you notice any unusual condition, switch off and unplug this product first and contact your local Fuji Xerox representative.

Machine Installation

⚠WARNING

Do not locate this product where people might step on or trip over the power cord. Friction or excessive pressure may generate heat and eventually cause electric shock or a fire accident.

⚠CAUTION

Never locate this product in the following places:

- Near radiators or any other heat sources

- Near volatile flammable materials such as curtains

- In the hot, humid, dusty or poorly ventilated environment

- In the place receiving direct sunlight

- Near cookers or humidifiers

Locate this product on the level and sturdy surface that can withstand a weight of 80.9 Kg. Otherwise, if tilted, the product may fall over and cause injuries.

Locate this product in a well-ventilated area. Do not obstruct ventilation openings of the product.

Keep the minimum clearance as follows for ventilation.
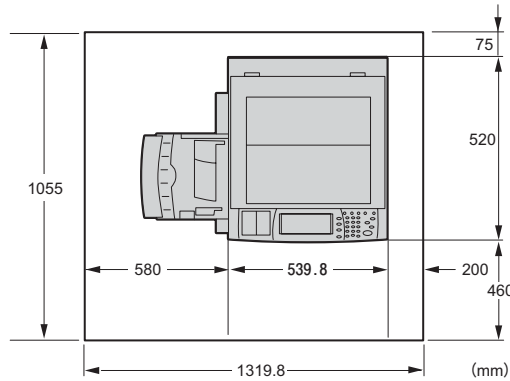
Do not incline the product at more than 10 degree angle. Otherwise, it may fall over and cause injuries.
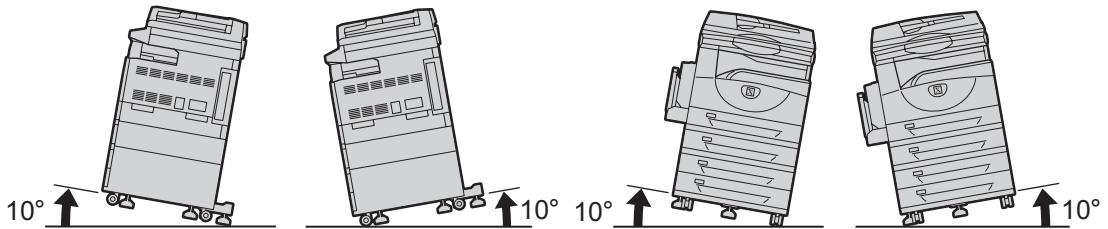
Always lock the wheels of this product after installation. Otherwise, it may fall over or slide and cause injuries.

Others

To keep this product in a good performance and condition, always use it in the following environment:

- Temperature: 10 - 32 °C

- Humidity: 15 - 85%

When the product is left in a chilly room and the room is rapidly warmed up by heater, dew condensation may form inside the product and cause a partial deletion on printing.

Operational Safety

⚠WARNING

The operator's product maintenance procedures are described in the customer documentation supplied with this product. Do not carry out any other maintenance procedures not described in the documentation.

This product features safety design not to allow operators access to hazard areas. The hazard areas are isolated from operators by covers or protectors which require a tool to remove. To prevent electric shock and injuries, never remove those covers and protectors.

To avoid the risk of electric shock and a fire accident, switch off and unplug the product promptly in the following conditions, then contact your local Fuji Xerox representative.

- The product emits smoke or its surface is unusually hot.

- The product emits unusual noise or odor.

- The power cord is cracked or worn down.

- A circuit breaker, fuse or any other safety device is activated.

- Any liquid is spilled into the product.

- The product is soaked in water.

- Any part of the product is damaged.

Do not insert any object into slots or openings of this product.

Do not place any of the followings on the product:

- Liquid container such as flower vases or coffee cups

- Metal parts such as staples or clips

- Heavy objects

If liquid is spilled over or metal parts are slipped into the product, it may cause electric shock or a fire accident.

Do not use conductive paper such as carbonic paper or coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.

When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of the product. Never use aerosol cleaners, or it may catch fire and cause explosion.

Never play the CD-ROM supplied with the product on an audio player. Always use a CD-ROM player. Otherwise, large sound may damage audio players or your ears.

Laser Safety

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

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

⚠ CAUTION

Always follow all warning instructions marked on or supplied with this product.

To avoid the risk of burn injuries and electric shock, never touch the area with the "High Temperature" or "High Voltage" marks on.

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

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

(1) Turn off the power of the product.

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

(3) Push the TEST button lightly with sharp edges such as pen tip and make sure that the RESET button returns to the projected position.
This is the end of the check procedure.

(4) Push the RESET button again and make sure the button is kept retracted.
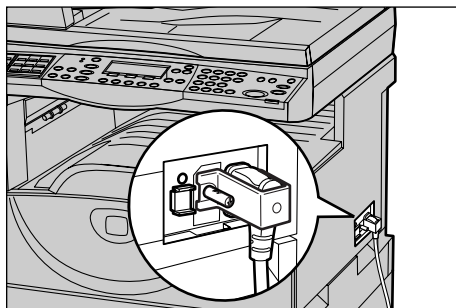
Do not attempt to remove a paper jammed deeply inside the product, particularly a paper wrapped around a fuser or a heat roller. Otherwise, it may cause injuries or burns. Switch off the product promptly and contact your local Fuji Xerox representative.

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

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

Ventilate well during extended operation or mass copying. It may affect the office air environment due to odor such as ozone in a poorly ventilated room.

Provide proper ventilation to ensure safety and comfort of the office environment.

Consumable

⚠WARNING

Store all consumables in accordance with the instructions given on its package or container.

Use a broom or a wet cloth to wipe off spilled toner. Never use a vacuum cleaner for the spills. It may catch fire by electric sparks inside the vacuum cleaner and cause explosion. If you spill a large volume of toner, contact your local Fuji Xerox representative.

Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion.

If you have a used toner cartridge no longer needed, contact your local Fuji Xerox representative for its disposal.

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

⚠CAUTION

Keep the drum and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.

When replacing the drum and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.

If toner spills onto your skin or clothing, wash it off with soap and water.

If you get toner particles in your eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary.

If you inhale toner particles, move to a fresh air location and rinse your mouth with water.

If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.

Location of warning and caution labels

Always follow all warning instructions marked on or supplied with this product.

To avoid the risk of burn injuries and electric shock, never touch the area with the "High Temperature" or "High Voltage" marks on.
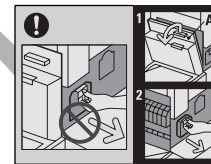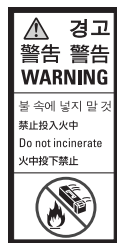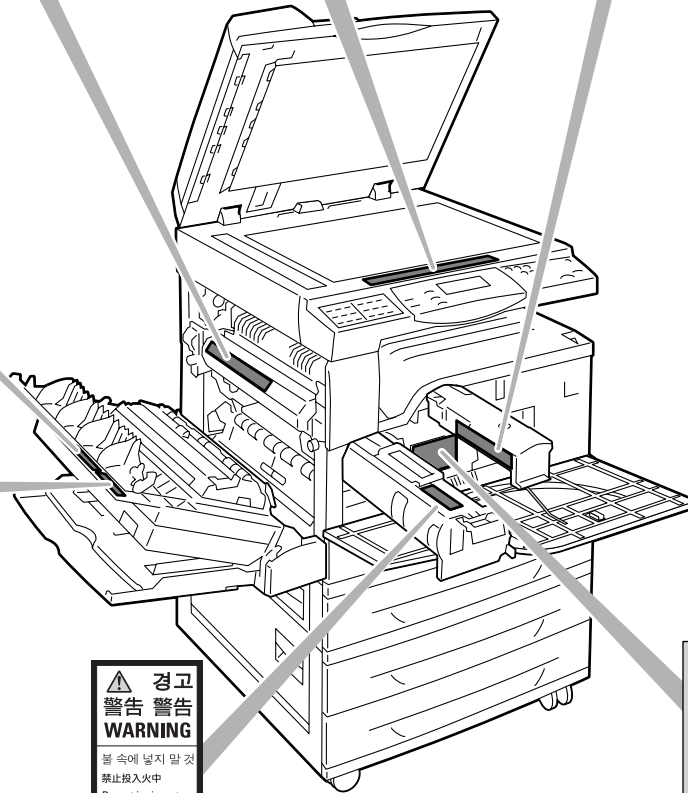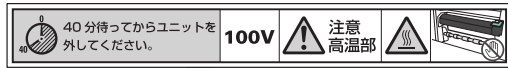
Regulation

Radio Frequency Emissions (Class B)

This product has been tested and found to comply with the limits for a Class B digital device, pursuant to the International Standard for Electromagnetic Interference (CISPR Publ. 22) and Radio communications Act 1992 in Australia/New Zealand. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This product generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this product does cause harmful interference to radio or television reception, which can be determined by turning this product off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

*   Reorient or relocate the receiving antenna.
*   Increase the separation between this product and the receiver.
*   Connect this product into an outlet on a circuit different from that to which the receiver is connected.
*   Consult the dealer or an experienced radio/TV technician for help.

Changes and modifications to this product not specifically approved by Fuji Xerox may void the user's authority to operate this product.

Product Safety Certification (CB)

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

 NEMKO : IEC60950-1:ed. 1

Environment

*   This product consumes 1 W or less power even with switch off. To avoid (or save) the power consumption, unplug this product from an electrical outlet after use.
*   Emissions of dust, ozone and styrene from this product have been tested and found to comply with the Eco Mark criteria on chemical emission for copiers. According to the test procedures defined by German Blue Angel RAL-UZ62: 2002, the test was performed under the condition of monochrome copying, using the toner type DocuCentre 1085/1055 that is recommended for this product.
*   For environmental protection and efficient use of resources, Fuji Xerox reuses returned toner cartridges to make recycle parts, recycle materials or energy recovery.
*   Proper disposal is required for drum and toner cartridges no longer needed. Do not open drum and toner cartridge containers. Return them to your local Fuji Xerox representative.

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Heimdal

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This product includes cryptographic software written by Eric Young (eay@cryptsoft.com). This product includes software written by Tim Hudson (tjh@cryptsoft.com).

Original SSLeay

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This package is an SSL implementation written by Eric Young (eay@cryptsoft.com).

The implementation was written so as to conform with Netscapes SSL.

This library is free for commercial and non-commercial use as long as the following conditions are adhered to. The following conditions apply to all code found in this distribution, be it the RC4, RSA, lhash, DES, etc., code; not just the SSL code. The SSL documentation included with this distribution is covered by the same copyright terms except that the holder is Tim Hudson (tjh@cryptsoft.com).

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Legal Notice

Copying or printing certain documents may be illegal in your country. Penalties of fines or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy or print in your country.

•   Currency

•   Banknotes and checks

•   Bank and government bonds and securities

•   Passports and identification cards

•   Copyright material or trademarks without the consent of the owner

•   Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

2 Product Overview

This machine is not simply a conventional copier but a digital device capable of copying, faxing, printing and scanning, depending on the configuration.

The appearance of the screen on your machine may differ slightly depending on the model and configuration. However, feature descriptions and functionality described here remain the same.

Identifying the Machine Components

The following diagram shows the standard and optional components of the machine. Configuration may vary depending on the model.
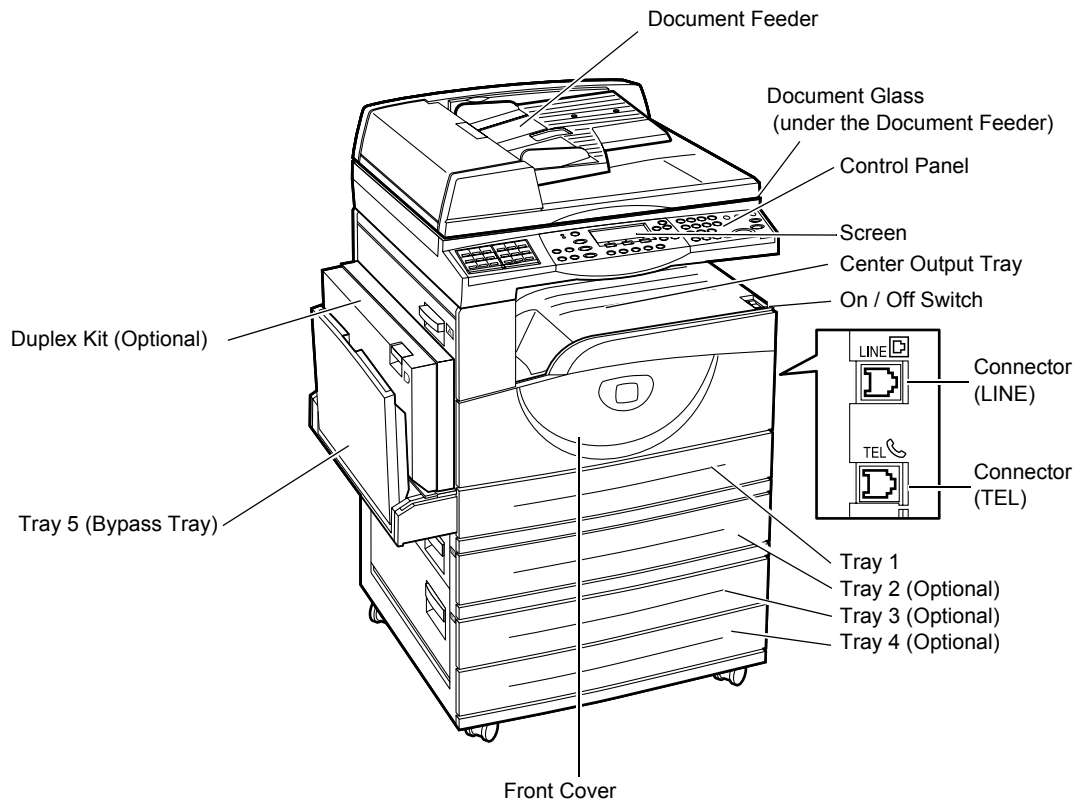
NOTE: Depending on the configuration, the Document Glass Cover is attached instead of the Document Feeder. A maximum of three optional paper trays can be attached.

Connector (TEL)

Located on the right-hand side of the machine. Connect a telephone to this jack if required.

Connector (LINE)

Located on the right-hand side of the machine. Connect a telephone cable to this jack. Then connect the other end to the wall jack.

Document Feeder

There are two types of document feeder for the machine. One type is the ADF (Automatic Document Feeder) which provides single-sided scanning, the other type is the DADF (Duplex Automatic Document Feeder) which enables both sides of the document to be scanned automatically.

Duplex Kit

Allows you to make double-sided copies.

For more information on how to make double-sided copies, refer to *2 Sided in the Copy chapter on page 58.*

Tray 1 to 4

Tray 1 is standard equipment and can hold a maximum of 250 sheets of 80 g/m^2 paper. Tray 2, 3, and 4 can hold a maximum of 500 sheets of 80 g/m^2 paper. Tray 2 is required to install Tray 3 and 4.

Center Output Tray

Delivers the printouts face down. This tray can hold 50 sheets of 80 g/m^2 paper.

Tray 5 (Bypass Tray)

Allows you to load custom size paper as well as standard paper. Also load other types of sheets in this tray, such as transparencies and labels that cannot be loaded in Tray 1. To load paper manually, open Tray 5 (bypass tray).

System controls

	Button/Indicator	**Function**
1	<Manual Dial>	Allows you to send and receive documents manually. This button works only for faxing with the document feeder; When the document is loaded into the feeder, you can press the button only for sending. When the document is not loaded into the feeder, you can press the button only for receiving. **NOTE:** Press the <Manual Dial> button before setting the recipient or functions. Pressing the <Manual Dial> button resets the specified recipient and set functions.
2	<Direct Send>	Allows you to use the direct send feature. Refer to *Direct Send in the Fax chapter on page 79.*
3	<Fax Transmitting>	Indicates that data is being transmitted or received.
4	<Jobs in Memory>	Indicates there is data stored in the machine.
5	<Job Status>	Use this button to view the progress of a job. Refer to *Job Status on page 39.*
6	<Select>	Allows you to select options displayed on the screen. Each press of the <Select> button moves you up one option.
7	<←><→>	Use these buttons to switch between screens. You can also use them to move the cursor in the entry field.
8	<Machine Status>	Displays the status of the machine. Refer to *Machine Status on page 41.*
9	<Dial Pause>	Enters a pause in a telephone number when transmitting a fax.
10	<Speed Dial>	Allows you to specify the fax number or e-mail address using Speed Dial codes.

	Button/Indicator	**Function**
11	<Language>	Allows you to switch the language displayed on the screen between English and the local language, when the machine is the Korean, Simplified Chinese, or Traditional Chinese model. **NOTE:** After the <Language> button has been pressed to change the language used, the information may not correctly appear when displayed on the control panel or printed in reports or lists. **NOTE:** If the <Language> button is pressed to change the language while fax-related reports and lists are being printed, the reports and lists will still be printed in the language which was in use before the switch. **NOTE:** If the language in use is Korean, Simplified Chinese, or Traditional Chinese, and the <Language> button is pressed to change the language used after the sender name has been registered, the text of the sender name may become garbled.
12	<Log In/Out>	Allows you to log in to the machine as the System Administrator, and change the default settings. You can also register a destination in the Address Book, a Fax Program, or a bulletin board. Refer to *Setups chapter on page 131*.
13	<Power Saver> (Green light)	Indicates whether the machine is in power saver mode. Also allows you to cancel this mode.
14	<Clear All>	Restores the default settings and resume to the first screen of Copy or Fax.
15	<Stop>	Temporarily stops a job.
16	<Error>	Indicates that an error occurred.
17	<Start>	Starts or resume a job.
18	<C>	Deletes a numeric value or the last letter and symbol entered.
19	<# (hash)>	Indicates the symbols.
20	<*(asterisk)>	Used when you switch the machine to tone.
21	<Enter>	Determines any changed settings or entered values.
22	<Exit>	Returns to the previous screen without acquiring any changed settings or entered values.
23	<Collated>	Provides a quick way of using the sort feature.
24	<Orig. Type>	Provides a quick way of selecting the document type.
25	<Enlarge>	Provides a quick way of specifying the enlarge ratio.
26	<Reduce>	Provides a quick way of specifying the reduction ratio.
27	<Paper Supply>	Provides a quick way of selecting the paper tray.

	Button/Indicator	Function
28	<Copy>	Use this button to access the Copy function. Refer to *Copy chapter on page 49.*
29	<Fax>	Use this button to access the Fax function. Refer to *Fax chapter on page 63.*
30	<E-mail>	Use this button to access the E- mail function used for sending E- mail. Refer to *E-mail chapter on page 87.*
31	<Address Book>	Allows you to select the destination registered in the Address Book or the program registered in the Fax Program.
32	<Address Enter/Next>	Allows you to send a fax to the multiple destinations at the same time.
33	One Touch panels	Displays the number of One Touch buttons. Flip the panel to access page 1 (001 to 018), page 2 (019 to 036), or page 3 (p01 to p18 for Fax Program).
34	One Touch buttons	Specifies Speed Dial or the Fax Program at a single touch.

Character Input

This section describes how to enter characters using the control panel. Alphabets, numbers, and symbols are possible for the machine. However, characters available are limited for each item.

How to Input Characters

Enter characters in the following screen.

```
Enter Recipient Name (Max 12 chars.) ← Shift →
 _____
|_____|
 _                          Entry Mode
| Convert | No Conversion |  Alphabet
```

Items	Description
Entering Alphabets	1 Select [Alphabet] in [Entry Mode] using the <Select> button. 2 Enter alphabets using the alphanumeric keypad on the control panel. **NOTE:** Each time you press the key, upper-case characters assigned to the key display in alphabetical order one by one, then lower-case characters appear in the same order.For example, when pressing the <2> button, the character rotates in the following order: A → B → C → a → b → c.

Items	Description
Entering Numbers	1 Select [Numeric] in [Entry Mode] using the <Select> button. 2 Enter numbers using the alphanumeric keypad on the control panel.
Entering Symbols	1 Select [Alphabet] in [Entry Mode] using the <Select> button. 2 Press the <#> button. 3 Move the cursor to select a symbol you want to enter using the <←>, <→>, or, <Select> button. 4 Press the <Enter> button.
Entering Space	• When entering a space at the end of the entry Press the <→> button. • When inserting a space between the characters Press the <0> button for a few times to insert a space.
Deleting One	Press the <C> button.

Power On/Off

Powering On

Ensure that the machine is connected to a suitable power supply and that the power plug is firmly connected to the electrical outlet. For technical information, refer to *Specifications in the Appendix chapter on page 209.*

The machine is ready to make copies about 25 seconds after the power is switched on.

1. Press the power switch to the <I> position.
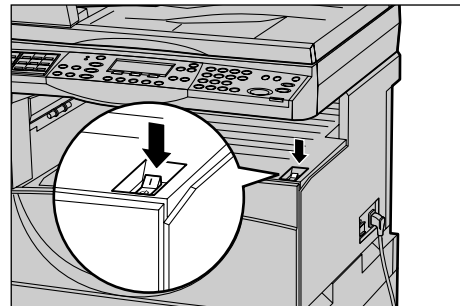
NOTE: If the machine does not start up, check that the <RESET> button on the side of the machine is in the reset position.
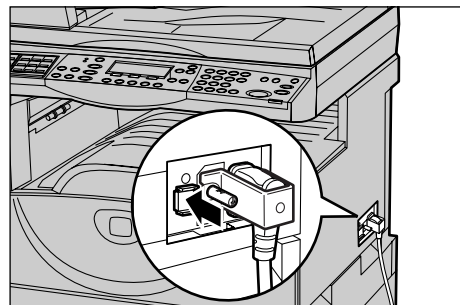
Powering Off

If the Fax option is installed, ensure that the <Jobs in Memory> indicator on the control panel is off before you switch off the machine. If you switch off the machine while the <Jobs in Memory> indicator is lit, and if left for more than 2 hours, all stored documents will be deleted. After being charged 30 hours, the machine is able to keep the stored documents for 2 hours.

NOTE: Wait at least 20 seconds between powering the system on and off. Otherwise, the machine may not restart correctly.

Ground Fault Interrupter (GFI)

If a fault is detected in the power supply to the machine, a Ground Fault Interrupter (GFI) device on the machine automatically cuts all electrical power. If power is interrupted, locate the <RESET> button on the side of the machine. If the GFI has been triggered, the <RESET> button will be in the tripped position. To restore power to the machine, press the <RESET> button.

Before using the machine, press the <TEST> button. If the GFI is working properly, the <RESET> button should pop up. If it does, press the <RESET> button.
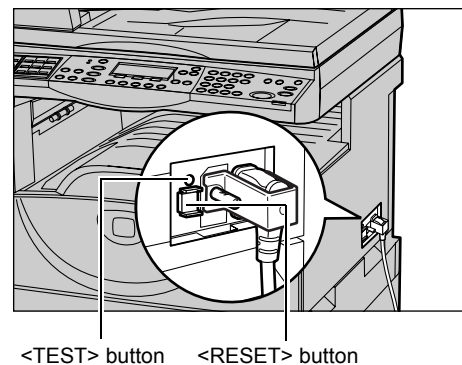
<TEST> button   <RESET> button

NOTE: If the <RESET> button pops back up when you press it, or if power is not restored by this procedure, contact our Customer Support Center.

Power Saver Modes

The machine has energy saving features that significantly reduce the power consumption during inactivity. The <Power Saver> button is located on the upper- right position of the control panel, and lights up when the power saving feature is enabled. The power saving feature operates in the following two modes.

- Low Power Mode
- Sleep Mode
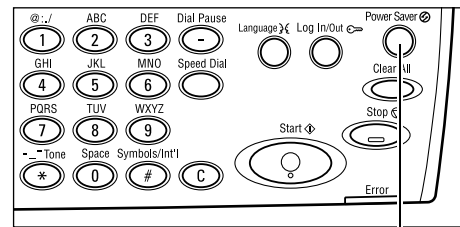
<Power Saver> light/button

NOTE: If the active tray runs out of paper when printing and remains untouched, or the tray is pulled out from the machine and remains out, the power saving feature does not operate.

Low Power Mode

The machine automatically switches to the Low Power Mode after a specified period of time from the last copy, fax, scan, or print operation. In this mode, the screen is turned off and the Power Saver light is on. The Low Power Mode is canceled when the <Power Saver> button on the control panel is pressed, or a fax or print job is received by the machine. The time interval is customer changeable within the range of 1 to 60 minutes.

For more information, refer to *Power Saver in the Setups chapter on page 134.*

Sleep Mode

The machine automatically switches to the Sleep Mode after the Low Power Mode continues a specified period of time. The Sleep Mode has a reduced power consumption compared to Low Power Mode. In this mode, the screen is turned off, and the Power Saver light is on. The Sleep Mode is cancelled when the <Power Saver> button is pressed, or a fax or print job is received by the machine. The time interval is customer changeable within the range of 1 to 239 minutes.

For more information, refer to *Power Saver in the Setups chapter on page 134.*

Changing the Default Time Settings

This section describes how to change the default time settings such as Auto Clear, Power Saver, and Scanning Timer. For more information, refer to *Timer Settings in the Setups chapter on page 133.*

1. Press the <Log In/Out> button on the control panel.
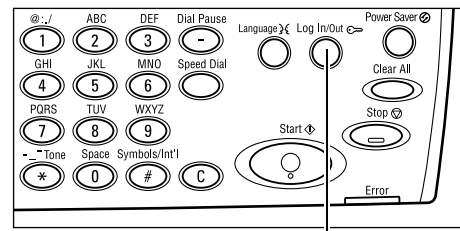
<Log In/Out> button

2. Select [System Settings] using the <Select> button.
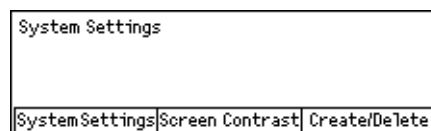
```
System Settings



System Settings Screen Contrast Create/Delete
```

3. Enter the System Administrator password using the numeric keypad on the control panel.

```
System Admin. - Enter Password



                          Confirm
```
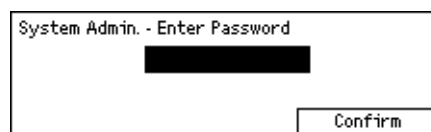
NOTE: The default System Administrator password is "11111".

4. Select [Confirm] using the <Select> button, or press the <Enter> button.

5. Select [Common Settings] on the [System Settings] screen using the <Select> button.

```
System Settings
Auditron Admin. Fax Settings
Common Settings Print Settings
Change Password Copy Settings  E-mail Settings
```
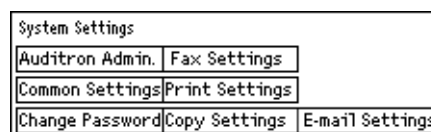
6. Press the <Enter> button.

7. Select [Timer Settings] on the [Common Settings] screen using the <Select> button.

```
Common Settings
  Audio Tones  Offset Stacking
 Timer Settings   Auto Repeat
Screen Default Notification Tone
```
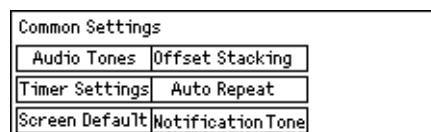
8. Press the <Enter> button.

9. Select the required option.

10. Enter the value using the numeric keypad.

```
Timer Settings
Scanning Timer
  Power Saver
  Auto Clear
```
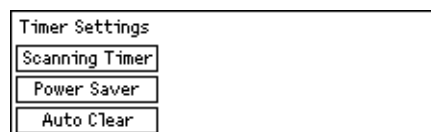
NOTE: You may have to delete the existing value (by pressing the <C> button on the control panel) before entering the new value.

11. Press the <Enter> button.

Modes

The mode buttons are used to access the screens which allow you to select features, monitor the status of jobs and obtain general information about the machine.

There are six mode buttons on the machine:

- Copy
- Fax
- E-Mail
- Log In/Out
- Job Status
- Machine Status

NOTE: Depending on the configuration, there may be three mode buttons, the <Log In/Out>, <Job Status> and <Machine Status> buttons, on the machine.

<Job Status>   <E-mail> button   <Fax> button   <Copy> button   <Machine Status>   <Log In/Out> button
button   button
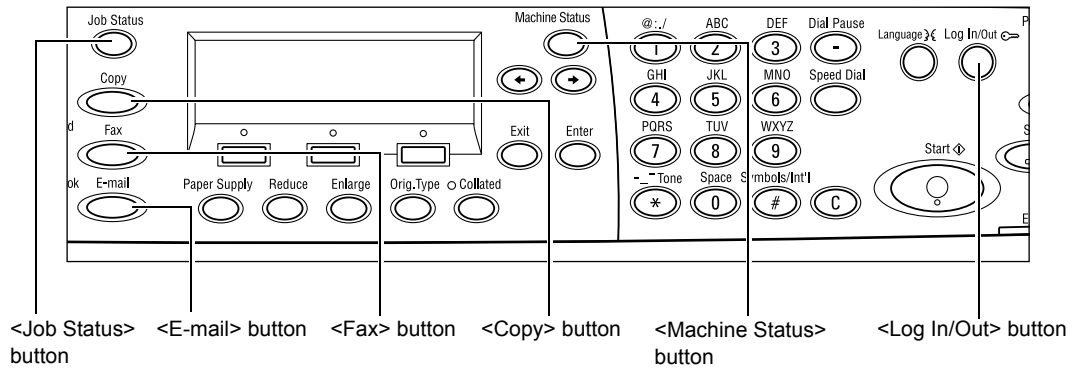
Copy

Use this button to access the Copy function which is used to make copies. The Copy mode contains three screens which provide access to the many Copy features.

Features such as Reduce/Enlarge, Multiple-Up and Mixed Size Originals are available to support all of your copying requirements.

1. Press the <Copy> button on the control panel.

2. Press the <←> or <→> button to switch between screens.

3. To exit the Copy mode, press another mode button.

For more information about Copy features, refer to *Copy chapter on page 49.*

Fax

Use this button to access the optional Fax function which is used to send faxes and access functions such as Mailbox and Polling. The Fax mode contains seven screens used to access features such as Resolution, Delayed Start and Priority Send.

1. Press the <Fax> button on the control panel.

2. Press the <←> or <→> button to switch between screens.

3. To exit the Fax mode, press another mode button.

For more information about Fax features, refer to *Fax chapter on page 63.*

E-mail

Use this button to access the optional E-mail function used for scan to E-mail. The E-mail mode contains three screens which provide access to the E-mail features.

Features such as Lighten/Darken, Scan Size and 2 Sided Originals are available to support all of your e-mail requirements.

1. Press the <E-mail> button on the control panel.

2. Press the <←> or <→> button to switch between screens.

```
Select an address.              Memory 100%
                                    1 of 3 ➜
                    Resolution   Lighten/Darken
E-mail Address  200dpi Text      Lighten
```

3. To exit the E-mail mode, press another mode button.
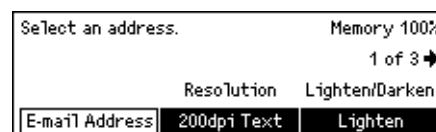
For more information about E-mail features, refer to *E-mail chapter on page 87.*

Log In/Out

Use this button to log in to the machine as the System Administrator. You can change the various default settings and register a destination in the Address book, a Fax Program, a Mailbox, or a Bulletin Board.

When the Auditron feature is enabled, enter the password you need to use the account on the screen displayed after pressing the <Log In/Out> button.

1. Press the <Log In/Out> button on the control panel.

2. Select the required option.

```
System Settings



System Settings Screen Contrast Create/Delete
```
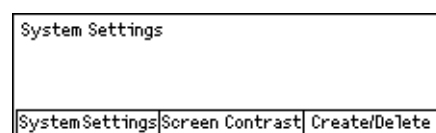
NOTE: To select System Settings, the System Administrator password is required. The default System Administrator password is "11111".

For more information, refer to *Setups Procedure in the Setups chapter on page 131.*

Job Status

Use this button to view the progress of a job and if necessary, stop and delete the job. It can also display the log and detailed information about completed jobs. The latest job will be at the top of the list.

1. Press the <Job Status> button on the control panel.

2. Press the <←> or <→> button to switch between screens.

```
Job Status (Current)          (All Jobs) ➜
No Active Jobs

Stop (Delete)     Details          ▼
```

3. Press the <Job Status> button at any time to exit.

For more information, refer to the following.

Current – page 40
All Jobs – page 40

Current

Displays the jobs in progress. You can view the job attributes or delete jobs from this screen. Use the <Select> button on the control panel to select a job. If there is no job in progress, the following message displays: "No Active Jobs".

```
Job Status (Current)        (All Jobs) ➜
No Active Jobs


  Stop (Delete)    Details          ▼
```
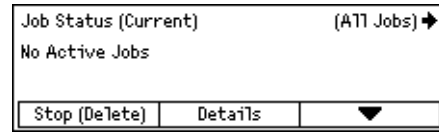
Stop (Delete)

Stops the job in progress and deletes it from the queue.

Details

Displays the job attributes. The contents of each screen may differ depending on the type or status of the job.

All Jobs

Displays the jobs waiting or suspended, and all finished jobs in the system.

The contents of each screen may differ depending on the type or status of the job.

1. Press the <→> button on the control panel.

2. Select the required option.

```
Job Status (All Jobs)        ⬅(Current)



  Fax/E-mail    Print Job
```
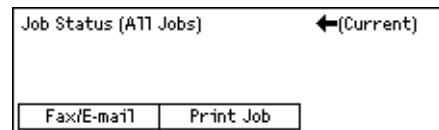
Fax/E-mail

You can select either [Send] or [Receive] for a fax job, and [Send] for an e-mail job.

• Send – Displays the fax and e-mail out-going jobs. Select a job from the list using the <Select> buttons and select [Details] to view the job attributes on the next screen.
When [Resend] is selected for the jobs that failed transmission, the machine attempts transmission again.

• Receive – Displays the fax in-coming jobs. Select a job from the list using the <Select> buttons and select [Details] to view the job attributes on the next screen.

Print Job

Displays the print jobs. The suspended and completed jobs are not displayed. Select a job from the list using the <Select> buttons and select [Details] to view the job attributes on the next screen.

• Details – Displays the job attributes. You can cancel or eject the job from each screen using the [Cancel] or [Eject] options.

Machine Status

Use this button to display information about the machine. This button allows you to view the billing meter, print lists/reports, check the paper supply, and review the status of faults.

1. Press the <Machine Status> button on the control panel.
Press the <Machine Status> button at any time to exit.

```
Machine Status
🖨 ∴ ☻
Consumables  │ Billing Meter
Error Information│Report/List│Print Mode
```
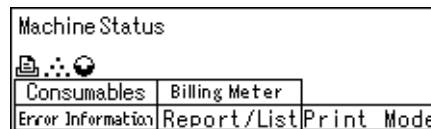
The following icons show the status of print job or consumables.

🖨 – Shows the print job in progress.

NOTE: The [Report/List (Print Jobs)] screen and the [Print Settings] screen cannot be displayed while this icon is displayed.

🖨 – Shows the error in the print jobs.

∴ – Shows the toner cartridge needs to be replaced soon.

☻ – Shows the drum cartridge needs to be replaced soon.

For more information, refer to the following.

Error Information – page 41
Consumables – page 42
Report/List (Non-print Jobs) – page 42
Report/List (Print Jobs) – page 43
Billing Meter – page 45
Print Mode – page 45

Error Information

This screen allows you to view the date and time of the errors, the error codes and the status of each error.

The contents of each screen may differ depending on the type or status of the job.

NOTE: If [Details] is selected to display detailed information on an error, and the error is then cancelled, the error information may stay on the display even after the error itself has been cancelled. To erase the error display, press the <Machine Status> button and then exit.

1. Select [Error Information] on the [Machine Status] screen using the <Select> button.

```
Error Information (Non-print Jobs) Print Job ➡

  Details    │    ▼    │    ▲
```

2. Press the <Enter> button.

3. Press the <←> or <→> button to switch between screens.
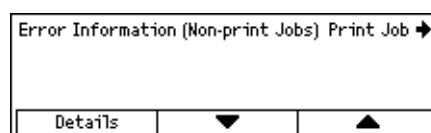
Non-print

Displays the error information for all jobs except print jobs. Select a job from the list using the <Select> buttons and select [Details] to view the job attributes on the next screen.

Print Job

Displays the error information of print jobs. Select a job from the list using the <Select> buttons and select [Details] to view the job attributes on the next screen.

Consumables

This screen allows you to check the status of cartridges.

1. Select [Consumables] on the [Machine Status] screen using the <Select> button.

2. Press the <Enter> button.

```
Consumables
Toner cartridge:  Ready
Drum cartridge:   Ready
                          [ Close ]
```
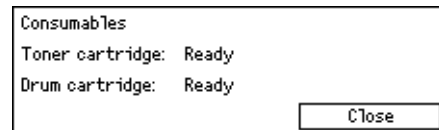
Toner Cartridge

Displays the remains of the toner cartridge with three levels.

Drum Cartridge

Displays the remains of the drum cartridge with three levels.

Report/List (Non-print Jobs)

This screen allows you to print various reports and lists for each non-print jobs.

NOTE: When you print reports or lists for non-print jobs, the optional fax features should be available.

1. Select [Report/List] on the [Machine Status] screen using the <Select> button.

2. Press the <Enter> button.

3. Select the required option.

4. To print the selected report or list, press the <Enter> button, and then press the <Start> button.

```
Report/List (Non-print Jobs)      Print Job ➜
 Copy Meter   |System Settings|F Code Settings
ReceivedReport|  Fax Program  |Bulletin Board List
 Sent Report  |  Address Book |    Mailbox
```
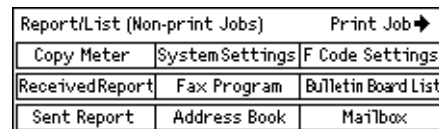
Sent Report

Prints a Sent Report which provides information about the last 50 fax transmissions and e-mail sendings. The detailed information reported for each job includes: the recipient name, the transmission time, the modes, and the transmission result.

Received Report

Prints a Received Report which provides information about the last 50 faxes received. The detailed information reported for each job includes: the sender name, the reception time, the modes, and the result.

Copy Meter

Confirm the account data, such as the account name, the limit set for the account, and the total number of copies, for each account.

Address Book

Confirm the contents of Address Book. The contents are printed as a list with recipient names, fax numbers and F Code for fax, e-mail addresses for e-mail in numerical order of Speed Dial code.

Fax Program

Prints detailed information for each Fax Program. The list includes the program name, the setting for each feature, the recipient name, and the Speed Dial code.

System Settings

Confirm the status of settings on this machine. Prints out contents of serial number, Auditron details, and Copy/Fax/e-mail settings as a report in list form.

Mailbox

Confirm a list of registered mailboxes. Prints out the box names and F Code, etc. in numerical order of box number.

Bulletin Board List

Prints out a report as a list of registered bulletin boards. The list shows titles of registered documents, date and time of document registration, etc., in numerical order of bulletin board.

F Code Settings

Prints a report detailing information about the F Code receive settings for the mailboxes registered. The list includes reception information such as the F Code or password, or information about the forwarding destination.

Report/List (Print Jobs)

This screen allows you to print various reports and lists for print jobs.

NOTE: To print the Print Meter Report for the print job, select [Print Settings] on the [System Settings] screen. For more information, refer to *Print Meter in the Setups chapter on page 152.*

1. Select [Report/List] on the [Machine Status] screen using the <Select> button.

2. Press the <Enter> button.

3. Press the <→> button to display the Print Jobs screen.
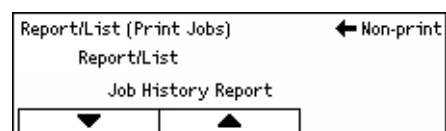
4. Select the required option by selecting [▼] or [▲] using the <Select> button.

5. To print out the selected report or list, press the <Enter> button, and then press the <Start> button.

Job History Report

Prints information on printing results, such as whether data from the computer has been printed correctly. The status of a maximum of 50 jobs can be printed on the report.

Description of jobs with errors are printed in the [Job Status] column. For details on the error description, refer to *Fault Codes in the Problem Solving chapter on page 198.*

Error History Report

Prints information of up to the latest 50 errors that occurred in the machine. For Error code, refer to *Fault Codes in the Problem Solving chapter on page 198.*

System Settings

Prints status of the machine information, such as hardware configuration and network information. Print this report to check whether optional accessories have been correctly installed.

Fonts List

Prints a list of fonts that can be used on the machine.

PS Fonts List

Prints a list of PostScript fonts that can be used on the machine when the PostScript Kit is installed.

Print Language

Allows you to print a report or a list of the following print language information.

Press the <Enter> button, and then select the required option by selecting [▼] or [▲] using the <Select> button.

• PCL Form List – Prints a list of the registered PCL forms.

• PS Logical – Prints a list of logical printers created in PostScript when the PostScript kit has been installed. Allows you to check the settings for up to 10 registered logical printers.

• PDF Settings – Prints a list which provides the various settings in the PDF print mode.

• PCL Settings – Prints a list which provides the various settings in the PCL print mode.

Billing Meter

Allows you to view the total number of prints made on the machine. You can also view the machine Serial Number.

1. Select [Billing Meter] on the [Machine Status] screen using the <Select> button.

2. Press the <Enter> button.

Serial No.	XXXXXXXXX
Total:	9999999
Print Jobs:	9999999
Non-print Jobs:	9999999

Serial No.

Displays the Serial Number of the machine.

Total

Indicates the total number of prints made on the machine.

Print Jobs

Indicates the total number of pages used for print jobs.

Non-print Jobs

Indicates the total number of pages used for all jobs except print jobs.

Print Mode

Allows you to change the default printer mode and change printer language settings.

1. Select [Print Mode] on the [Machine Status] screen using the <Select> button.

2. Press the <Enter> button.

Print Jobs

Off-line
On-line   Emulation
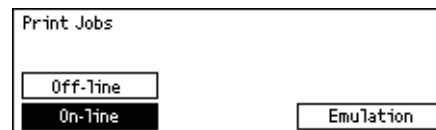
On-line

Sets the printer mode to online.

Off-line

Sets the printer mode to offline.

When offline, the machine cannot receive data or process printing.

Emulation

Sets the Emulation mode.

For information on KS/KSSM/KS5895 emulation modes, refer to the User Guide for the Korean model.

PDF

• Quantity – Specify the copies to be printed between 1 to 999.

- 2 Sided Print – Specify whether or not to print double-sided printing. When double-sided printing is enabled, select which edge of paper is to be bound for from [Flip on long edge] or [Flip on short edge].

- Print Mode – Select the print mode from [Normal], [High Quality], or [High Speed].

- Password – If a password has been set for a PDF file, specify the password here in advance. Printing will be performed only when the password set in the PDF file to be printed matches the password specified here. You can specify up to 32 alphanumeric characters.

- Collated – Select this to set whether to collate multiple copies of the printout by sets (sorted in the order of page 1, 2, 3,...1, 2, 3...).

- Paper Size – Select the paper size from [A4] or [Auto].

  Select [Auto] to print on a paper size that is automatically determined according to the size and settings of the PDF file to be printed.

PCL

- Paper Tray – Select the paper tray to be used for printing.

- Paper Size – Select the paper size to be printed.

- Bypass Size – Select the paper size for Tray 5 (bypass tray).

- Orientation – The paper printing direction can be selected from [Portrait] and [Landscape].

- 2 Sided Print – Specify whether or not to print double-sided printing. When [On] is selected, select which edge of paper is to be bound for from [Flip on long edge] or [Flip on short edge].

- Font – Specify the font used.

- Symbol Set – Specify the font for symbols.

- Font Size – Specify the font size. You can specify a value between 4.00 and 50.00 in increments of 0.25.

- Font Pitch – Specify the character spacing. You can specify a value between 6.00 and 24.00 in increments of 0.01.

- Form Lines – Specify the form line (the number of lines per form). You can specify a value between 5 and 128 in increments of 1.

- Quantity – Specify the copies to be printed between 1 to 999.

- Image Enhancement – Select whether to perform image enhancement.
  Image enhancement is a feature that makes the boundary line between black and white smoother to decrease jags and enhance the visual appearance.

- HexDump – Specify whether to print the data sent from a computer in the ASCII code corresponding to the hexadecimal notation format in order to check the data contents.

- Draft Mode – Specify whether or not to print in draft mode.

- Line Termination – Select the line termination from [Off], [Add-LF] (appends a line feed to carriage return, [Add-CR] (appends a carriage return to line feed and form feed), or [CR-XX] (appends a carriage return to line feed and form feed, and a line feed to carriage return).

Auditron Access Screen

This feature electronically records the number of copies or prints made for each user account, and controls the access and use of the machine. To enable this feature, you need to login as System Administrator access and change the default setting of [Auditron Mode] from [Off] to [On]. The System Administrator can change the password or account limits for copy/print jobs. For more information, refer to *Auditron Administration in the Setups chapter on page 136*.

1. Press the <Log In/Out> button on the control panel.

2. Select [System Settings] using the <Select> button.
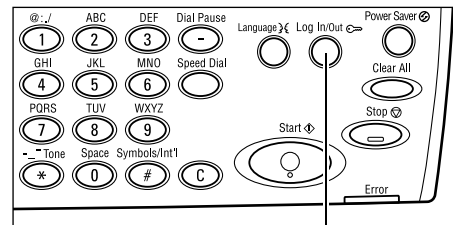
<Log In/Out> button

3. Enter the System Administrator password using numeric keypad.

NOTE: The default System Administrator password is "11111".
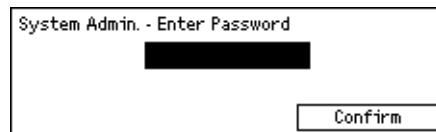
4. Select [Confirm] using the <Select> button, or press the <Enter> button.

5. Select [Auditron Admin.] on the [System Settings] screen using the <Select> button.

6. Press the <Enter> button.

7. Select the required option.

8. Press the <Enter> button.

9. Change the settings as required.

10. Press the <Enter> button.
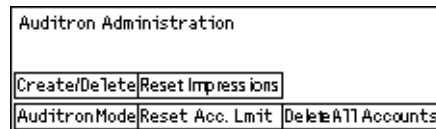
If the Auditron feature is enabled, enter a registered password for each account before using the machine.

1. Enter the password of each registered account using the alphanumeric keypad on the control panel.

2. Press the <Enter> button.
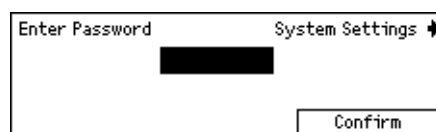
3 Copy

This chapter describes how to use the copy features.

Copying Procedure

This section describes the basic copy procedure. Before making copies on the machine, identify what is to be copied and the number of copies required. Follow the steps below.

1. Load the Documents – page 49

2. Select the Features – page 52

3. Enter the Quantity – page 52

4. Start the Copy Job – page 53

5. Confirm the Copy Job in the Job Status – page 53

Stop the Copy Job – page 54

NOTE: If the Auditron feature is enabled, you may need a registered password for each account before using the machine. To get the password, contact the System Administrator. For information on how to enter a password, refer to *Auditron Access Screen in the Product Overview chapter on page 47.*

1. Load the Documents

Document input areas are as follows.

*   Document feeder for single or multiple documents

*   Document glass for single documents or bound originals

NOTE: The document glass cover will be fitted in the non-document feeder configuration.

NOTE: The machine automatically detects standard document sizes. For more information on paper sizes to be detected, refer to *When Using the Copy Feature in the Appendix chapter on page 214.* Before loading the documents of non-standard size, you need to select the paper tray. If the document size cannot be detected, the machine will prompt you to select the paper tray. For information on how to select the paper tray, refer to *Paper Supply on page 55*.

Document Feeder

There are two types of document feeder for the machine. One type is the Automatic Document Feeder (ADF) and is used for single-sided scanning, the other types is the Duplex Automatic Document Feeder (DADF) and can scan both sides of a document automatically. The document feeder can hold up to 50 sheets of 80 g/m^2 paper.

NOTE: The document feeder (ADF/DADF) is optional.

The available document sizes are as follows:

ADF: 128 (W) × 100 mm to 307 × 1000 mm

DADF: 128 (W) × 140 mm to 307 × 1000 mm or 307 × 432 mm in double-sided mode

The document feeder is capable of sequentially scanning mixed size documents. Align the documents against the inner corner of the document feeder. This feature is available only when the documents are standard sizes with the same width and different lengths. When the documents are non-standard sizes or standard sizes with the different widths, this feature is unavailable, and use the document glass instead of the document feeder.

NOTE: To reduce the risk of document feeder jams, use the document glass to copy folded or creased documents. Replace folded or creased documents with a new copy.

For more information on how to copy mixed size originals using the document feeder, refer to *Mixed Size Originals on page 61*.

1. Before loading the documents into the document feeder, ensure they are in good condition and remove all staples and paper clips.

2. Insert the documents neatly into the document feeder, face up. The first page should be on top with the headings towards the back or left of the machine.

3. Place the stack in the middle of the guides aligning the left edge with the document feeder tray, and position the guides to just touch the edge of the documents.
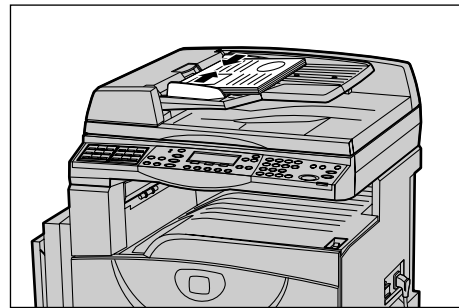
When [Paper Supply] is set to [Auto], the machine automatically selects an appropriate tray according to the document size and orientation. If there is no appropriate tray, an error occurs.

For more information about the tray selection, refer to *Paper Supply on page 55*.

Document Glass

The document glass is used for a single page or bound document of 297 mm for width and 431.8 mm for length.

If you have more than one stack of documents to scan, select [Next] while the current stack of documents is being scanned. This allows you to copy multiple or mixed size documents as one set of data. Also you can change the copy settings for each page.

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

1. Raise the document feeder or the document glass cover.
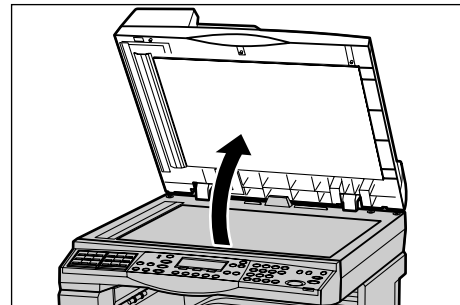
2. Place the document face down on the document glass, aligned with the tip of the registration arrow near the top left of the document glass.

3. Lower the document feeder or the document glass cover.
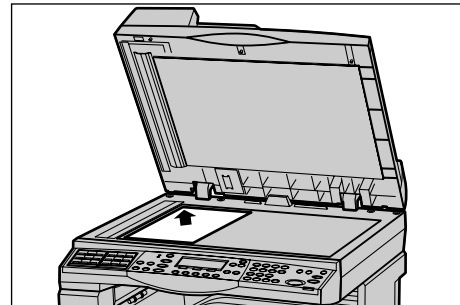
Document Feeder Glass

The document feeder glass is the narrow strip of glass located at the left-hand side of the document glass. When documents are fed from the document feeder, they pass over the document feeder glass to scan the images into memory automatically. The document feeder glass is not used when documents are placed on the document glass.
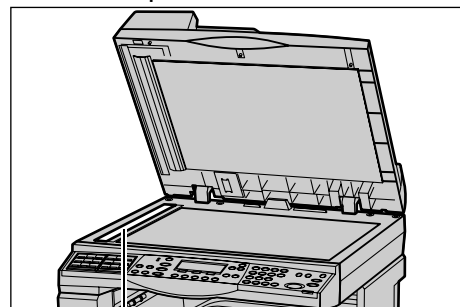
Document Feeder Glass

2. Select the Features

Various copy features can be selected for your copy job.

NOTE: If the machine remains idle for a set time (determined by the System Administrator), the settings will be reset. For more information, refer to *Auto Clear in the Setups chapter on page 134.*

1. Press the <Copy> button on the control panel. Ensure that the Copy screen is displayed.
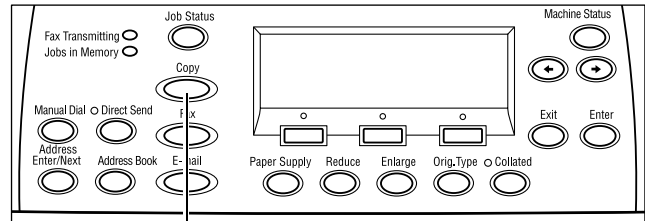
<C> button
<Copy> button

2. Press the <Clear All> button once on the control panel to cancel any previous selections.

3. Select an option for the required feature.
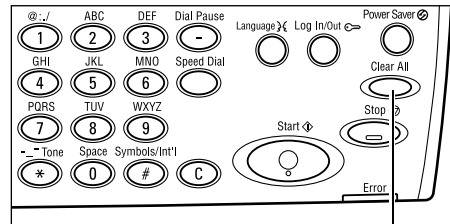
<Clear All> button

If necessary press the <←> or <→> button to switch between screens, and configure the copy settings. For more information about Copy features available, refer to *Copying Features on page 54*.

3. Enter the Quantity

The maximum copy quantity is 99.

1. Use the numeric keypad on the control panel to enter the number of copies required. The number entered is displayed in the upper right-hand corner of the screen.
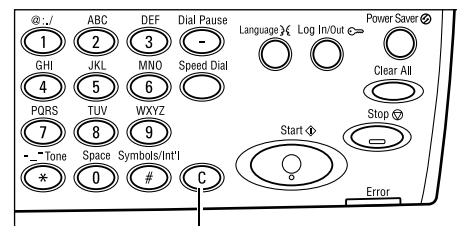
<C> button

NOTE: To cancel an incorrect entry, press the <C> button and enter the correct quantity.

4. Start the Copy Job

1. Press the <Start> button. Each document is scanned only once. The number of copies remaining is displayed in the upper right-hand corner of the screen.

<Start> button
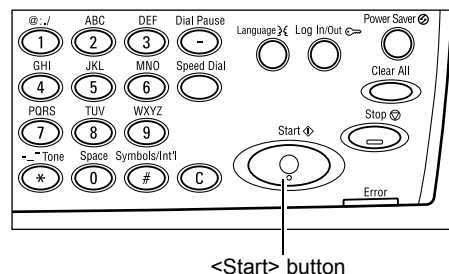
NOTE: When documents are set in the document feeder, the document sizes are detected after all documents have been scanned. Therefore, messages such as Paper out, Non-standard document size or Cannot detect document size, cannot be displayed before all documents are scanned. Document data that has been scanned is deleted when an error occurs, so all documents must be reset in the feeder.

NOTE: If the trouble, such as document jam or memory full, is occurred while scanning multiple documents, the job is canceled and the scanned data are deleted. When a memory full error occurs, delete all unnecessary data stored in the machine. To resume the same operation, load all the documents again and press the <Start> button.

NOTE: When there is a paper jam while using DADF for copying, the number of pages copied may not match the number of pages in the document. Compare the number of document pages and the number of copied pages, to check whether any pages are missing.

5. Confirm the Copy Job in the Job Status

1. Press the <Job Status> button on the control panel to display the Job Status screen.

The queued copy job will be displayed. If there is no copy job in progress, the following message displayed: "No Active Jobs".

Stop the Copy Job

Follow the steps below to manually cancel an activated copy job.

1. Press the <Stop> button on the control panel to cancel the current copy job.
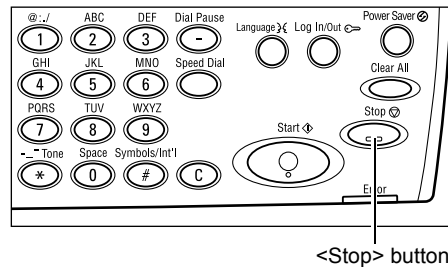
<Stop> button

2. If required, press the <Job Status> button on the control panel to display the Job Status screen. To exit the Job Status screen, press the <Job Status> button.
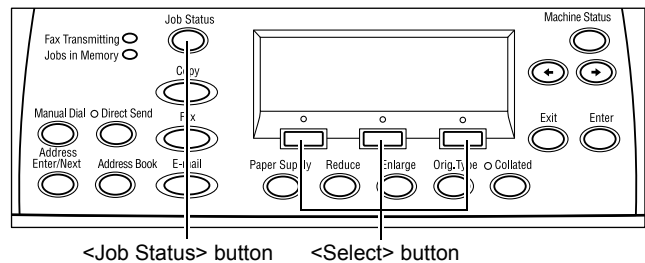
<Job Status> button   <Select> button

3. Select [Stop (Delete)] using the <Select> button to clear the suspended job.

Job Status (Current)   (All Jobs) ➔

Copying

Stop (Delete) | Details | ▼
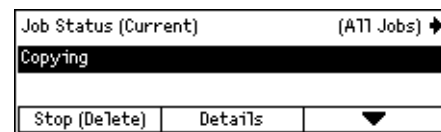
Copying Features

This section describes the various features available for a copy job. For more information about the features available, refer to the following.

Paper Supply – page 55
Reduce/Enlarge – page 56
Lighten/Darken – page 57
Original Type – page 57
Multiple-Up – page 58
2 Sided – page 58
Output – page 60
Mixed Size Originals – page 61

1. Press the <Copy > button on the control panel.

2. Press the <←> or <→> button to switch between screens.

3. Select the required features.

NOTE: Some features may not be available depending on the machine configuration.

Ready to Copy.   Qty. **1**
    1 of 3 ➔

Ready to Copy.   Qty. **1**
    ← 2 of 3 ➔

Ready to Copy.   Qty. **1**
    ← 3 of 3

Output   Mixed Size Orig.
Auto   Off
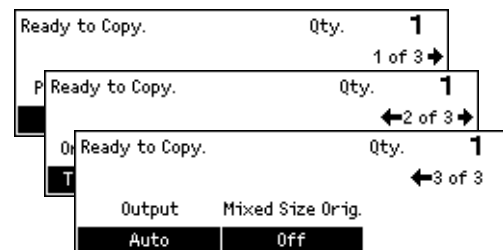
Paper Supply

Use this feature to select the paper tray containing the paper required for the job. The available paper trays are displayed on the screen together with the media size and the orientation preset for each tray. When the paper tray is selected, the paper type in the tray is displayed on the screen.

When changing the type of media in trays 2, 3 and 4, the tray must be reprogrammed by the System Administrator to match the media being loaded. For more information on reprogramming the tray, contact the System Administrator or refer to *Paper Type in the Setups chapter on page 141.*

For information on the sizes and types of media supported for the machine, refer to *Supported Paper Sizes and Types in the Paper and Other Media chapter on page 127.*

1. Press the <←> or <→> button to display [Paper Supply] on the Copy screen.

2. Select [Paper Supply] using the <Select> button.

3. Select the required option.

4. Press the <Enter> button.

NOTE: The <Paper Supply> button on the control panel provides a quick way of using this feature.

Auto

Selects an appropriate tray automatically according to the document size, amount of reduction or enlargement.

NOTE: Only plain paper can be selected. Paper other than plain paper cannot be selected by auto tray selection.

NOTE: Tray 5 (bypass tray) cannot be selected by auto tray selection.

Presets

Select a paper tray from Tray 1 to 5 depending on the trays available on the machine.

When Tray 5 (bypass tray) is selected, the [Paper Size] screen is displayed. After selecting the paper size, the [Paper Type] screen is displayed.

[Paper Size] screen

This screen is displayed automatically when loading paper in Tray 5 (bypass tray). Use this screen to select a paper size for Tray 5 (bypass tray). You can also enter a custom paper size using the [Variable Size] screen.

1. Load the paper in Tray 5 (bypass tray).

2. Press the <←> or <→> button to switch between screens to display the required paper size.

3. Select the required option.
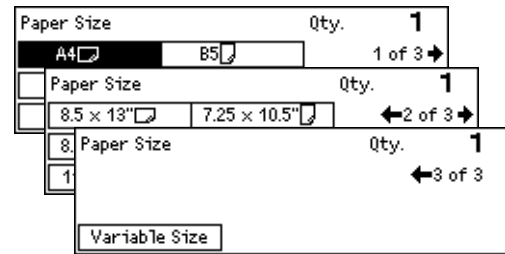
4. Press the <Enter> button.

Presets

Allows you to select a paper size for Tray 5 (bypass tray). After you have selected one of the presets, press the <Enter> button to display the [Paper Type] screen.

Variable Size

Displays the [Variable Size] screen. Use this screen to enter a custom paper size for Tray 5 (bypass tray) using the numeric keypad on the control panel. The sizes can be entered within the range of 89–297 mm for width ([X]) and 98–432 mm for the length ([Y]) in 1 mm increment. If you select [Next] using the <Select> button, you can switch [X] and [Y] to enter the value. After you have entered the values, press the <Enter> button to display the [Paper Type] screen.

[Paper Type] screen

Use this screen to select a paper type for Tray 5 (bypass tray).

1. After selecting the paper size on the [Paper Size] screen, press the <Enter> button.

2. Select the required option.

3. Press the <Enter> button.

Reduce/Enlarge

In addition to 100% size for copies, reduced or enlarged copies within the range of 50–200% can be produced by selecting one of the [Reduce/Enlarge] options.

1. Press the <←> or <→> button to display [Reduce/Enlarge] on the Copy screen.

2. Select [Reduce/Enlarge] using the <Select> button.

3. Select the required option.

4. Press the <Enter> button.

NOTE: The <Enlarge> or <Reduce> button on the control panel provides a quick way of using this feature.

100%

Makes copies at the same size as the document.

Auto %

Automatically reduces/enlarges the image of the document to fit on the paper size selected.

NOTE: If Tray 5 (bypass tray) is selected, this function is disabled.

Presets

Allows you to select a reduction/enlargement ratio using the <Select> button. The one preset ratio can be set up by the System Administrator.

Manual Entry

There are two methods of manual entry for the reduction/enlargement ratio.

• Select [100%], and then pressing the <←> or <→> button changes the value in increments of 1 %.

• Enter the reduction/enlargement ratio directly using numeric keypad on the control panel.

Lighten/Darken

This feature allows you to adjust the density for copying documents in five levels. Use the <Select> buttons to lighten or darken the density.

1. Press the <←> or <→> button to display [Lighten/Darken] on the Copy screen.

2. Select [Lighten/Darken] using the <Select> button.

3. Select [Auto] or move ▼ on the screen by selecting [Darken] or [Lighten] using the <Select> button to select the density level.

4. Press the <Enter> button.

Auto

Automatically selects the density level for copying documents.

Original Type

This feature allows you to copy at the optimum image quality by selecting the original document type.

1. Press the <←> or <→> button to display [Original Type] on the Copy screen.

2. Select [Original Type] using the <Select> button.

3. Select the required option.

4. Press the <Enter> button.
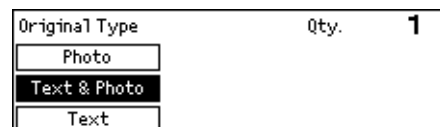
NOTE: The <Orig. Type> button on the control panel provides a quick way of using this feature.

Text

Use this option to copy documents that contain text only.

Text & Photo

Use this option to copy documents with a mixture of text and photographs.

Photo

Use this option to copy documents that contain photographs only.

Multiple-Up

This feature allows you to copy two or four independent documents onto one sheet of paper. The machine automatically reduces/enlarges the images as needed to print them on one page.

1. Press the <←> or <→> button to display [Multiple-Up] on the Copy screen.

2. Select [Multiple-Up] using the <Select> button.

Multiple-Up	Qty.	1
4 Up		
2 Up		
1 Up		

3. Select the required option.

4. Press the <Enter> button.

1 Up

Disables the feature.

2 Up

Copies two documents onto one page.

4 Up

Copies four documents onto one page. If you select the option and press the <Enter> button to display the 4 Up screen, you can select either [⊿] (Left Start Horizontal) or [⋈] (Left Start Vertical) for the layout of the images.

NOTE: For [2 Up], images are always placed from left to right or top to bottom on the copy page.

2 Sided

This feature allows you to automatically make double-sided copies from single-sided or double-sided documents.

NOTE: The double-sided copy option cannot be used with paper types other than plain.

NOTE: If a document glass is used, a single-sided document can be printed on double-sided. However, the area of the documents to be scanned is determined when the first one is scanned, so if the second document is larger than the first, it will be omitted from printing.

1. Press the <←> or <→> button to display [2 Sided] on the Copy screen.

2. Select [2 Sided] using the <Select> button.
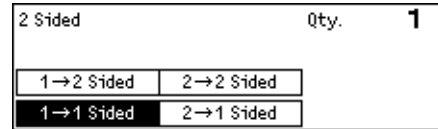
3. Select the required option.

4. Press the <Enter> button.

2 Sided		Qty.	**1**
1→2 Sided	2→2 Sided		
1→1 Sided	2→1 Sided		

1→1 Sided

Produces single-sided copies from single-sided documents.

1→2 Sided

Produces double-sided copies from single-sided documents. Press the <Enter> button to display the [Copies] screen. Select either [Rotate Side 2 Off] or [Rotate Side 2 On] to specify the orientation for the output images.

2→1 Sided

Produces single-sided copies from double-sided documents. Press the <Enter> button to display the [Originals] screen. Select either [Rotate Side 2 Off] or [Rotate Side 2 On] to specify the orientation of the originals.

2→2 Sided

Produces double-sided copies from double-sided documents.

The following illustrations show [Rotate Side 2 Off] and [Rotate Side 2 On] orientations.

Portrait images

Rotate Side 2 Off
for binding on the long edge

A B

Landscape images

Rotate Side 2 Off
for binding on the short edge

A B

Rotate Side 2 On
for binding on the short edge

A
B

Rotate Side 2 On
for binding on the long edge

A
B
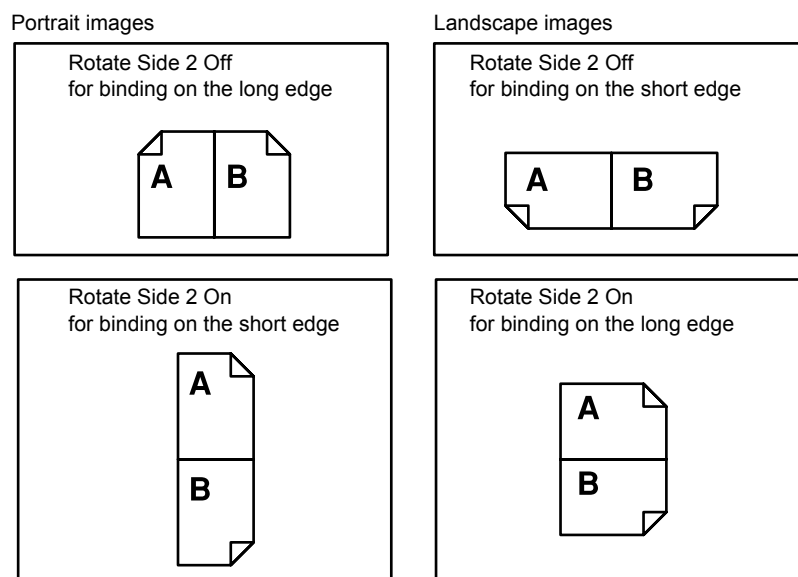
Output

This feature allows you to sort copy outputs when you make multiple sets of copies.

1. Press the <←> or <→> button to display [Output] on the Copy screen.

Output	Qty.	**1**
Uncollated		
Collated		
Auto		

2. Select [Output] using the <Select> button.

3. Select the required option.

4. Press the <Enter> button.

NOTE: The <Collated> button on the control panel provides a quick way of using this feature.

Auto

Automatically applies either [Collated] or [Uncollated] for sorting copy output. The [Collated] option is applied when you use the document feeder. When you use the document glass, [Uncollated] is applied.

Collated

Delivers the specified number of copy sets in the same order as the documents. For example, two copies of a three page document are delivered in the order 1-2-3, 1-2-3.
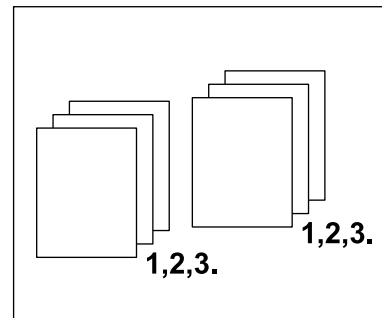
Uncollated

Delivers the copies in stacks based on the number of copies requested for each document. For example, two copies of a three page document are delivered in the order 1-1, 2-2, 3-3.
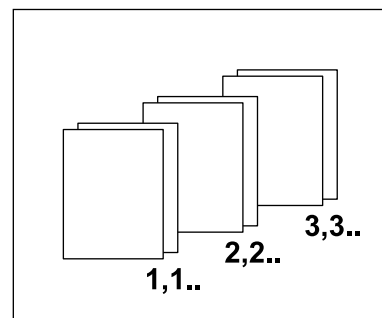
Mixed Size Originals

This feature allows you to load different size documents in the document feeder. The document feeder must be used for this feature.

NOTE: When you use this feature, the width of the documents must be the same. If you make copies of the originals with mixed width, the width of the first page will be the size for the copies.

NOTE: When [Reduce/Enlarge] is set to [Auto %] the copy may be produced at an incorrect size.
When this function is used, the enlargement ratio must be set under [Reduce/Enlarge] first.

1. Press the <←> or <→> button to display [Mixed Size Orig.] on the Copy screen.

2. Select [Mixed Size Orig.] using the <Select> button.

Ready to Copy.		Qty.	**1**
		←3 of 3	
Output	Mixed Size Orig.		
Auto	Off		

3. Select [On] to enable the feature.
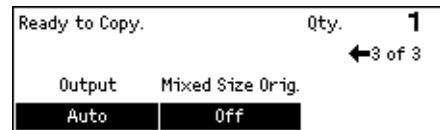
If you disable this feature and make copies of the mixed size originals, the size of the first page will be the size for all copies.

4 Fax

This chapter contains information about using the optional fax features, which are dependent on your machine configuration. In addition to regular fax features, the Direct Fax feature is available when the optional Printer Kit is installed.
Direct Fax allows you to transmit faxes directly from computers.

For more information about Direct Fax, refer to PCL driver On-Line Help.

Fax Procedure

This section describes the basic procedure for sending faxes. Follow the steps below.

1. Load the Documents – page 63

2. Select the Features – page 64

3. Specify the Destination – page 65

4. Start the Fax Job – page 66

5. Confirm the Fax Job in the Job Status – page 66

Stop the Fax Job – page 67

NOTE: If the Auditron feature is enabled, you may need a password before you can use the machine. To get a password or for more information, contact the System Administrator.

1. Load the Documents

The following steps explain how to load documents using the document feeder or document glass. When scanning a document in the form of sheet or multiple documents as a stack, use the document feeder. When scanning a document that is relatively heavy such as brochures or booklets, use the document glass.

• Document Feeder

Mixed size documents can be scanned as a stack when selecting [Auto Detect] on the [Scan Size] screen. This feature is available only when the documents have the same width.Use the document glass to scan mixed size documents with different width. Otherwise, image loss may occur for the width of the first page will be the size for all the scanned documents.

• Document Glass

If you have more than one stack of documents to scan, select [Next] using the <Select> button while the current stack of documents is being scanned. This allows you to transmit multiple or mixed size documents as one set of data. Also, you can change the fax settings for each page.

1. Load documents face up into the document feeder or face down on the document glass.

For more information on how to load the documents, refer to *1. Load the Documents in the Copy chapter on page 49.*
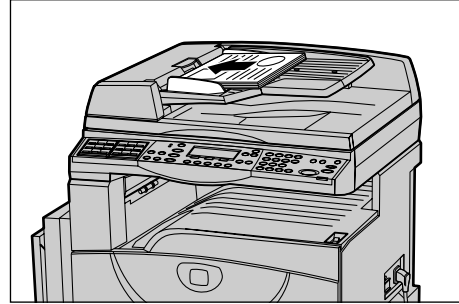
Scan the Documents

There are two methods of scanning the documents. To select which way to scan, refer to *Scan Size on page 73*.

*   Auto Detect

Standard size documents can be automatically detected. If the document is not a standard size, or the size cannot be detected, the machine will automatically choose the size to prevent image loss. For more information about sizes to be detected or replaced automatically, refer to *When Using the Fax Feature in the Appendix chapter on page 216.*

*   Select the Scan Size

You can select the scan size from the preset sizes. For more information on how to select the scan size, refer to *Scan Size on page 73*.

NOTE: The long page scan feature is only available when using the document feeder. This feature allows you to scan up to 1,000 mm in length in simplex mode, 432 mm in duplex mode. For receiving, the System Administrator can select either to cut off or reduce the image. The ranges are 0–24 mm for cutting off and, 60–100% for reducing. If the document length cannot be reduced or cut off, the image is automatically divided. For more information, refer to *Long Size Originals in the Setups chapter on page 156*.

2. Select the Features

Only those features relevant to the machine configuration will be available.

NOTE: If the machine remains idle for a set time (determined by the System Administrator), the settings will be reset. For more information, refer to *Auto Clear in the Setups chapter on page 134.*

1. Press the <Fax> button on the control panel. Ensure that the Fax screen is displayed.
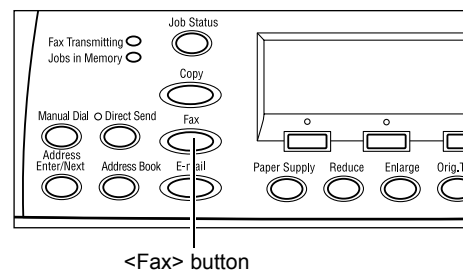
<Fax> button

2. Press the <Clear All> button on the control panel once to cancel any previous selections.
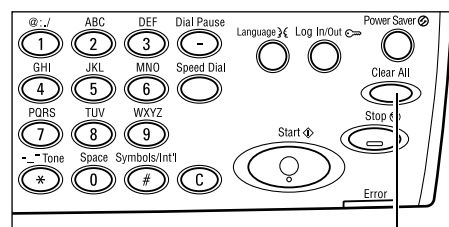
3. Select an option for the required feature.

<Clear All> button

If necessary, press the <←> or <→> button to switch between screens, and configure the fax settings. For more information about Fax features available, refer to *Fax Features on page 71*.

3. Specify the Destination

The following explains how to specify a destination. The machine provides the following dialing methods for fax numbers.

NOTE: Before sending a document, check your entries to make sure you specified correct destinations.

- Using the numeric keypad on the control panel
- Using Address Book (refer to *Address Book on page 68*.)
- Using Speed Dial (refer to *Speed Dial on page 69*.)
- Using One Touch Dial (refer to *One Touch Dial on page 70*.)

1. Enter the fax number using the numeric keypad on the control panel.

You can send a fax to multiple destinations in a single operation. For more information, refer to *Address Enter/Next on page 68*.
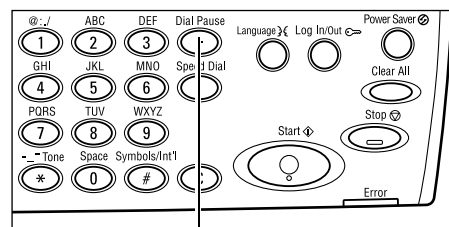
<Dial Pause> button

If a character is usually dialed before the telephone number, for example 9 for an external line, a pause is required after this character. Press the <Dial Pause> button on the control panel before continuing to enter the fax number. When you dial manually, Dial Pause is not required; instead wait for the external dial tone before proceeding.

NOTE: When [Line type] set under [Local Terminal Information] is a pulse line (10pps, 20pps) pressing the <*> button allows pulses to be recognized as tones. When the tone is recognized, the <#> button and * can be entered in the same way as with a tone line.

4. Start the Fax Job

1. Press the <Start> button on the control panel to scan and send the documents.
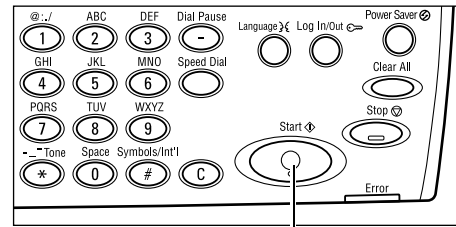
<Start> button

NOTE: If the trouble, such as document jam or memory full, is occurred while scanning multiple documents, the job is canceled and the scanned data are deleted. When a memory full error occurs, delete all unnecessary data stored in the machine. To resume the same operation, load all the documents again and press the <Start> button.

NOTE: If the machine is restarted during a fax transmission due to a loss of power or machine malfunction, the machine will start sending the document all over again when the machine is switched on. All pages of the document will be transmitted regardless of how many pages had been already sent to the destination before the power loss. For example, if the transmission of a 7-page document is interrupted when the sixth page of the document is being sent, the machine sends all seven pages when the power is restored, including the first five pages that had already been sent before the interruption.

NOTE: When the available free memory is running low, stop storing further documents and send the pages that have already been stored. Once transmission is complete, and the free memory capacity increases, start loading the remaining documents for transmission. This may take more time for transmission.

5. Confirm the Fax Job in the Job Status

Follow the steps below to confirm the fax job you started.

1. Press the <Job Status> button on the control panel to display the Job Status screen.
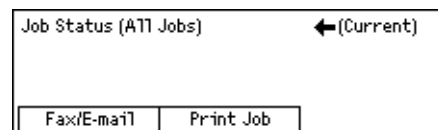
The job being processed will be displayed on the Current screen.

2. If required, press the <←> or <→> button to display the All Jobs screen.

3. Select [Fax/E-mail] using the <Select> button.

4. Select [Send] using the <Select> button. The job will be displayed on the screen.

For more information, refer to *Job Status in the Product Overview chapter on page 39.*

Stop the Fax Job

Follow the step 1 to manually cancel a fax job while scanning the document. After scanning the document, follow the step 2 to 3.

NOTE: When the document is sent by Direct Send, there may be some delay between the cancel instruction and the actual end of transmission.

1. Press the <Stop> button on the control panel to cancel the current fax job.
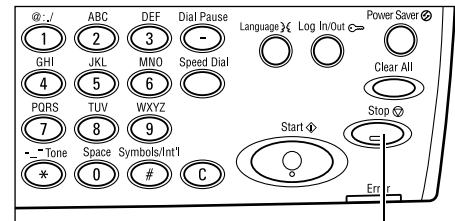
<Stop> button

2. If required, press the <Job Status> button on the control panel to display the Job Status screen. To exit the Job Status screen, press the <Job Status> button.
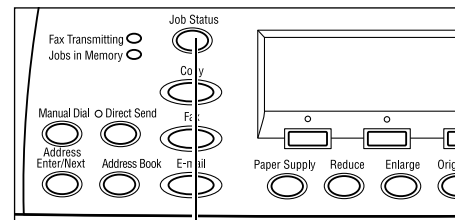
<Job Status> button

3. If the job to be canceled is displayed on the current screen, select [Stop (Delete)] using the <Select> button. If not, go to step 4.

4. Press the <→> button to display the All Jobs screen.

5. Select [Fax/E-mail] using the <Select> button.

6. Select [Send] using the <Select> button.

7. Select the job to be canceled by selecting [▼] or [▲] using the <Select> button.

8. Select [Details] using the <Select> button.

9. Select [Stop (Delete)] using the <Select> button.
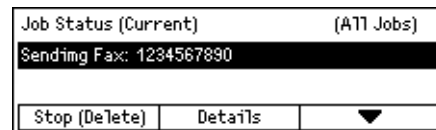
Specifying Destinations

This section describes how to specify destinations using the features available on the machine. For more information, refer to the following.

NOTE: You can also specify multiple destinations at once (serial broadcast transmission) without pressing the <Address Enter/Next> button, using Speed Dial, One Touch Dial.

Address Enter/Next

Use this feature to send the document to more than one destination. You can enter destinations using Speed Dial, One Touch Dial, or the numeric keypad on the control panel. You can also use the Address Book to quickly look up and enter destinations registered for Speed Dial.

You can specify up to 210 destinations at one time using a combination of Speed Dial, One Touch Dial, and numeric keypad dialing. However, up to 12 of 210 destinations can be specified using the numeric keypad dialing.

NOTE: With fax broadcasting, instructions to cancel transmission or redial cannot be issued for individual recipients. Instructions to cancel or redial will be applied to all recipients listed at the time of transmission.

1. Enter the first destination.

2. Press the <Address Enter/Next> button on the control panel.

3. Enter the next destination.

4. Repeat steps 2 and 3 as required.
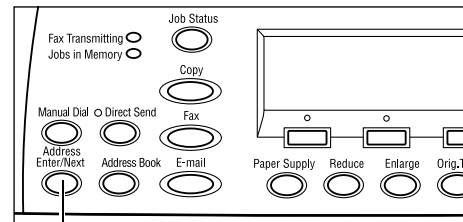
<Address Enter/Next> button

NOTE: You can delete a destination which has been entered using Speed Dial or One Touch Dial by pressing the <C> button once. When dialing manually, you can delete the number one digit at a time using the <C> button.

Address Book

Use this feature to quickly search and enter registered destinations and Fax Programs by selecting an entry from the list or using [Search by Index]. If you select a Fax Program, you can send a document using the settings registered in the program. Entries in the Address Book are the ones you registered in Speed Dial and Fax Program, and are ordered by the Speed Dial codes and Fax Programs they are assigned (respectively). For more information on how to register Speed Dial codes and Fax Programs, refer to *Create/Delete in the Setups chapter on page 166.* For more information on a Fax Program, refer to *One Touch Dial on page 70*.

1. Press the <Address Book> button on the control panel.
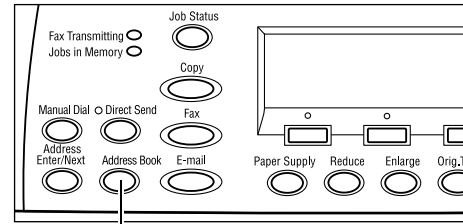
<Address Book> button

2. Select the required option.

3. Press the <Address Enter/Next> button on the control panel.
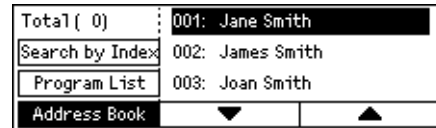
Address Book

Allows you to select from the list of destinations registered in Speed Dial.

Program List

Allows you to select from the list of programs registered in Fax Program.

NOTE: You cannot select a Fax Program if a destination is already specified.

Search by Index

Allows you to locate a destination by the index character assigned to the destination when registered in Speed Dial.

Follow the steps below:

1. For Entry Mode, switch between [Alphabet] for a letter and [Number] for a number using the <Select> button.

2. Enter an index character using the alphanumeric keypad.

3. Select [Confirm] using the <Select> button or press the <Enter> button. The list of addresses that match the entered index displays.

Speed Dial

This feature allows you to dial quickly using a 3-digit code assigned to the destination. If you register the fax number to Speed Dial code 123, you can only enter 123 and dial automatically the registered fax number assigned to Speed Dial code 123. You can register up to a total of 200 Speed Dial codes combining fax numbers and e-mail addresses. When you register Speed Dial codes 001–036, their codes are automatically assigned to One Touch Dial buttons on the control panel. Speed Dial codes are listed and can be searched in Address Book. For more information on how to register Speed Dial codes, refer to *Speed Dial in the Setups chapter on page 166.*

1. Press the <Speed Dial> button on the control panel.

2. Enter a 3-digit code.

<Speed Dial> button
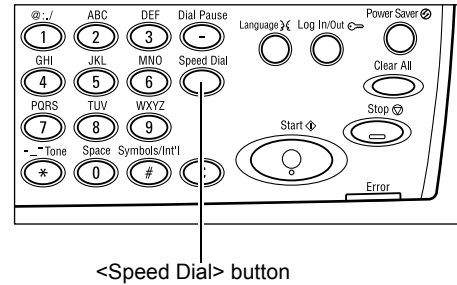
NOTE: If the 3-digit code entered is correct, the destination is displayed. If it is incorrect, you are prompted to re-enter a 3-digit code.

One Touch Dial

This feature allows you to select preset Speed Dial codes 001-036 or Fax Programs p01- p18 using One Touch buttons. One Touch Dial consists of the following three pages and you can change the page using the flip cards.

• Page 1 displays Speed Dial codes 001–018.

• Page 2 displays Speed Dial codes 019–036.

• Page 3 displays Fax Programs p01–p18.

NOTE: You can assign any Speed Dial codes between 037 and 200 to Fax Program p01-p18. This allows you to register a maximum of 54 Speed Dial codes in One Touch Dial.

Fax Program

Fax Program is a dialing method of programming a fax destination and fax-sending operations to allocate one key. You can always send faxes with the same settings by recalling the program using One Touch Dial. Items such as serial broadcast transmission, timer transmission, and Multiple-up transmission can all be registered in advance, and the operation is then as simple as touching a single key. It is an effective way to save time. Up to 30 Fax Programs can be registered using 3-digit codes. When you register Fax Programs p01–p18, their codes are automatically assigned to One Touch buttons on the control panel. For more information on how to register Fax Programs, refer to *Fax Program in the Setups chapter on page 168.*

1. If necessary, flip One Touch panels to access the required One Touch button.

2. Press the One Touch button.
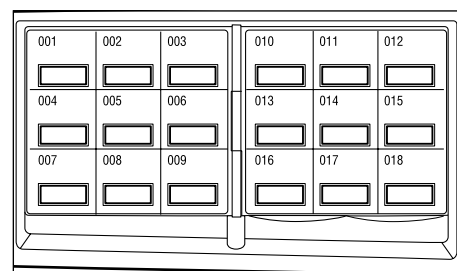
One Touch buttons

Relay Broadcast

This feature allows you to send a document to a remote machine, which then sends the document to multiple destinations registered in the remote machine for Speed Dial.

This can reduce transmission costs when the destinations are out of town or located in another country, as you only need to send the document to the broadcasting machine.

The remote machine that broadcasts your document to multiple destinations is referred to as a relay station. You can specify multiple relay stations, or even ask the first station to relay your document to the secondary relay station, which then broadcasts the document to other destinations. Also the send document can be printed at the relay station.

Use F Code to specify a relay station and destinations if they also support relay broadcasting using F Code. For more information about relay broadcasting using F Code, refer to *Relay Broadcast/Remote Relay Broadcast on page 76*.

NOTE: Relay broadcasting with F Code can be used among machines that have both F Code and the relay broadcast functions.

Fax Features

This section describes the various features available for a fax job. For more information about the features available, refer to the following.

1. Press the <Fax> button on the control panel.

2. Press the <←> or <→> button to switch between screens.

3. Select the required option.

Select an address.	Memory 100%
	1 of 7 →

Select an address.	Memory 100%
	← 2 of 7 →

Select an address.	Memory 100%
	← 3 of 7 →

Select an address.	Memory 100%
	← 4 of 7 →

Select an address.	Memory 100% Print Sets
	← 5 of 7 → 1

Select an address.	Memory 100%
	← 6 of 7 →

Select an address.	Memory 100%
	← 7 of 7
Chain Dialing	
Off	

Resolution

The resolution affects the quality of the fax the remote machine receives. A higher resolution yields better quality. A lower resolution reduces communication time.

1. Press the <←> or <→> button to display [Resolution] on the Fax screen.

2. Select [Resolution] using the <Select> button.

3. Select the required option.

4. Press the <Enter> button.

Resolution		Memory 100%
Superfine	Superfine Halftone	
Fine	Super Halftone	
Text	Halftone	
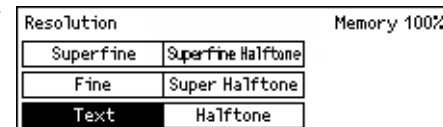
Text

Select this option when sending a text document.

Fine

Scans documents using 8 × 7.7 lines/mm resolution. This option is recommended for detailed line art or small letters.

Superfine

Scans documents using 16 × 15.4 lines/mm resolution. This option is recommended for detailed line art or small letters. It requires more communication time, but produces a higher image quality.

Halftone

Specifies a resolution for dark and light coloring such as pictures.

Super Halftone

Specifies a resolution for dark and light coloring such as pictures. It requires more communication time, but produces a higher image quality.

Superfine Halftone

Specifies a resolution for when both photographs with dark and light coloring and text are on the same image.

Lighten/Darken

This feature allows you to adjust the density of scanned images in five levels. Use the <Select> buttons to lighten or darken the image.

1. Press the <←> or <→> button to display [Lighten/Darken] on the Fax screen.

2. Select [Lighten/Darken] using the <Select> button.

```
Lighten/Darken          Memory 100%
            ▼
     ◀ ▓▓▓▓▓▓▓▓▓ ▭ D
   Darken      Normal      Lighten
```

3. Move ▼ on the screen by selecting [Darken] or [Lighten] using the <Select> button to select the density level.

4. Press the <Enter> button.

Scan Size

Using this feature, the size of the document can be automatically detected or selected from a list of preset sizes. If a preset size is selected, documents will be scanned according to the specified size regardless of their actual size.

1. Press the <←> or <→> button to display [Scan Size] on the Fax screen.

2. Select [Scan Size] using the <Select> button.

3. Select the required option.

4. Press the <Enter> button.

```
Scan Size                Memory 100%
   B4▭         B5▭          1 of 3 ➡
 Scan Size               Memory 100%
   A6▭       8.5 x 13"▭    ⬅2 of 3➡
 Scan Size               Memory 100%
   5.5 x 8.5"▭            ⬅3 of 3
   5.5 x 8.5"▭    16K▭
   7.25 x 10.5"▭   8K▭
```

Auto Detect

Detects the size of the document automatically.

Standard size documents can be automatically detected. If the document is not a standard size, or the size cannot be detected, the machine will automatically choose the size to prevent image loss. For more information about sizes that can be automatically detected, refer to *When Using the Fax Feature in the Appendix chapter on page 216.*

NOTE: If the document size is not detected automatically, the edge of the document may be missing, or the scanned size may be too large, so specify the scanned size.

Presets

Allows you to select from the preset standard sizes.

Reduce/Enlarge

This feature allows you to enlarge or reduce a scanned document to a specified ratio to transmit.

NOTE: The document will be enlarged or reduced by the enlargement ratio specified here, regardless of the document size. Even if documents of different sizes are set, they will all be transmitted with the same enlargement ratio.

NOTE: When the enlargement ratio is set to a value other than 100%, [Rotate 90°] under [Fax Send Settings] is disabled.

1. Press the <←> or <→> button to display [Reduce/Enlarge] on the Fax screen.

2. Select [Reduce/Enlarge] using the <Select> button.

Reduce/Enlarge	100%	Memory 100%
129%	86% A3→B4	141% A4→A3
64%	81% B4→A4	122% A4→B4
100%	70% A3→A4	115% B4→A3

3. Select the required option.

4. Press the <Enter> button.

100%

Scans and sends the document the same size as the original document.

Presets

Allows you to select from the preset reduction/enlargement ratios.

Send Header

Use this feature to add the sender name, the start time, the date of transmission, and the number of pages to the top of each page of the document. You can select from two registered sender names, which are set up by the System Administrator. For more information, refer to *Send Header in the Setups on page 154*.

NOTE: If you use a send header, you can add the name of the destination registered in Speed Dial.

1. Press the <←> or <→> button to display [Send Header] on the Fax screen.

2. Select [Send Header] using the <Select> button.

Send Header	Memory 100%
Sender Name 2	James Smith
Sender Name 1	Jane Smith
Off	

3. Select the required option.

4. Press the <Enter> button.

Off

Disables the feature.

Sender Name 1

Uses the send header registered to Sender Name 1.

Sender Name 2

Uses the send header registered to Sender Name 2.

Recipient Name

Prints a recipient name which is registered in a Speed Dial, along with a sender name. This is available only when you dial using Speed Dial, One Touch Dial, or Address Book.

Transmission Report

With this feature enabled, the machine prints a report at the end of the transmission that shows the transmission result.

The System Administrator specifies whether to print out a report when sending a fax to a single destination, whether to print out a report when sending a fax to multiple destinations, and whether to print out the scanned documents with the report. For more information about reports, refer to *Report Settings in the Setups chapter on page 161*.

1. Press the <←> or <→> button to display [Trans. Report] on the Fax screen.

2. Select [Trans. Report] using the <Select> button.

Transmission Report	Memory 100%
On	
Off	
Undelivered	

3. Select the required option.

4. Press the <Enter> button.

Undelivered

Prints a report only when transmission fails.

Off

Never prints a report.

On

Always prints a report no matter how the transmission ends.

F Code

This feature enables fax transmissions using the F Code defined by the Communications and Information network Association of Japan. The F Code standard is based on Recommendation T.30 defined by ITU Telecommunication Standardization Sector (ITU-T), and allows communication with remote machines that support the same standard, regardless of their manufacturers.

You must know the F Code and the password (if one is set up) of the remote machine before sending or retrieving a document.

F Code communication can also be specified using One Touch or Speed Dial. To perform F Code transmissions using One Touch Dial or Speed Dial, an F Code and a password (if required) must be registered in the Address Book in advance, along with the destination. You can use F Code for the following features.

- Confidential Communication – Allows you to communicate with remote machines to deal with confidential documents by using mailboxes.

    Confidential Sending: You can send a confidential fax document using F Code to specify the mailbox set up in the remote machine. You must know the remote machine's F Code and password (if set up) before sending the document.

    Confidential Receiving: Received documents are stored in the mailbox set up in the machine in advance. You can set the machine to accept only the documents with a correct F Code and/or password. For registering mailbox, refer to *Mailbox in the Setups chapter on page 170.*

- Bulletin Board – Allows you or remote machines to freely browse documents in the bulletin board on the machine. You or remote machines can post, retrieve, or print the documents in a bulletin board. For sending and retrieving documents, you can use F Code.
    For Bulletin Board features, refer to *Bulletin Board on page 82*.

- Recipient Print Sets – Allows you to specify the number of copies the remote machine will print out.

- Relay Broadcast/Remote Relay Broadcast – To send a document to a remote machine (acting as a relay station) for broadcasting, specify the remote machine's F Code and the password (if required) in your machine. To use your machine as a relay station, the F Code and the password (if one is set up) for your machine must be specified in the remote machine that initiates relay broadcasting. For information about how to specify the machine as a relay station, refer to *F Code in the Setups chapter on page 159.*

NOTE: If a transmission error occurs during reception, or reception is canceled before completion, pages up to the last one completely received are available for relay transmission.

NOTE: Reception is impossible when a memory full error occurs.

NOTE: The relaying machine schedules transmission at the same time as it receives the transmission, so further reception becomes impossible if the number of scheduled transmissions exceeds 64.

NOTE: If the machine that initiates relay broadcasting is specified on the relay station as a destination, the system could enter an endless loop cycle.

Specify F Code signals within the range of 1 to 20 digit using number (0–9) and symbols (#, *).

Ask the remote machine about the method of specifying F Code signals.

1. Press the <←> or <→> button to display [F Code] on the Fax screen.

2. Select [F Code] using the <Select> button.

```
F Code                          Memory 100%
  Password    │
  F Code      │
  Off         │
```

3. Select the required option.

4. Press the <Enter> button.

Off

Disables the feature.

F Code

You can enter F Code using the numeric keypad on the control panel.

Password

You can enter a password using the numeric keypad on the control panel.

When specify the password, you must set the F Code. You cannot specify a password without F Code.

Overseas Communication

Use this feature to minimize errors on telephone lines. This is often the case with overseas calls.

1. Press the <←> or <→> button to display [Overseas Comm.] on the Fax screen.

2. Select [Overseas Comm.] using the <Select> button.

```
Select an address.              Memory 100%
                               ←3 of 7→
   F Code    Overseas Comm.  Delayed Start
    Off          Off             Off
```

3. Select [On] to enable the feature using the <Select> button.

Delayed Start

This feature allows you to set the start time to send faxes or start polling jobs. If the time entered has already past, it will be sent at the time entered the next day. The current time is also displayed.

NOTE: If the power is not switched on at the specified time, the line is busy, or another problem prevents transmission, transmission will begin as soon as it becomes possible.

1. Press the <←> or <→> button to display [Delayed Start] on the Fax screen.

2. Select [Delayed Start] using the <Select> button.

```
Delayed Start                   Memory 100%
 Time Now: 22:30          21 : 00
                        (0-23)    (00-59)
    Off          Hours          Minutes
```

3. Select the required option.

4. Press the <Enter> button.

Off

Disables the feature.

Hours

Press the <C> button to clear the entered value, and then enter the hour of the delayed start time using the numeric keypad on the control panel.

Minutes

Press the <C> button to clear the entered value, and then enter the minute of the delayed start time using the numeric keypad on the control panel.

Multiple-Up

When using the document feeder, use this feature to send two consecutive pages as a single page. The arrangement of the scanned documents is fixed as top to bottom.

1. Press the <←> or <→> button to display [Multiple-Up] on the Fax screen.

2. Select [Multiple-Up] using the <Select> button.

3. Select [2 Up] to enable the feature using the <Select> button.

```
Select an address.          Memory 100%
                            ←4 of 7→

Multiple-Up    Priority Send Recip. Print Sets
   1 Up            Off              1
```
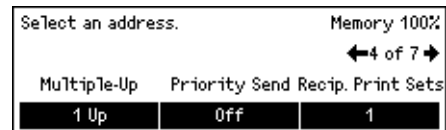
Priority Send

This feature allows an urgent document to be transmitted with top priority. If multiple Priority Send documents exist, the one which is specified first is transmitted first.

1. Press the <←> or <→> button to display [Priority Send] on the Fax screen.

2. Select [Priority Send] using the <Select> button.

3. Select [On] to enable the feature using the <Select> button.

```
Select an address.          Memory 100%
                            ←4 of 7→

Multiple-Up    Priority Send Recip. Print Sets
   1 Up            Off              1
```
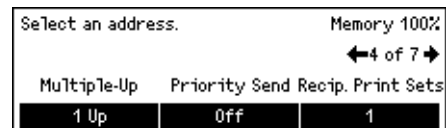
Recipient Print Sets

This feature allows you to specify the number of copies the remote machine will print.

NOTE: This function is disabled, if the destination was specified using a Speed Dial entry for which an F Code has been set, or if the F Code is used from the control panel to specify the destination.

1. Press the <←> or <→> button to display [Recip. Print Sets] on the Fax screen.

2. Select [Recip. Print Sets] using the <Select> button.

3. Select the required option.

```
Recipient Print Sets        Memory 100%
                 2
              (2-99)
       1      Enter Quantity
```

4. Press the <Enter> button.

1

The remote machine will print one copy.

Enter Quantity

Allows you to specify the number of copies the remote machine will print. Press the <C> button to clear the entered value, and then enter the required number of copies using the numeric keypad on the control panel.

Direct Send

Using the document feeder, this feature allows you to start sending a fax immediately after scanning the first page of documents. This is a useful feature when there is inadequate available memory on the machine. When you use the feature, the <Direct Send> green light illuminates.

NOTE: This cannot be used during transmission or reception.

NOTE: This cannot be used if there is no free memory capacity.

1. Press the <←> or <→> button to display [Direct Send] on the Fax screen.

2. Select [Direct Send] using the <Select> button.
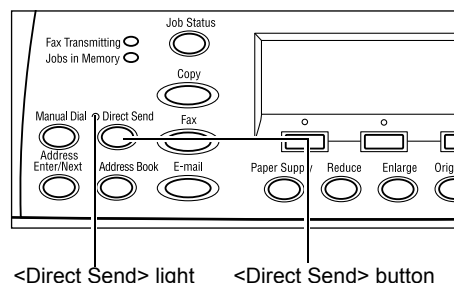
<Direct Send> light   <Direct Send> button

3. Select [On] to enable the feature using the <Select> button.
Confirm the <Direct Send> light illuminates.

NOTE: The <Direct Send> button on the control panel provides a quick way of using this feature.

2 Sided Originals

When using the DADF, use this feature to specify whether the documents are single-sided or double-sided, and to specify the orientation of the documents.

1. Press the <←> or <→> button to display [2 Sided Originals] on the Fax screen.

2. Select [2 Sided] using the <Select> button.
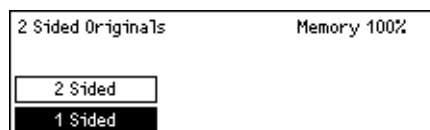
3. Select the required option.

4. Press the <Enter> button.

1 Sided

Scans single-sided documents.

2 Sided

Scans double-sided documents. When you select this option, the [Originals] screen displays allowing you to select from the following options.

NOTE: It is not possible to specify which way up the document should be. The inner end of the document, when viewed from the control panel side, is processed as the head.

- Rotate Side 2 Off – Select to scan double-sided documents opened side by side.

- Rotate Side 2 On – Select to scan double-sided documents opened vertically.

Stamp

Use this feature to stamp each sheet of a document as it passes through the document feeder for scanning. When using this feature, the mark "O" is stamped on the scanned page. The stamped pages allow you to confirm that the scanning is successful.

NOTE: Load the document to be stamped in the document feeder.

NOTE: Double-sided documents cannot be stamped.

1. Use the <←> or <→> button to display [Stamp] on the Fax screen.

2. Select [Stamp] using the <Select> button.

3. Select the required option.

4. Press the <Enter> button.

Off
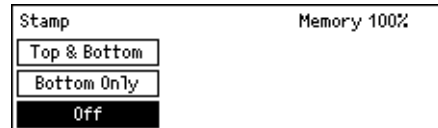
Disables the feature.

Bottom Only

Stamps the mark "O" at the bottom of each page.

Top & Bottom

Stamps the mark "O" at both top and bottom of each page.

Polling

This feature allows you to retrieve a document from a remote machine, which is referred to as "polling". The remote fax information is entered using the same method for sending faxes, but the Polling option is used to initiate retrieving the fax from the remote machine.

You can also retrieve a document stored in a confidential mailbox on the remote machine. For this function, a mailbox number and password (if one is set up) is required.

1. Press the <←> or <→> button to display [Polling] on the Fax screen.

2. Select [Polling] using the <Select> button.

```
Polling                    Memory 100%



Doc. for Polling  Poll Receive   Cancel
```

3. Select the required option.

4. Press the <Enter> button.
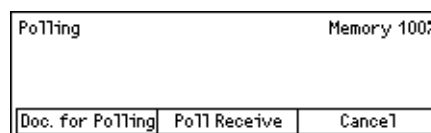
Document for Polling

Allows you to store a document in memory to allow a remote machine to poll your machine. Only one document can be stored for polling. The feature cannot be used if there is another document already stored to be sent.

Poll Receive

Allows you to retrieve a document from a remote machine. You can specify only one destination for one polling job. When you select this option, the [Poll Receive] screen displays.

NOTE: Although the machine attempts to redial if the remote machine does not respond to a polling request, no retry will be attempted if a transmission error occurs during polling reception.

Cancel

Exits the [Polling] screen and returns to the Fax screen.

[Document for Polling] screen

You can set the following options for the document to be polled on the machine: [Resolution], [Lighten/Darken], [Scan Size], [Reduce/Enlarge], [Send Header], [Stamp], [Multiple-Up], [2 Sided Originals], and [Trans. Report]. For more information, refer to each option.

NOTE: You can return to the [Polling] screen by selecting [Cancel] using the <Select> button.

1. Select [Doc. for Polling] on the [Polling] screen using the <Select> button.

2. Select the required option.

3. Change the settings if required.

4. Press the <Enter> button.

```
Document for Polling       Memory 100%
Press Start to Scan.          1 of 4 ➡
  Document for Polling       Memory 100%
  Press Start to Scan.        ⬅2 of 4 ➡
    Document for Polling       Memory 100%
    Press Start to Scan.        ⬅3 of 4 ➡
      Document for Polling       Memory 100%
      Press Start to Scan.        ⬅4 of 4

            Cancel
```
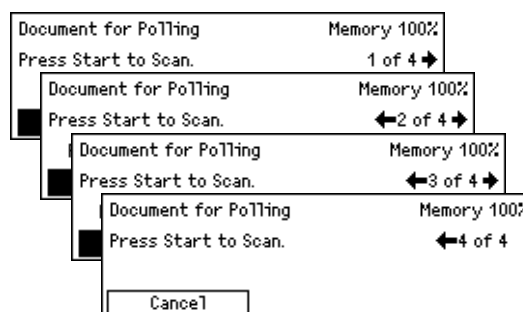
[Poll Receive] screen

You can set the following options for retrieving a document from a remote machine: [F Code], [Overseas Comm.], and [Delayed Start]. When you use [F Code], you do not need to specify the recipient as the same method for sending faxes. For more information, refer to each option.

NOTE: You can return to the [Polling] screen by selecting [Cancel] using the <Select> button.

1. Select [Poll Receive] on the [Polling] screen using the <Select> button.

2. Select the required option.

3. Change the settings if required.

4. Press the <Enter> button.
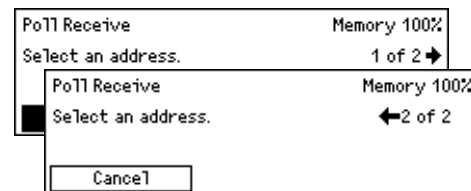
Bulletin Board

This feature enables remote machines to freely browse documents on the bulletin boards on the machine. You or remote machines can post, retrieve, print, or delete the documents on a bulletin board. To post documents, the bulletin board must be set up in advance. For more information, refer to *Bulletin Board in the Setups chapter on page 169.*

NOTE: You can also post or retrieve the document on a bulletin board using F Code. For more information, refer to *F Code on page 75*.

1. Press the <←> or <→> button to display [Bulletin Board] on the Fax screen.

2. Select [Bulletin Board] using the <Select> button.

3. Select the required option.

4. Press the <Enter> button.

Browse (Fax In)

Allows you to browse or retrieve documents posted on a bulletin board on the remote machine. You can specify only one destination for retrieving a document (Polling). When you select this option, the [Browse (Fax In)] screen displays.

Post/Print/Delete

Allows you to post, print or delete documents on a specified bulletin board on the machine. When you select this option, the [Bulletin Board] screen displays.

[Browse (Fax In)] Screen

You can set the following features for browsing or retrieving documents: [F Code], [Overseas Comm.], and [Delayed Start]. When you use [F Code], you do not need to specify the recipient as the same method for sending faxes. For more information, refer to each option.

NOTE: You can return to the [Bulletin Board] screen by selecting [Cancel] using the <Select> button.

1. Select [Browse (Fax In)] on the [Bulletin Board] screen using the <Select> button.

2. Select the required option.

3. Change the settings if required.
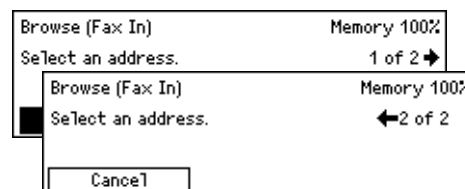
[Bulletin Board] Screen

You can select a bulletin board from the displayed list for posting, printing or deleting documents.

1. Select [Post/Print/Delete] on the [Bulletin Board] screen using the <Select> button.

2. Select the required bulletin board from the list.

3. Select the required option.
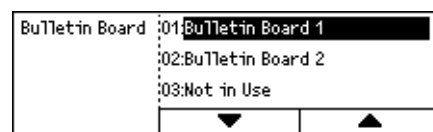
Print

Allows you to print the selected document.

Delete

Allows you to delete the selected document.

Post

Allows you to post a document if the bulletin board is empty. If a document is already posted on the bulletin board, the new document will overwrite it.

Mailbox

This feature allows you to print or delete confidential documents stored (received from remote machines) in mailboxes on the machine. At least one confidential mailbox must be set up for the feature. For more information on how to register mailboxes, refer to *Mailbox in the Setups chapter on page 170.*

NOTE: To check whether there is any received message in the mailbox, check whether the <Jobs in Memory> indicator on the control panel is lit, then display the [Mailbox] screen to view details.

1. Press the <←> or <→> button to display [Mailbox] on the Fax screen.

Mailbox	01:Box 1
	02:Box 2
	03:Not in Use
	▼ ▲
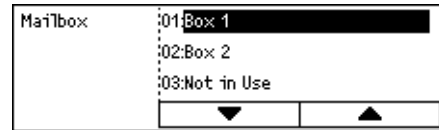
2. Select [Mailbox] using the <Select> button.

Mailbox
Mailbox 01: Box 1
No. of Docs.: 9
Print   Delete All

3. Select a mailbox from the list.

4. Enter a password for the mailbox.

5. Perform the necessary operations.
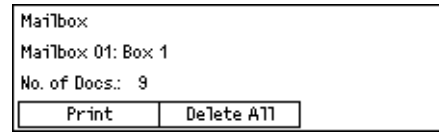
Print

Prints the documents in the selected mailbox.

Delete All

Deletes all of the documents in the selected mailbox.

Chain Dialing

This feature allows you to specify a destination combining multiple Speed Dial codes, One Touch Dial buttons and dialing using the numeric keypad. For example, you can register country codes and local area codes for each Speed Dial in advance and then combine them to specify one destination.

NOTE: The maximum number of digits for the feature is 192. However, Speed Dial codes, One Touch Dial codes and manually dialed numbers can only be entered up to 64 digits each, so input may be limited even when the number of digits is less than 192 digits.

1. Press the <←> or <→> button to display [Chain Dialing] on the Fax screen.

Select an address.	Memory 100%
	←7 of 7
Chain Dialing	
Off	

2. Select [Chain Dialing] using the <Select> button.

3. Select [On] to enable the feature.
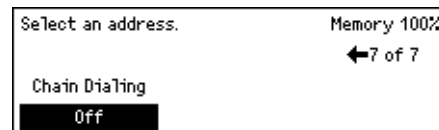
On-Hook

This feature allows you to send a document after checking to hear the other party answers, using line monitor. The line monitor volume can be set by the System Administrator. For more information, refer to *Line Monitor in the Setups chapter on page 135.*

NOTE: Load the document for manual transmission in the document feeder. Manual transmission is disabled if there is no document loaded in the document feeder.
If there is no document in the document feeder, the machine can be used for manual reception and polling reception.

NOTE: The <Manual Dial> button is disabled when the external telephone is in use. The external telephone cannot be used when the machine is in On-Hook mode.

1. Press the <Manual Dial> button on the control panel. Press the <Manual Dial> button again or the <Clear All> button to exit the On-Hook mode.
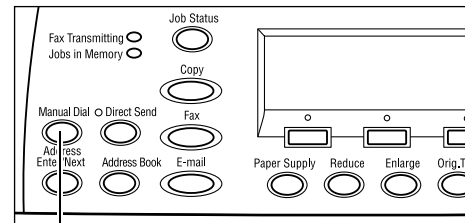
<Manual Dial> button

5 E-mail

This chapter contains information about using the optional E-mail features, which are dependent on your machine configuration. To use these features, 128/256 MB Memory (for Printer), Fax Kit, Printer Kit, and Scan to Email Kit must be installed. With this feature, documents are scanned and sent to specified destinations as e-mail attachments. You can specify destination addresses by using Speed Dial, One Touch Dial, the alphanumeric keypad on the control panel, or by selecting from Address Book.

NOTE: Various settings are required to use the E-mail features. For more information, refer to the Network Administrator Guide.

NOTE: The E-mail transmission feature of the machine is able to send e-mail to computers. It is not able to send e-mail to fax machines with Internet functions.

E-mail Procedure

This section describes how to scan documents to send them as attachments. Follow the steps below.

1. Load the Documents – page 87
2. Select the Features – page 89
3. Specify the Destination – page 89
4. Start the E-mail Job – page 90
5. Confirm the E-mail Job in the Job Status – page 90
Stop the E-mail Job – page 91

1. Load the Documents

The following steps explain how to load documents using the document feeder or document glass. When scanning a document in the form of sheet or multiple documents as a stack, use the document feeder. When scanning a document that is relatively heavy such as brochures or booklets, use the document glass.

NOTE: The scanning method differs between when the document is set in the document feeder and when it is set on the document glass, so the scan area may change.

- Document Feeder

Mixed size documents can be scanned as a stack when selecting [Auto Detect] on the [Scan Size] screen. This feature is available only when the documents have the same width. Use the document glass to scan mixed size documents with different width. Otherwise, image loss may occur for the width of the first page will be the size for all the scanned documents. All the documents are scanned at a time, therefore you can not change the settings such as [Resolution], [Lighten/Darken], or [Reduce/Enlarge]. When you want to change the settings for each page, use the document glass.

- Document Glass

If you have more than one stack of documents to scan, select [Next] using the <Select> button while the current stack of documents is being scanned. This allows you to scan multiple or mixed size documents as one set of data. Also, you can change the scan settings for each page.

1. Load documents face up into the document feeder or face down on the document glass.

For more information on how to load the documents, refer to *1. Load the Documents in the Copy chapter on page 49.*
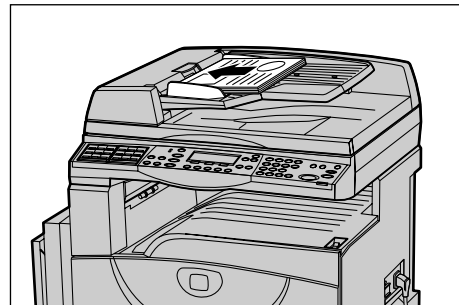
Scan the Documents

There are two methods of scanning the documents.

NOTE: As the machine does not support the function to scan non-standard size document precisely, the edge of the document may be missing, or the scanned size may be larger than the original size. Specify the scanned size when non-standard size document is loaded. For more information on how to specify the scanned size, refer to *Scan Size on page 96.*

NOTE: The document glass cannot automatically detect the document width less than A4 SEF (202mm), such as post card and A5 SEF. When you load the document of the width less than A4 SEF, select a size close to the document before scanning. For more information on how to select the scan size, refer to *Scan Size on page 96.*

- Auto Detect

Standard size documents can be automatically detected. If the document is not a standard size, or the size cannot be detected, the machine will automatically choose the standard size to prevent image loss. For more information about sizes to be detected or replaced automatically, refer to *When Using the E-mail Feature in the Appendix chapter on page 219.*

- Select the Scan Size

You can select the scan size from the preset sizes. For more information on how to select the scan size, refer to *Scan Size on page 96.*

2. Select the Features

Only those features relevant to the machine configuration will be available.

NOTE: If the machine remains idle for a set time (determined by the System Administrator), the settings will be reset. For more information, refer to *Auto Clear in the Setups chapter on page 134.*

1. Press the <E-mail> button on the control panel. Ensure that the E-mail screen is displayed.
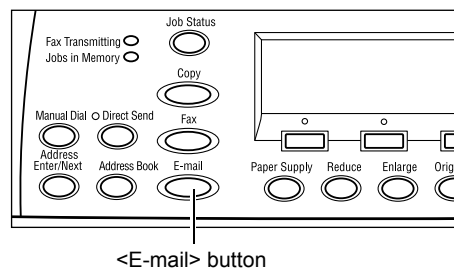
<E-mail> button

2. Press the <Clear All> button once on the control panel to cancel any previous selections.

3. Select an option for the required feature.
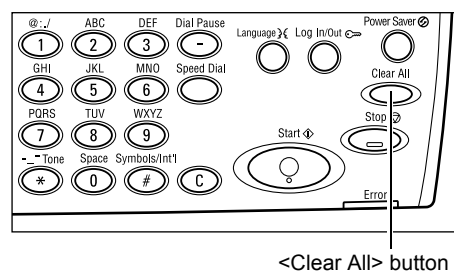
<Clear All> button

If necessary, press the <←> or <→> button to switch between screens to configure the e-mail settings. For more information, refer to *E-mail Features on page 95*.

3. Specify the Destination

To specify an e-mail destination, the machine provides the following methods.

NOTE: When sending e-mail, check the destination before sending. Even when e-mail transmission has failed, the error may not be displayed in the job history. E-mails to notify of transmission errors will not be received. Therefore, the user may be unaware of a failed transmission in some cases. For these reasons, it is important to check that the addressee is correct before sending the e-mail.

- Using the numeric keypad on the control panel
- Using Address Book (refer to *Address Book on page 93*.)
- Using Speed Dial (refer to *Speed Dial on page 94*.)
- Using One Touch Dial (refer to *One Touch Dial on page 94*.)

1. Specify e-mail destinations by entering addresses using the alphanumeric keypad on the control panel.

You can send a document as e-mail attachments to multiple destinations in a single operation. For more information, refer to *Specifying Destinations on page 92*.

4. Start the E-mail Job

1. Press the <Start> button on the control panel to scan and send the documents.

<Start> button

NOTE: If the <Start> button is pressed when no document has been set, the machine will assume that a document of A3 SEF size has been set, so A3-sized data will be sent to the specified recipient.
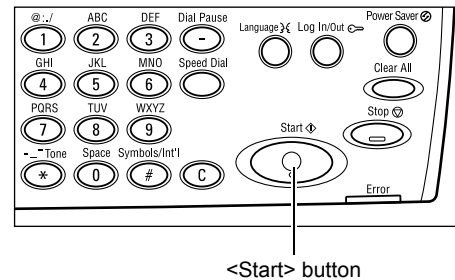
NOTE: If the trouble, such as document jam or memory full, is occurred while scanning multiple documents, the job is canceled and the scanned data are deleted. If a memory full error has occurred, either delete unnecessary data from the machine, or reduce the size of the scanned data by reducing the resolution or the scanned area. To resume the same operation, load all the documents again and press the <Start> button.

NOTE: If the data for one page exceeds the following size, transmission processing will be aborted for lack of memory capacity. Data for which transmission has been aborted will be discarded and not re-sent.

*   If memory has been expanded to 128 MB: 4 MB/page

*   If memory has been expanded to 256 MB: 8 MB/page

5. Confirm the E-mail Job in the Job Status

Follow the steps below to confirm the e-mail job you started.

NOTE: Check the Job History Report to see whether the e-mail has been sent. Even if the Sent Report appears to indicate that the e-mail was sent normally, it may not actually be possible to send the message. For how to print the Job History Report, refer to *Report/List (Print Jobs) in the Product Overview chapter on page 43*. In case of fax broadcasting, a transmission error to any one of the multiple specified recipients will result in an error being displayed, even if the fax was sent successfully to some recipients.

NOTE: If mail transmission has failed because of some error, the data stored in the machine may be deleted rather than being automatically re-sent to the specified recipient. Check the Job History Report. If the fax was not sent, set the document again and re-send it.

1. Press the <Job Status> button on the control panel to display the Job Status screen.
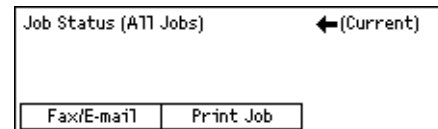
```
Job Status (All Jobs)          ←(Current)


  Fax/E-mail    |   Print Job
```

The job being processed will be displayed on the Current screen.

2. If required, press the <←> or <→> button to display the All Jobs screen.

3. Select [Fax/E-mail] using the <Select> button.

4. Select [Send] using the <Select> button. The job will be displayed on the screen.

For more information, refer to *Job Status in the Product Overview chapter on page 39.*

Stop the E-mail Job

Follow the step 1 to manually cancel an e-mail job while scanning the document. After scanning the document, follow the step 2 to 3.

1. Press the <Stop> button on the control panel to cancel the current e-mail job.
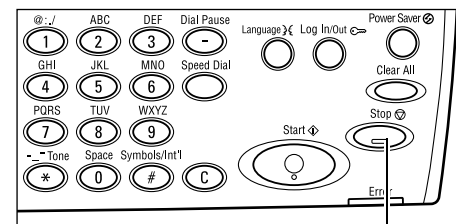
<Stop> button

2. If required, press the <Job Status> button on the control panel to display the Job Status screen. To exit the Job Status screen, press the <Job Status> button.

3. If the job to be canceled is displayed on the Current screen, select [Stop (Delete)] using the <Select> button. If not, go to step 4.
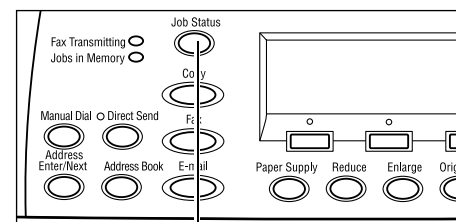
<Job Status> button

4. Press the <→> button to display the All Jobs screen.

5. Select [Fax/E-mail] using the <Select> button.

6. Select [Send] using the <Select> button.

7. Select the job to be canceled by selecting [▼] or [▲] using the <Select> button.

8. Select [Details] using the <Select> button.

9. Select [Stop (Delete)] using the <Select> button.

Specifying Destinations

You can specify destinations using Speed Dial, One Touch Dial, or the numeric keypad on the control panel. You can also use the Address Book to quickly look up and enter destinations registered for Speed Dial.

You can specify up to 100 destinations at one time using Speed Dial, One Touch Dial, and the numeric keypad dialing. However, up to 12 of 100 destinations can be specified using the numeric keypad dialing. For more information, refer to the following.

E-mail Address – page 92
Address Book – page 93
Speed Dial – page 94
One Touch Dial – page 94

E-mail Address

Use the following steps to specify e-mail destinations by entering addresses using the alphanumeric keypad on the control panel.

1. Press the <←> or <→> button to display [E-mail Address] on the E-mail screen.

    Enter E-mail Address (Max. 64 chars.)

    Entry Mode

    Convert | No Conversion | **Alphabet**

2. Select [E-mail Address] using the <Select> button.

3. For Entry Mode, select [Alphabet] or [Number] using the <Select> button.

4. Enter an e-mail address using the alphanumeric keypad.

NOTE: To enter symbols, select [Alphabet] for Entry Mode and press the <#> button.

5. Press the <Enter> button.
    To specify multiple addresses, follow the steps below:

6. Enter the next destination.

7. Repeat steps 5 and 6 as required.

NOTE: You can delete a destination which has been entered using Speed Dial or One Touch Dial by pressing the <C> button once. When entering the e-mail address manually, you can delete the character one digit at a time using the <C> button.

Address Book

Use this feature to quickly search and enter registered destinations by selecting an entry from the list or using [Search by Index]. Entries in the Address Book are the ones you registered in Speed Dial and are ordered by the Speed Dial codes they are assigned (respectively). For more information on how to register Speed Dial codes, refer to *Create/Delete in the Setups chapter on page 137.*

1. Press the <Address Book> button on the control panel.
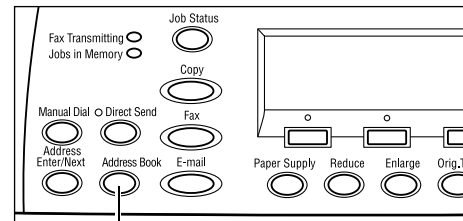
<Address Book> button

2. Select the required option.

3. Press the <Enter> button on the control panel.
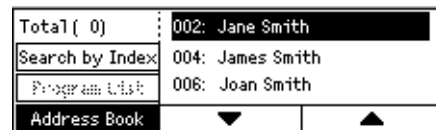
Address Book

Allows you to select from the list of destinations registered in Speed Dial.

Search by Index

Allows you to locate a destination by the index character assigned to the destination when registered in Speed Dial.

Following the steps below:

1. For Entry Mode, switch between [Alphabet] for a letter and [Number] for a number using the <Select> button.

2. Enter an index character using the alphanumeric keypad.

3. Select [Confirm] using the <Select> button or press the <Enter> button. The list of addresses that match the entered index displays.

Speed Dial

This feature allows you to specify the e-mail address quickly using a 3-digit code assigned to the destination. If you register the e-mail address to Speed Dial code 123, you can only enter 123 and specify automatically the registered e-mail address assigned to Speed Dial code 123. You can register up to a total of 200 Speed Dial codes combining fax numbers and e-mail addresses. When you register Speed Dial codes 001–036, their codes are automatically assigned to One Touch Dial buttons on the control panel. Speed Dial codes are listed and can be searched in the Address Book. For more information on how to register Speed Dial codes, refer to *Speed Dial in the Setups chapter on page 166.*

1. Press the <Speed Dial> button on the control panel.

2. Enter a 3-digit code.
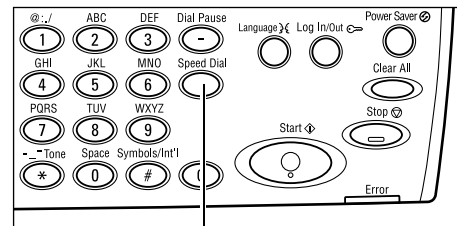
<Speed Dial> button

NOTE: If the 3-digit code entered is correct, the destination is displayed. If it is incorrect, you are prompted to re-enter a 3-digit code.

One Touch Dial

This feature allows you to select preset Speed Dial codes 001–036 using One Touch Dial buttons. One Touch Dial consists of the following three pages and you can change the page using the flip cards.

- Page 1 displays Speed Dial codes 001–018.

- Page 2 displays Speed Dial codes 019–036.

- Page 3 displays Fax Programs p01–p18. (Fax Program is unavailable for the E-mail feature)

1. If necessary, flip One Touch panels to access the required One Touch button.

2. Press the One Touch button.
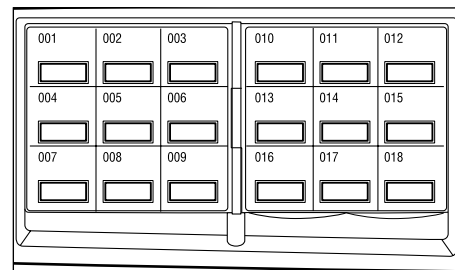
One Touch buttons

E-mail Features

This section describes the various features available for e-mail job. For more information about the features available, refer to the following.

Resolution – page 95
Lighten/Darken – page 96
Scan Size – page 96
Reduce/Enlarge – page 97
File Format – page 97
Transmission Report – page 98
2 Sided Originals – page 98
Sender – page 99

1. Press the <E-mail> button on the control panel.

2. Press the <←> or <→> button to switch between screens.

3. Select the required option.

Resolution

Use this feature to select the resolution for scanning documents.

1. Press the <←> or <→> button to display [Resolution] on the E-mail screen.

2. Select [Resolution] using the <Select> button.

3. Select the required option.

4. Press the <Enter> button.

200dpi Text

Specifies a 200 dpi resolution for documents that contain text only.

400dpi Text

Specifies a 400 dpi resolution for documents that contain text only.

600dpi Text

Specifies a 600 dpi resolution for documents that contain text only.

200dpi Photo

Specifies a 200 dpi resolution for documents that contain photographs only.

400dpi Photo

Specifies a 400 dpi resolution for documents that contain photographs only.

600dpi Photo

Specifies a 600 dpi resolution for documents that contain photographs only.

400dpi Text/Photo

Specifies a 400 dpi resolution for documents that contain both text and photographs.

600dpi Text/Photo

Specifies a 600 dpi resolution for documents that contain both text and photographs.

Lighten/Darken

This feature allows you to adjust the density of scanned images in five levels. Use the <Select> buttons to lighten or darken the image.

1. Press the <←> or <→> button to display [Lighten/Darken] on the E-mail screen.

2. Select [Lighten/Darken] using the <Select> button.

3. Move ▼ on the screen by selecting [Darken] or [Lighten] using the <Select> button to select the density level.

4. Press the <Enter> button.
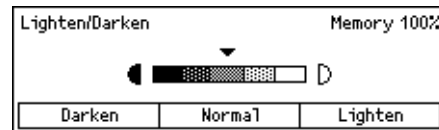
Scan Size

Using this feature, the size of the document can be automatically detected or selected from a list of preset sizes. If a preset size is selected, documents will be scanned according to the specified size regardless of their actual size.

1. Press the <←> or <→> button to display [Scan Size] on the E-mail screen.

2. Select [Scan Size] using the <Select> button.
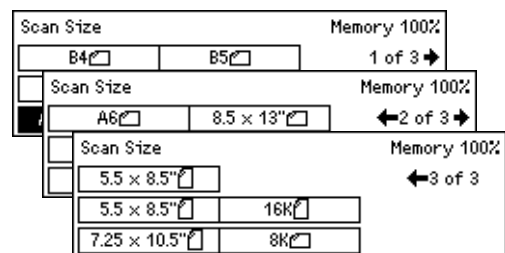
3. Select the required option.

4. Press the <Enter> button.

Auto Detect

Detects the size of the document automatically.

Standard size documents can be automatically detected. If it is not a standard size document, switch to the nearest standard size.

For more information about the size that can be automatically detected, refer to *When Using the E-mail Feature in the Appendix chapter on page 219.*

Presets

Allows you to select from the preset standard sizes.

Reduce/Enlarge

This feature allows you to reduce or enlarge a scanned document to a specified ratio.

NOTE: If the enlarged size is larger than A3 SEF, the portion in excess of that size will be cut out of the scanning area.

1. Press the <←> or <→> button to display [Reduce/Enlarge] on the E-mail screen.

2. Select [Reduce/Enlarge] using the <Select> button.

Reduce/Enlarge	100%	Memory 100%
129%	86% A3→B4	141% A4→A3
64%	81% B4→A4	122% A4→B4
100%	70% A3→A4	115% B4→A3

3. Select the required option.

4. Press the <Enter> button.

100%

Scans the document the same size as the original document.

Presets

Allows you to select from the preset reduction/enlargement ratios.

File Format

This feature allows you to select the file format to save scanned data.

1. Press the <←> or <→> button to display [File Format] on the E-mail screen.

2. Select [File Format] using the <Select> button.

File Format	Memory 100%
DocuWorks	
PDF	
TIFF	

3. Select the required option.

4. Press the <Enter> button.

TIFF

Saves scanned data in TIFF (Tagged Image File Format).

PDF

Saves scanned data in PDF (Portable Document Format).

DocuWorks

Saves scanned data in DocuWorks format.

Transmission Report

With this feature enabled, the machine prints a report at the end of the transmission that shows the transmission result.

The System Administrator specifies whether to print out a report when sending e-mail to a single destination, whether to print out a report when sending e-mail to multiple destinations, and whether to print out the scanned documents with the report. For more information about reports, refer to *Transmission Report in the Setups chapter on page 165.*

1. Press the <←> or <→> button to display [Trans. Report] on the E-mail screen.

2. Select [Trans. Report] using the <Select> button.

3. Select the required option.

4. Press the <Enter> button.

Undelivered

Prints a report only when transmission fails.

OFF

Never prints a report.

On
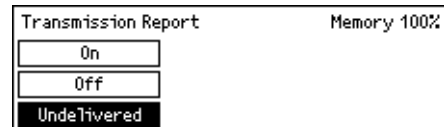
Always prints a report no matter how the transmission ends.

2 Sided Originals

When using the DADF, use this feature to specify whether the documents are single-sided or double-sided, and to specify the orientation of the documents.

1. Press the <←> or <→> button to display [2 Sided Originals] on the E-mail screen.

2. Select [2 Sided] using the <Select> button.
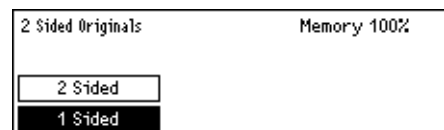
3. Select the required option.

4. Press the <Enter> button.

1 Sided

Scans single-sided documents.

2 Sided

Scans double-sided documents. When you select this option, the [Originals] screen displays allowing you to select from the following options.

• Rotate Side 2 Off – Select to scan double-sided documents opened side by side.

• Rotate Side 2 On – Select to scan double-sided documents opened vertically.

Sender

For sender information, you can use the machine's address assigned by the System Administrator or select the address registered in the Address Book.

For more information about Speed Dial, refer to *Speed Dial in the Setups chapter on page 166.*

1. Press the <←> or <→> button to display [Sender] on the E-mail screen.

2. Select [Sender] using the <Select> button.

3. Select the required option.

4. Press the <Enter> button.

System Admin.

Uses the machine's address assigned by the System Administrator.

Address Book

Displays the list of e-mail addresses registered in Address Book.

1. Select [Address Book] using the <Select> button on the [Sender] screen.

2. Select the required address by selecting [▼] or [▲] using the <Select> button.

3. Press the <Enter> button. The specified address is indicated by an asterisk (*).
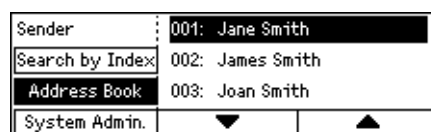
NOTE: If no name is registered in the Address Book, the machine displays the e-mail address assigned to the machine by the System Administrator.

Search by Index

Allows you to locate an e-mail address by the index character assigned to the address when registered in Speed Dial. To search by index character, follow the steps below.

1. For Entry Mode, switch between [Alphabet] for a letter and [Number] for a number using the <Select> button.

2. Enter an index character using the alphanumeric keypad.

3. Select [Confirm] using the <Select> button or press the <Enter> button. The list of addresses that match the entered index displays.

6 Print

This chapter contains information about using the optional print features, which are dependent on your machine configuration. With this feature, you send printing jobs from a computer directly to the machine.

You can also send a PDF file directly to the machine for printing without using the print driver. This is referred to as "PDF direct printing". PDF direct printing is available when you install the PostScript Kit. For more information about the PDF direct printing, refer to the documentation contained in the CD-ROM of the Driver CD Kit.

Print Driver Features

In order to print from a computer, a print driver must be installed on the computer. If you have installed an earlier version of the printer driver, uninstall it first before installing the new version.

For instructions on installing the print driver, refer to the documentation contained in the CD-ROM of the Driver CD Kit.

When you select the machine as the printer, the associated print screen is displayed on the computer. Select the [Print] menu from the toolbar to display the print screen.

For more information, refer to PCL driver On-line Help.

NOTE: Only those features relevant to the machine configuration will be available.

NOTE: In some cases, expanding the printer memory may make it possible to print the size of data required, but in other cases even expanding the memory capacity may not enable printing.

NOTE: If the type of paper specified for the print driver is not set in the machine, a different type of paper will be used to print.

Job Type

- FAX - Select this to send faxes from a computer via the machine. You can specify the destination.
- Normal - Select this for normal printing.

Multiple Up

Prints two, four, or eight independent documents onto one sheet of paper. The machine automatically reduces/enlarges the images as needed to print them on one page.

Poster

Divides and enlarges a document, and prints each divided part onto multiple sheets of paper. You can paste them all together to make one large poster.

Booklet Creation

Creates a document with the pages in the correct order to make a booklet when the document is folded.

Transparency Separator

Inserts a divider page after each printed transparency.

Skip Blank Pages

Does not print blank pages when printing documents that contain blank pages.

Draft Mode

Prints the text and graphics in gray rather than black, thus reducing the amount of toner used.

UNIX and Macintosh

Information about print features for UNIX and Macintosh computers is provided separately. Refer to the following documentation for procedures on sending print jobs.

- UNIX - Network Administrator Guide
- Macintosh - PostScript User Guide

7 CentreWare Internet Services

This chapter contains information about the optional CentreWare Internet Services program. CentreWare Internet Services program uses the embedded Web User Interface which enables communication between a networked computer and the machine via HTTP. CentreWare Internet Services can be used to check each job and the machine status, or change the network settings.

NOTE: This service must be installed and set up by the System Administrator prior to use. For more information about installation and setups of the CentreWare Internet Services feature, refer to the Network Administrator Guide. Some of the CentreWare Internet Services features will have restricted access. Contact the System Administrator for further assistance.

NOTE: This service is not available on a machine where the direct printing feature is not configured.

Target Computers

The OS and web browsers that can be used for CentreWare Internet Services are as follows.

OS	Browsers
Windows 2000	Internet Explorer 5.5 SP2, Internet Explorer 6.0 SP1 Netscape 7.1
Windows XP	Internet Explorer 6.0 SP1 Netscape 7.1
Windows Server 2003	Internet Explorer 6.0 SP1 Netscape 7.1
Windows Vista	Internet Explorer 7.x
Mac OS 8.6 through 9.2.2 (PowerPC-based Macintosh)	Internet Explorer 5.1 Netscape 7.02
Mac OS X 10.3.9 Mac OS X 10.4 through 10.4.9 (PowerPC-based Macintosh or Intel-based Macintosh)	Internet Explorer 5.2 Netscape 7.02

Accessing CentreWare Internet Services

Follow the steps below to access CentreWare Internet Services.

1. At a client workstation on the network, launch an internet browser.

2. In the URL field, enter "http://" followed by the internet address of the machine. Then press the <Enter> key on the keyboard.

Example: If the internet address is vvv.xxx.yyy.zzz, enter the following in the URL field:

```
http://vvv.xxx.yyy.zzz
```

If the port number is set, append that to the internet address as follows. In this example, the port number is 80.

```
http://vvv.xxx.yyy.zzz:80
```

The home page of CentreWare Internet Services is displayed.

Standard Features - CentreWare Internet Services

CentreWare Internet Services enables you to display, configure, and change the current status or settings of the machine through a web browser on a computer, instead of the control panel of the machine.

Interface Options

The CentreWare Internet Services home page contains four panels without visible boundaries.

Header Panel

Displays the header of all pages. The header includes the CentreWare Internet Services logo and the model of the machine. Just under this panel on nearly all the pages is the tab bar which corresponds to the five functions or page buttons. These are [Jobs], [Status], [Properties], [Maintenance], and [Support]. You can navigate through the pages when you click the text on each tab.

Footer Panel

At the bottom of every page is the Footer Panel which contains the company logo on the left, the copyright information in the center.

Left Panel and Right Panel

The contents displayed on the left and right panel vary depending on the selected category.
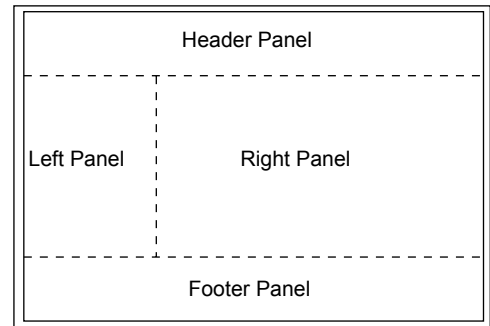
For more information about each functional page, refer to the following.

Jobs – page 105
Status – page 107
Properties – page 108
Maintenance – page 121
Support – page 121

Jobs

This page displays a list of active and completed jobs sent using the protocols, or from the machine control panel. The details displayed may differ from those shown on the screen of the machine. In addition to displaying details on the jobs, this page allows you to delete jobs as well.

Follow the steps below to select features available on the [Jobs] tab.

1. Click [Jobs] on the Header Panel of the home page.

2. On the collapsible menu of the Left Panel, click [Job List] to view the list of active jobs or click [Job History List] then [Job History Report] to view the list of completed jobs.

Job List

This page displays the list of active jobs being processed, when you select [Job List]. Details include the following.

NOTE: If the language used is Korean, Simplified Chinese, or Traditional Chinese, the characters displayed in Job List may be garbled.

Delete

You can delete the selected job.

NOTE: In some instructions, the deletion of jobs might be ignored.

Follow the steps below to delete a job.

1. Select the check box of the job that requires deletion, then click [Delete].
If you have selected the check boxes for more than one job, all those jobs will be deleted when you click [Delete].

2. A message to confirm the deletion of the selected job is displayed. Click [OK].

Job Name

Displays the name of the job.

Owner

Displays the name of the client (user) that has sent the job.

Status

Displays the status of the job.

Job Type

Displays the type of job.

Quantity

Displays the number of sets that have been processed.

Job History List

This page displays a list of completed jobs. Details include the following.

Job Name

Displays the name of the job.

Owner

Displays the name of the client (user) that has sent the job.

Job Status

Displays the status of the job.

Job Type

Displays the type of job.

Pages

Displays the number of pages printed.

Output Destination

Displays output destination details such as address, output tray, document receipt number or name of the recipient server or file. A "-" will be displayed if the output destination is unknown or not specified.

Host Interface

Displays the name of the host that has sent the job. A "-" will be displayed if the host interface is unknown or not specified.

Date/Time Completed

Displays the date and time that the job was completed.

Status

This page allows you to check the status of the paper trays, output trays, and consumables on the machine. The details displayed may differ from those shown on the screen of the machine.

Follow the steps below to select features available on the [Status] tab.

1. Click [Status] on the Header Panel of the home page.

2. On the collapsible menu of the Left Panel, click the required feature.

General

This page displays the machine information and status. It also displays the [Refresh Status] and [Reboot] buttons. Click the [Refresh Status] button to display the latest information.

Trays

This page displays the status of the paper tray and output tray.

Paper Tray

Trays

Lists the available paper trays, namely Tray 1, Tray 2 (optional), Tray 3 (optional), Tray 4 (optional), and Tray 5 (Bypass Tray).

NOTE: Trays displayed will depend on the configuration.

Status

Displays the status of the paper tray.

NOTE: The status of the paper tray may displayed as [Unknown] if the machine is in the power saver mode.

Paper Remaining

Displays the percentage of paper still available in each tray in 25% increments.

Paper Size

Displays the size of paper loaded in each tray.

Paper Type

Displays the type of paper loaded in each tray.

Priority

Displays the priority of each tray when Auto Tray is selected. The highest priority will be number 1. The greater the number, the lower the priority. You can change the priority settings using [Paper Tray Attributes] on the [Properties] page.

Output Tray

Trays

Displays the name of the output tray.

Status

Displays the status of the output tray.

Consumables

The consumables menu displays the status of the drum cartridge and toner cartridge. The status determines if you need to replace the consumable.

Drum Cartridge

Displays the status of the drum cartridge.

NOTE: If [Replace Now] is displayed, replace with a new drum cartridge.

Toner Cartridge

Displays the status of the toner cartridge.

NOTE: If the remaining toner becomes low, replace with a new toner cartridge.

Properties

This page allows you to view and set the machine properties. These include the machine details and configuration, the CentreWare Internet Services settings, the port settings, protocol settings, emulation settings as well as the memory settings. The items displayed will depend on the model and configuration of the machine.

NOTE: Some settings with data entry use bytes as units of data volume. Each character that you enter is one byte.

1. Click [Properties] on the Header Panel of the home page.

2. Select an item from the collapsible menu on the Left Panel. To select an item in the [Port Settings], [Protocol Settings] or [Emulation Settings] folder, click "+" sign on the left of the folder to open the item, if it is hidden.

3. To change settings, use the drop-down list box, text boxes and check boxes on the page.
The default settings in the drop-down list box are indicated with an asterisk (*).

4. After changes have been entered, click [Apply New Settings].

- To cancel any changes you have made, click [Restore Settings].

- To display the current machine settings, click [Refresh Status].

Depending on the selected items, you may be required to enter the System Administrator name and password. The default name is "admin" and the default password is "x-admin". Some settings will be only available after you reboot the machine from CentreWare Internet Services or after the machine is switched off and on.

Properties Features

The following table displays the setting items available within this page.

Feature name	Setting items
Machine Details	**Product Name** Indicates the name of the product. This is a display-only item. **Serial No.** Indicates the serial number of the machine. This is a display-only item. **Name** Enter the name of the machine. **Location** Enter the location of the machine. **Contact Person** Enter the name of the System Administrator. Up to 255 characters can be entered. **Administrator E-mail Address** Enter the e-mail address for the System Administrator. Up to 64 bytes can be entered. **Comment** Enter a comment about the machine.
Configuration	**Memory** Displays the size of the RAM, each enabled port as well as the emulation in use. **Available Printer Language** Displays the printer language used by the machine and its version number. **Software** Displays the software version and status installed on the machine. **Options** Displays the print area of the optional RAM. **Hardware** Displays the hardware installed, such as the Ethernet Port.
Counters	Displays the Total Impressions (printed documents only, copies and faxes are not included).

Feature name	Setting items
Paper Tray Attributes	**Trays** Display the name of the tray. **Paper Type** Displays the paper type settings. **Priority** Allows you to configure the priority of the paper supply form a specified tray.
Paper Settings	**Paper Type** Displays the paper type. Specify the priority settings for each paper type. **Paper Name** Enter the name for [Custom Paper 1] to [Custom Paper 3]. Up to 8 characters can be entered for each name. **Priority** Allows you to configure the priority settings when the Auto Tray is selected for the various paper types.
Address Book	This page displays the information of the destination registered in Speed Dial and allows you to configure, edit or delete the settings for Speed Dial code. Enter Speed Dial codes and click [Edit] to configure. The System Administrator name and password are required to log in to change the settings. The default name is "admin" and default password is "x-admin". **Address Book** Allows you to make detailed settings as follows: Speed Dial – Displays Speed Dial code. This is a display-only item. Address Type – Allows you to select a fax number or a e-mail address to register. Recipient Address – Enter the fax number or the e-mail address of the destination. Up to 64 bytes can be entered. Recipient Name – Enter the recipient name. Up to 12 bytes can be entered. Index – Enter one index letter which allows you to search through the fax numbers or the e-mail addresses. The characters that can be used as the index are the alphabet from A to Z and numeric from 0 to 9. You can enter lower-case letters, however, lower case letters are converted to upper case upon entry. The letters you can enter for text searches of Address Book is different between CentreWare Internet Services and the control panel. Communication Mode – Allows you to select the communication mode. Communication Speed – Allows you to select the communication speed. F Code – Enter an F Code not more than 20 digits. Password (F Code Communication) – Enter a password of not more than 20 digits for the F Code.

Feature name	Setting items
Mail Notice Settings	**Notice Frequency** Select the frequency of sending the status e-mail. **Notice Day (Weekly)** Allows you to specify the day of the week on which the status e-mail is sent. **Notice Date (Monthly)** Allows you to specify the date on which the monthly status e-mail is sent. **Notice Time** Allows you to specify the time to send the e-mail notice. **IP Reject Frequency** Allows you to specify the number of rejections before sending an e-mail notice for users whose IP addresses are not registered in the permitted addresses. **Domain Reject Frequency** Allows you to specify the number of rejections before sending an e-mail notice for users whose domains are not registered in the permitted domains. **Next Notice Date** Displays the next transmission date. **Mail Recipient Settings:** Allows you to specify up to three recipient e-mail addresses when Regular Notice, IP Reject Notice or Domain Reject Notice is checked. Up to 128 bytes can be entered.
Auditron (Print)	**Auditron (Print)** Select the check box to enable. **Non-account Print** Select the check box to enable. **Account Number** Allows you to change the information of account users. Click [Edit] to configure. **User Account Settings (Print):** Allows you to make detailed settings as follows: Account Number – This is a display-only item. User Name – Enter the user name. Password – Enter a 4 to 12 digit number for the password. Black Account Limit – Allows you to configure the limitation of black and white prints for each account.

Feature name	Setting items
Internet Services Settings	**Auto Refresh Interval** Use to enter a time interval when the contents of the browser display will be refreshed automatically. Display Language – Allows you to select the language to be displayed from English, Simplified Chinese, Traditional Chinese and Korean. **Administrator Mode** Allows you to specify whether to appoint the System Administrator for CentreWare Internet Services settings. **Administrator Name** Enter the System Administrator name. **Administrator Password** Enter the System Administrator password. **Re-enter Password** Allows you to verify the System Administrator password by re-entering the same password.
Port Status	This page displays the port settings and allows you to select whether to enable or disable different ports used in the printer. **Parallel** Select the check box to enable. **USB** Select the check box to enable. **EtherTalk** Select the check box to enable. **SMB** Select the check box to enable. You can also configure the Transport Protocol to be used. To enable the Transport Protocol, select the check box of TCP/IP and/or NetBEUI. **NetWare** Select the check box to enable. You can also configure the Transport Protocol to be used. To enable the Transport Protocol, select the check box of IPX/SPX and/or TCP/IP. **LPD** Select the check box to enable. **SNMP** Select the check box to enable. You can also configure the Transport Protocol to be used. To enable the Transport Protocol, select the check box of UDP and/or IPX. **IPP** Select the check box to enable. **Port9100** Select the check box to enable. **UPnP** Select the check box to enable. **Send E-mail** Select the check box to enable. **Mail Notice Services** Select the check box to enable. **Internet Services** Select the check box to enable.

Feature name	Setting items
Port Settings	This page displays the port settings for your machine, for example, Ethernet and Parallel. Port Settings allows you to configure the settings. Items displayed on this page will depend on the model and settings of your printer. **Ethernet** This page allows you to configure the Ethernet transmission rate. Ethernet Settings – You can select one of the following options. • Auto: Detects the Ethernet transmission rate automatically. • 100BASE-TX: Selects 100BASE-TX as the default value. • 10BASE-T: Selects 10BASE-T as the default value. MAC Address – This is a display-only item. **Parallel** This page allows you to configure the parallel port settings. Bi-directional Communication – Enable or disable bidirectional communication (IEEE1284). Auto Eject Time – Specifies the time when the paper will be automatically ejected if no data is sent to the printer. Adobe Communication Protocol – This is only displayed when PostScript is enabled. Select one of the following options. • Normal: Select this when the communication protocol is in the ASCII format. • Binary: Select this when the communication protocol is in the binary format. • TBCP: Select this to switch between the specific control codes when the communication protocols involve both ASCII and binary formats. **USB** This page allows you to configure the USB settings. Auto Eject Time – Specifies the time when the paper will be automatically ejected if no data is sent to the printer. Adobe Communication Protocol – This is only displayed when PostScript is enabled. Select one of the following options. • Normal: Select this when the communication protocol is in the ASCII format. • Binary: Select this when the communication protocol is in the binary format. • TBCP: Select this to switch between the specific control codes when the communication protocols involve both ASCII and binary formats.

Feature name	Setting items
Protocol Settings	**EtherTalk** This is only displayed when PostScript is enabled. Printer Name – Enter the printer name for EtherTalk. Zone Name – Enter the EtherTalk zone name. Printer Type – This is a display-only item. **SMB** This page allows you to configure the SMB protocol settings for the following options. Workgroup – Enter the workgroup name. Up to 15 characters can be entered. Host Name – Enter the host name. Up to 32 characters can be entered. Administrator Name – Enter the System Administrator name. Administrator Password – Enter the System Administrator password. Re-enter Password – Allows you to verify the System Administrator password by re-entering the same password specified in Administrator Password. Maximum Sessions – Allows you to specify the maximum number of sessions. TBCP Filter – This is only displayed when PostScript is enabled. Unicode Support – Allows you to configure whether to notify the host name and workgroup name in Unicode characters during SMB transmission. Auto Master Mode – Allows you to enable/disable (on/off) Auto Master Mode. Enable Auto Master Mode to allow the machine to become the domain master browser at startup if there is no master browser in the workgroup. This allows computers in the workgroup to access the machine automatically. When Auto Master Mode is disabled, the workgroup must have a designated domain master browser for the entire domain. Encrypt Password – Allows you to enable/disable Encrypt Password during SMB transmission. **NetWare** This page allows you to configure the following settings for NDS, transport protocol and SLP. Host Name – Enter the host name. Active Mode – Selects the Active Mode for the printer when using NetWare. • Directory: PServer Mode: Select this when using the printer server mode in directory service. • Bindery: PServer Mode: Select this when using the printer server mode in bindery service. File Server Name – Enter the file server name. Polling Interval – Set the time interval from when print data enter the print queue until printing starts.

Feature name	Setting items
Protocol Settings	Number of Search – Enter the maximum number of searches. You can enter a number within the range of 1–100. Password – Enter the print server (PServer) password. Confirm Password – Allows you to verify the configured password by re-entering the same password. TBCP Filter – This is only displayed when PostScript is enabled. Tree Name – Enter the tree name. Context Name – Enter the context name of the Print Server Object. Up to 511 characters can be entered, with the exception of + (plus sign), \ (backslash), and ~ (tilde). Transport Protocol (IPX/SPX) – Allows you to configure the IPX/SPX settings. Frame Type – The menu displayed depends on whether Ethernet or Token Ring is enabled. When Ethernet is enabled: • Auto: Automatically configures the active frame type. • Ethernet II: Selects Ethernet frame type. • Ethernet 802.3: Selects IEEE802.3 frame type. • Ethernet 802.2: Selects IEEE802.3/IEEE802.2 frame type. • Ethernet SNAP: Selects IEEE802.3/IEEE802.2/SNAP frame type. Network Address – Displays the network address in the xxxxxxxx:xxxxxxxxxxx format. SLP – SLP will only be displayed when NetWare is selected in Port Status and TCP/IP is selected as the Transport Protocol. Active Discovery – Allows you to enable/disable the automatic detection of the SLP directory agent. **TCP/IP** This page allows you to configure the following TCP/IP settings. Host Name – Enter the host name. Up to 32 characters including a hyphen can be entered. Get IP Address – Allows you to set the method for obtaining the IP address by selecting the drop down menu to access the following options. • Manual: The user will specify all the addresses. • DHCP: The address will automatically be set via DHCP. • BOOTP: The address will automatically be set via BOOTP. • RARP: The address will automatically be set via RARP. • DHCP/Autonet: The address will automatically be set via DHCP/Autonet. IP Address – Enter the IP address allocated to the machine in the xxx.xxx.xxx.xxx format. Subnet Mask – Enter the subnet mask in the xxx.xxx.xxx.xxx format. Gateway Address – Enter the gateway address in the xxx.xxx.xxx.xxx format.

Feature name	Setting items
Protocol Settings	**DNS:** Configure DNS settings for the following situations: Get DNS Address – Allows you to enable/disable the automatic setting of the DNS server address via DHCP. DNS Address 1–3 – Enter the DNS address 1, DNS address 2 and DNS address 3 in the xxx.xxx.xxx.xxx format. DNS Name – Enter the DNS domain name. Generate Domain Search List Automatically – Allows you to enable/disable the automatic setting to generate the domain search list. Domain Name 1–3 – Enter the domain name for domain name 1, domain name 2 and domain name 3. Connection Time-Out – Specifies the time-out period when searching the domain. Dynamic DNS Update – Allows you to enable/disable the dynamic DNS update. **WINS Server:** Get WINS Server Address – Allows you to enable/disable the automatic setting of the primary and secondary WINS server address via DHCP. Primary WINS Server Address – Enter the primary WINS address in the xxx.xxx.xxx.xxx format. Secondary WINS Server Address – Enter the secondary (backup) WINS address in the xxx.xxx.xxx.xxx format. **IP Address List:** IP Filter – Allows you to limit the IP address used for receiving print data when TCP/IP is enabled. Click [Edit] for more details about this setting. The System Administrator name and password are required to log in for the settings. The default name is "admin" and default password is "x-admin". • No. – Displays the entry number of the IP address list from 1 to 10. • Permitted IP Address – Enter the IP address for receiving print data when TCP/IP is enabled. • IP Mask – Enter an IP address mask for each IP address entered in Permitted IP Address. **LPD** This page allows you to configure the time-out settings for the LPD port. Port Number – The standard LPD port number is 515. TBCP Filter – This is only displayed when PostScript is enabled. Connection Time-Out – Specifies the time-out period when transmission fails.

Feature name	Setting items
Protocol Settings	**SNMP** When accessing the printer via SNMP, configure the following options on this page: Community Name (Read Only) – Enter the community name used for reference and display. Community Name (Read/Write) – Enter the read/write community name. Community Name (Trap Notification) – Enter the trap notification community name. System Administrator – Enter the name of the System Administrator. **IPP** This page allows you to configure the following options when using IPP (Internet Printing Protocol). Port Number – The default IPP port number 631 will be displayed. This is a display-only item. Add Port No. – Enter the port number. TBCP Filter – This is only displayed when PostScript is enabled. Administrator Mode – Allows you to enable/disable to operate by the System Administrator. DNS – Allows you to configure whether to enable/disable DNS. Connection Time-Out – Specifies the time-out period when transmission fails. **Port9100** This page allows you to configure the time-out settings for the Port9100. Port Number – Enter a value for the port number between 8000 and 9999. TBCP Filter – This is only displayed when PostScript is enabled. Connection Time-Out – Specifies time-out period when transmission fails. **UPnP** This page allows you to configure the UPnP protocol. Port Number – Enter the port number 80, or between 8000 and 9999 that receives requests from the browser. **SSDP:** Allows you to configure the SSDP protocol used for UPnP. • Valid Advertising Period – Specify the displayed time of the machine on the network between 60 and 4320 minutes in 1 minute increments. • Maximum TTL - Enter the maximum TTL between 1 and 10. **E-mail** POP3 Server Address – Up to 256 characters can be entered, including . (full stop) and - (hyphen).

Feature name	Setting items
Protocol Settings	Max. no. of pages for Split Send – Allows you to set the size of outgoing e-mail in pages. You can specify a number between 0 to 999 pages in 1 page increment. If 0 is specified, outgoing e-mails will not be split. POP User Name – Allows you to configure the POP user address. POP User Password – Enter the POP user password. Up to 64 characters can be entered. Re-enter Password – Allows you to verify the configured password by re-entering the same password. SMTP Send Authentication – Select the check box to set [POP before SMTP] for authentication method. When [POP before SMTP] is enabled, you must set [POP3 Server Address], [POP User Name], and [POP User Password]. SMTP Server Address – Up to 256 characters can be entered, including . (full stop) and - (hyphen). **HTTP** This page allows you to configure the HTTP protocol settings. Port Number – Enter the port number that receives requests from the browser. Maximum Sessions – Enter the maximum number of sessions between 1 and 15. Connection Time-Out – Specifies the time-out period when transmission fails.
Emulation Settings	**Print Mode** This page allows you to specify the printer language to use when a print job is sent using Parallel, USB, EtherTalk, SMB, NetWare, LPD, IPP or Port9100. Only the enabled protocol will be displayed. Auto – Set the device so that it will automatically determine and use the most suitable language to print data received from the host device. PostScript – Sets PostScript as the printer language. PCL – Sets PCL as the printer language. PJL – PJL is a command independent of printer languages. Specify the printer language to use for the next job regardless of the printer language that is currently being used. For information on KS/KSSM/KS5895 emulation modes, refer to the User Guide for the Korean model.

Feature name	Setting items
Emulation Settings	**PostScript** This page allows you to configure the settings when PostScript is enabled. Logical Printer Number – This is a display-only item. It displays the logical printer number that is being changed. Click on the [Edit] button to configure. • Paper Tray: Allows you to select the paper tray. • Output Size: Allows you to select the paper size. • Output Destination: Allows you to select the destination for your output. • Print Quantity Setup: Allows you to select the print quantity setup that has priority over other settings. • Quantity: Enter the number of sets to print when logical printer settings is selected for print quantity setup. • 2 Sided Print: Allows you to select double-sided printing. • Collated: Allows you to specify whether to enable/disable the Collated feature. • Offset Stacking: Allows you to select the offset method. • Image Enhancement: Allows you to specify whether to enable/disable image enhancement. **PCL** This page allows you to configure the settings when PCL is enabled. Paper Tray – Allows you to select the paper tray. Output Size – Allows you to select the paper size. Paper Size (Bypass) – Allows you to select the paper size for Tray 5 (bypass tray). Quantity – Allows you to specify the number of sets to print within the range of 1–999. 2 Sided Print – Allows you to select double-sided printing. Image Orientation – Allows you to select the image orientation. Form Lines – Allows you to specify the page length (printing area) of one page. Font – Allows you to select the required font from the list of fonts available. Font Size – Allows you to specify the font size within the range of 4.00–50.00 points in 0.25 point increments. Font Pitch – Allows you to specify the font pitch within the range of 6.00–24.00 points in 0.01 point increments. Symbol Set – Allows you to select the required symbol set from the list of symbol sets available. Handle CR As – Allows you to enable/disable CR+LF for the PCL mode. Handle LF and FF As – Allows you to enable/disable CR+LF and CR+FF for the PCL mode. HexDump – Allows you to enable/disable hexadecimal dump for the PCL mode. Image Enhancement – Allows you to enable/disable image enhancement.

Feature name	Setting items
Memory Settings	This page allows you to change the settings for the free space available and the print page buffer size for Parallel, USB, EtherTalk, SMB, NetWare, LPD, IPP, Port9100, PostScript memory and PCL memory. **Parallel** Enter the print page buffer of the parallel interface within the range of 64–1024 KB in 32 KB increments. **USB** Enter the print page buffer of the USB interface within the range of 64–1024 KB in 32 KB increments. **EtherTalk** Enter the print page buffer of the EtherTalk interface within the range of 64–1024 KB in 32 KB increments. **SMB** Allows you to select the spool destination for the job. • Memory: Enter a value within the range of 512 KB–32 MB (32768 KB) in 256 KB increments. • Off: Enter a value within the range of 64–1024 KB in 32 KB increments. **NetWare** Enter the print page buffer of NetWare within the range of 64–1024 KB in 32 KB increments. **LPD** Allows you to select the spool destination for the job. • Memory: Enter a value within the range of 512 KB–32 MB (32768 KB) in 256 KB increments. • Off: Enter a value within the range of 64–1024 KB in 32 KB increments. **IPP** • Enter the print page buffer to IPP interface within the range of 64–1024 KB in 32 KB increments. **Port9100** Enter the print page buffer of the Port9100 interface within the range of 64–1024 KB in 32 KB increments. **PostScript Memory** Enter the PostScript working memory within the range of 4608–98304 KB in 256 KB increments. **PCL Memory** Enter the PCL working memory within the range of 0–24576 KB in 256 KB increments.

Maintenance

This page displays the Error History. It contains the following details on jobs where an error has occurred. Click the [Maintenance] tab on the Header Panel on the home page.

* Date/Time – Displays the date and time when the error occurred. Information is displayed in the form of yyyy-mm-dd hh:mm. The form of the date and time can be changed on the [Machine Clock] screen.

* Error Code – Displays the error code. Information is displayed in the form of xxx-yyy.

Support

This page displays the link to the customer support website. The Left and Right Panel on this page contain the following information.

* Left Panel – Machine information is listed here. Details include the [Name], [IP Address], [Product Name] and [Status] of the machine.

* Right Panel – Displays the link to the customer support website. The name of the link displayed on the screen and the URL for the customer support website can be changed by clicking on the [Change Settings] button.

NOTE: The customer support website will not be displayed if the machine is not connected to Internet.

Changing the Settings

Click [Change Settings], enter the new name and URL for the website, then click [Apply New Settings]. The System Administrator name and password may be required to change the settings. The default name is "admin" and default password is "x-admin".

8 Paper and Other Media

The machine is designed to use a variety of paper types and other media. This chapter provides information about loading paper and other types of media into the machine.

Loading Paper

This section provides information on how to load paper into trays.

> ⚠ **WARNING**
>
> Do not use conductive paper such as carbonic paper or coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.

NOTE: Make sure the side and rear paper guides on the trays are properly positioned to match the size of paper loaded. If there is a gap between the paper stack and the guides, paper may not be fed to the machine properly, or paper jams may occur.

For information about configurable paper sizes and media types for each tray, refer to *Supported Paper Sizes and Types on page 127*.

For information about the acceptable range of paper sizes and capacity for each tray, refer to *Specifications in the Appendix chapter on page 209.*

Preparing Paper for Loading

Before loading paper into the paper trays, fan the edges. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

**NOTE:** To avoid paper jams and misfeeds, do not remove paper from its packaging until required.

Loading Paper into the Paper Trays

Depending on the machine configuration, up to four paper trays will be available excluding Tray 5 (bypass tray).

NOTE: If the machine is processing a job, do not open the active paper tray.

1. Pull out the paper tray towards you.

NOTE: To avoid jams and misfeeds, do not load paper on top of any remaining paper in the tray. Remove the paper, and reload it on top of the new stock loaded.
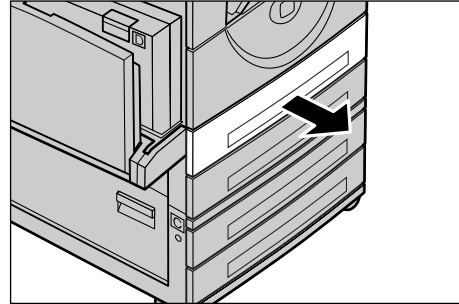
2. When loading paper into Tray 1, push the metal plate down until it clicks.

When loading paper into Tray 2, 3, and 4, go to step 3.
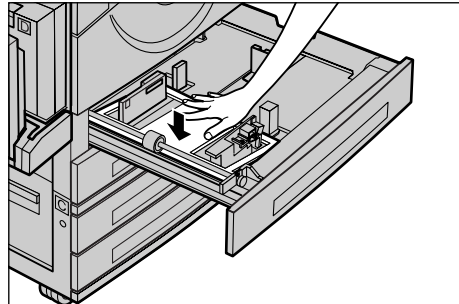
3. If required, move the paper tray guides further out to load the new stock.

To adjust the side and rear guides, pinch the guide lever on each guide and slide the guides to their new position.

To secure the guides in position, release the levers.
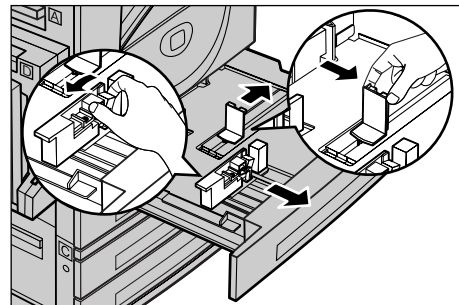
NOTE: Tray 1 can only be loaded with plain paper. Tray 2, 3, and 4 can be loaded with a variety of different media stock. When changing the type of stock in the tray, refer to *Paper Type in the Setups chapter on page 141.* For more information about reprogramming the paper type, contact the System Administrator.

4. Load the paper neatly and tightly against the left-hand side of the tray with the print side facing upward. Tray 1 can hold up to a 27 mm stack of paper. Tray 2, 3, or 4 can hold up to a 54 mm stack of paper.

**NOTE:** Do not load paper above the maximum fill line.
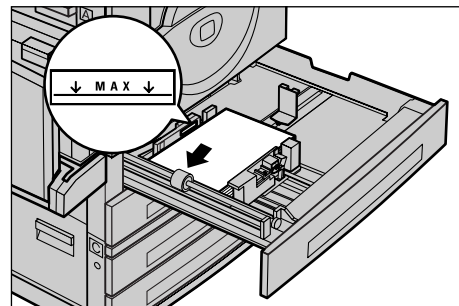
NOTE: When making single/double sided copies on perforated paper, load the paper as shown in the figure on the right to feed the opposite side of the perforated side edge first. Feeding the perforated side edge first might cause paper jams.
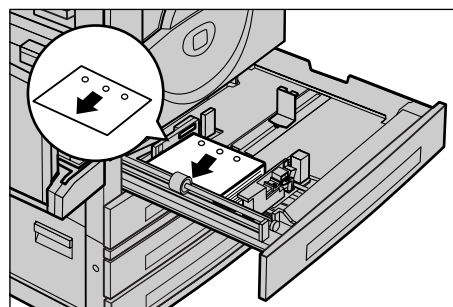
5. If the paper guides have been moved, slide the guides to just touch the edge of the paper.

6. Close the paper tray.
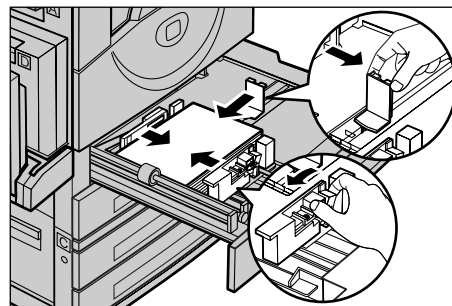
Paper can be loaded either short edge feed or long edge feed.

Short edge feed (SEF)

Long edge feed (LEF)
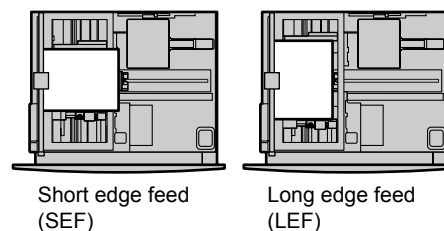
Tray 5 (Bypass Tray)

Tray 5 (bypass tray) allows you to use a variety of paper sizes and types. Tray 5 (bypass tray) is located on the left-hand side of the machine. A tray extension is provided to accommodate larger sized paper. After loading paper stock in the bypass tray, the screen that allows you to select paper size and type is displayed. Specify the paper size and type to match the size and type of stock loaded. If they do not match, reprogramming is required. For more information about programming of Tray 5 (bypass tray), Refer to *[Paper Size] screen in the Copy chapter on page 55*, and *[Paper Type] screen in the Copy chapter on page 56.*

NOTE: To reduce unnecessary fuser and paper jams, it is important that the programmed paper size and type is identical to the paper stock loaded.

1. Load the paper neatly into Tray 5 (bypass tray), making sure that the paper stack is in the center of the tray, and that the print side is facing downward. Tray 5 (bypass tray) can hold up to a 10 mm stack of paper.

NOTE: Do not load paper above the maximum fill line.
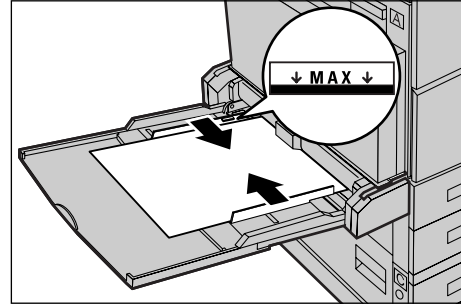
NOTE: When making single/double sided copies on perforated paper, load the paper as shown in the figure on the right to feed the opposite side of the perforated side edge first. Feeding the perforated side edge first might cause paper jams.
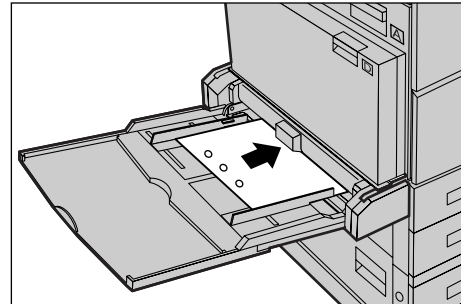
NOTE: When making copies or printing on thick-stock paper and the paper is not fed into the machine, apply a curl to the leading edge of the paper as shown in the figure on the right. Note, however, that excessively bending or folder the paper might cause paper jams.
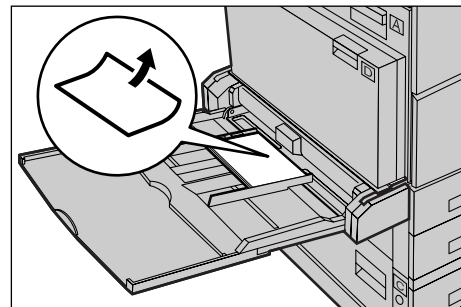
NOTE: When loading envelopes, make sure that the flaps are closed, and that the flap side edge feeds first. However, when loading C5-size envelopes, set them LEF (Long Edge Feed) with the flap side edge facing toward you.

C5 envelope
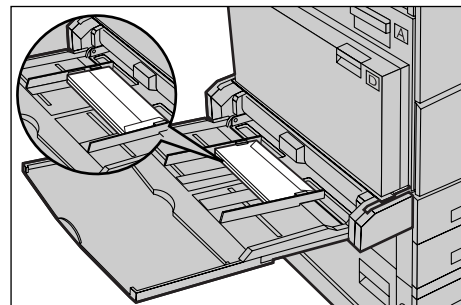
2. Slide the side guides towards the paper until they are just touching the edge of the stack.

Auto Tray Switching

The machine automatically switches from one tray to another under the following condition.

- When printing and the active tray runs out of paper.

- When the paper size sensed differs from the previously determined size.

- When paper feeding starts and the selected tray is open.

• When paper feeding starts and the selected tray malfunctions.

When [Paper Supply] is not set to [Auto] or no other target tray contains paper the same size, type and orientation, the machine stops printing and message "Tray X is out of paper" displays.

NOTE: Tray 5 (bypass tray) cannot be used with Auto Tray.

NOTE: System Administrator access must be set to [On] for [Auto Tray], and target trays and priorities must be specified. For more information, refer to *Auto Tray Switch in the Setups chapter on page 141* and *Tray Priority in the Setups chapter on page 141.*

When not in use, the paper trays can be opened and paper can be loaded while the machine is running. However, do not open the active tray. This will cause the machine to stop.

Storing and Handling Paper

Always use high-quality, xerographic-grade paper in the machine. Damaged, curled, or damp paper can cause jams and image quality problems. Follow these simple rules to store paper:

• Store paper in dry conditions, away from extreme heat or cold, such as radiators or open windows.

• Store paper flat on a shelf or pallet above floor level.

• Leave the paper wrapped and boxed until ready to be used.

• Re-wrap partly used packages of paper.

NOTE: Paper should not be stored in the paper trays.

Supported Paper Sizes and Types

This section lists the sizes and types of paper that can be used with the machine.

Supported Paper Sizes

The following table lists the paper sizes supported for each paper tray and duplex kit.

NOTE: For the capacity of each tray, refer to *Specifications in the Appendix chapter on page 209.*

Standard Sizes

Paper Size	Dimensions (mm)		LEF/SEF	Tray 1–4	Tray 5 (Bypass Tray)	Duplex Kit
A6	105.0	148.0	LEF	X	O	X
A5	148.0	210.0	SEF	O	O	O
			LEF	X	O	X
A4	210.0	297.0	SEF	O	O	O
			LEF	O	O	O
A3	297.0	420.0	SEF	O	O	O
B6	128.5	182.0	SEF	X	O	X
			LEF	X	O	X
B5	182.0	257.0	SEF	O	O	O
			LEF	O	O	O
B4	257.0	364.0	SEF	O	O	O
5.5 × 8.5"	139.7	215.9	SEF	X	O	O
			LEF	X	O	X
Executive	184.2	266.7	SEF	X	O	X
			LEF	X	O	O
8.5 × 11" (Letter)	215.9	279.4	SEF	O	O	O
			LEF	O	O	O
8.5 × 13" (Legal)	215.9	330.2	SEF	O	O	O
8.5 × 14" (Legal)	215.9	355.6	SEF	O	O	O
11 × 17"	297.4	431.8	SEF	O	O	O
16K	194.0	267.0	SEF	X	O	X
			LEF	O	O	O
8K	267.0	388.0	SEF	O	O	O
Postcard	101.6	152.4	LEF	X	O	X
Commercial 10 Envelope	104.8	241.3	LEF	X	O	X
Monarch Envelope	98.4	190.5	LEF	X	O	X
DL Envelope	110.0	220.0	LEF	X	O	X
C4 Envelope	229.0	324.0	SEF	X	O	X
C5 Envelope	162.0	229.0	LEF	X	O	X

O: Available

X: Not available

LEF: Long Edge Feed

SEF: Short Edge Feed

Non-standard Sizes

Paper Size	Tray 1–4	Tray 5 (Bypass Tray)	Duplex Kit
Width	Not available	89 to 297 mm	Not available
Length		98.4 to 432 mm	

Supported Paper Types

The following table lists the paper types supported for each paper tray and duplex kit.

Paper Type	Tray 1	Tray 2–4	Tray 5 (Bypass Tray)	Duplex Kit
Plain	O	O	O	O
Transparency	X	O	O	X
Label	X	O	O	X
Lightweight	X	O	O	X
Heavyweight 1 (90–169 g/m^2)	X	O	O	X
Heavyweight 2 (170–216 g/m^2)	X	O	O	X

O: Available

X: Not available

• If you select [Lightweight], the machine lowers the temperature of the fuser unit when printing. Select this option when paper curls or other printing problems occur due to high temperature in the fuser unit when it sets toner on the paper.

• If you select [Label], [Heavyweight 1] or [Heavyweight 2], load the paper LEF. If loading the paper SEF, the paper may not feed correctly, and print quality may be affected.

• Depending on the operating environment, certain types of Heavyweight 2 paper may not feed into the machine properly or print quality may be negatively affected.

9 Setups

This chapter, written for the System Administrator, describes how to change various defaults preset on the machine, how to register various items such as mailboxes and the Address Book, and how to configure or change various Auditron settings.

NOTE: Some features may not be available depending on the machine configuration.

Setups Procedure

Follow the steps below to start changing the default settings, registering items such as mailboxes and Address Book, and configuring the Auditron settings.

1. Press the <Log In/Out> button on the control panel.

NOTE: If the Auditron feature is enabled, press the <→> button to select [System Settings].
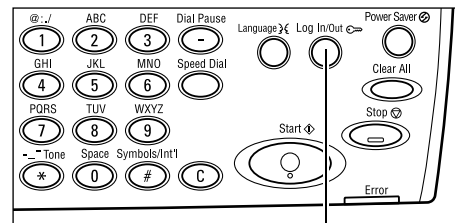
<Log In/Out> button

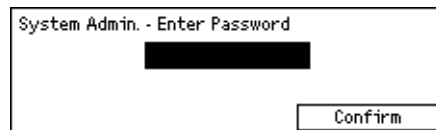*2.* Select the required option using the <Select> button.

   System Settings – page 132
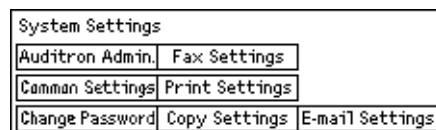   *Screen Contrast – page 165*
   Create/Delete – page 166

3. If you selected [System Settings], enter the correct System Administrator password using the alphanumeric keypad on the control panel, and select [Confirm] using the <Select> button or press the <Enter> button.

NOTE: The default System Administrator password is "11111".

4. Perform the necessary operations.

System Settings

This screen allows you to select features for the settings you want to configure or change. For more information, refer to the following.

NOTE: If an error has occurred, such as running out of paper or removal of the paper tray, [Print Settings] on the [System Settings] screen will not be available for selection.

Change Password – page 132
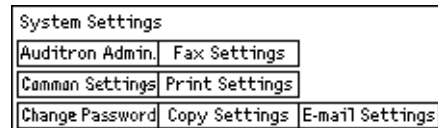*Common Settings – page 133*
Auditron Administration – page 136
Copy Settings – page 138
Print Settings – page 142
Fax Settings – page 152
E-mail Settings – page 162

1. Select [System Settings] on the System Settings screen using the <Select> button.

System Settings		
Auditron Admin.	Fax Settings	
Common Settings	Print Settings	
Change Password	Copy Settings	E-mail Settings

2. Enter the correct System Administrator password using the alphanumeric keypad on the control panel.

NOTE: The default System Administrator password is "11111". To change the password, refer to *Change Password on page 132*.

3. Select [Confirm] using the <Select> button or press the <Enter> button.

4. Select the required option.

5. Press the <Enter> button.

Change Password

This screen allows you to change the password required when you select [System Settings] after pressing the <Log In/Out> button. A password can be specified within the range of 1 to 12 digits.

1. Select [Change Password] on the [System Settings] screen using the <Select> button.

```
Change Password (New Password)
           ************
```

2. Press the <Enter> button.

3. Enter a new password using the alphanumeric keypad on the control panel.

4. Press the <Enter> button.

5. Confirm the password by entering the same password as you entered in step 3.

6. Press the <Enter> button.

Common Settings

This screen allows you to configure or change the machine settings common to main features such as copy, fax, and scan to E-mail.

Screen Default – page 133
*Timer Settings – page 133*
Audio Tones – page 134
*Notification Tone – page 135*
Auto Repeat – page 136
Offset Stacking – page 136

1. Select [Common Settings] on the [System Settings] screen using the <Select> button.

```
Common Settings
 Audio Tones  | Offset Stacking
 Timer Settings|  Auto Repeat
 Screen Default|Notification Tone
```

2. Press the <Enter> button.

3. Select the required option using the <Select> button.

4. Press the <Enter> button.
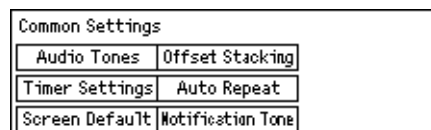
Screen Default

Use this feature to select which screen is displayed when the machine is switched on or reset.
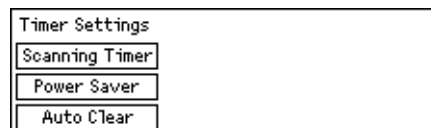
```
Screen Default

       Fax
       Copy
```
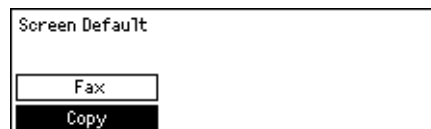
Copy

Selects the Copy screen.

Fax

Selects the Fax screen.

Timer Settings

Use this feature to set a timer. The timer is used for events such as placing the machine into the power saver mode, or for clearing the programming selections on the machine when a specified period of time passes.

```
Timer Settings
 Scanning Timer
  Power Saver
   Auto Clear
```

Auto Clear

With this feature enabled, the machine clears the programming selections if you do not perform any operation within the selected period of time. When you select [On], you can select the time period in the range from 1 to 4 minutes.

Press the <C> button to clear the entered value, and then enter a new value using the numeric keypad on the control panel.

Power Saver

Places the machine into the Low Power Mode when you do not perform any operation within the specified period of time (1 to 60 minutes), and then into the Sleep Mode when it stays in the Low Power Mode beyond the specified period of time (1 to 239 minutes). In the Sleep Mode, the machine saves more power than in the Low Power Mode. Set the total time of Low Power Mode and Sleep Mode within 240 minutes.

Press the <C> button to clear the entered value, and then enter a new value using the numeric keypad on the control panel.

Scanning Timer

After pressing the <Start> button and scanning the document using the document glass, the machine displays the screen that can select whether or not to scan the next document. This feature allows you to specify the period of time the machine displays the screen, within the range of 1 to 20 seconds. If no action is carried out after the screen has been displayed for the specified period of time, the machine will assume that there are no more documents to be scanned and process the job.

Press the <C> button to clear the entered value, and then enter a new value using the numeric keypad on the control panel.

Audio Tones

Use this feature to configure the tone setting for various actions. Specify whether or not the individual tone is to be activated for each type of action.

Audio Tones		
Base	Notification	Line Monitor
Panel Alert	Machine Ready	Alert
Panel Select	Job Complete	Low Toner Alert

Panel Select

Specify whether to activate the tone when an appropriate button is pressed.

Panel Alert

Specify whether to activate the tone when an inappropriate button is pressed.

Base

Specify whether to activate the tone when a toggle button is pressed and is set to the reference position.

Job Complete

Specify whether to activate the tone when a job finishes successfully.

Machine Ready

Specify whether to activate the tone when the machine becomes ready for operations.

Notification

Specify whether to activate the tone before the machine restores the initial status.

Low Toner Alert

Specify whether to activate the tone when the machine nearly runs out of toner.

Alert

Specify whether to activate the tone when a problem occurs such as paper jam, toner shortage, or fax transmission error.

Line Monitor

Specify whether to activate the tone when a Line Monitor is in use. A Line Monitor allows you to hear call and response signals when connecting to a destination.

We recommended that you select [Enabled] when using On-hook dialing. Refer to *On-Hook in the Fax chapter on page 84.*

Notification Tone

Use this feature to cause the machine to display a message before entering Power Saver Mode or Low Power Mode, or clearing the settings.

Auto Clear

Displays a message before the machine clears the settings.

Low Power Mode

Displays a message before the machine enters Low Power Mode.

Duration

The machine displays a message the selected period of time before entering Low Power mode or clearing the settings. Select the time within the range from 1 to 10 seconds. You can specify the time to display a message when [Auto Clear] or [Low Power Mode] is set to [ON].

Auto Repeat

Use this feature to set the machine to automatically repeat button presses after continuing to press the button for a specified period of time. This reduces the number of times you will need to press the button. When [On] is selected, specify [Repeat Start] or [Repeat Interval].

Repeat Start – Specify the period of time when the button is continued to press to start this feature.

Repeat Interval – Specify the interval to change the setting values.

```
Auto Repeat

        On
       Off
```

Offset Stacking

Use this feature to specify whether or not the machine should offset the output.

```
Offset Stacking

        On
       Off
```

Auditron Administration

The Auditron feature is used to prevent the machine from being used by unauthorized users and also to track the total number of copies produced with each account. When the total number reaches the upper limit set up by System Administrator, users cannot use the copy feature on the machine. When the Auditron features is enabled, users need to enter password to display the [System Settings] screen, or use the copy, fax, and e-mail features on the machine.

NOTE: To enable the Auditron feature for the printer, you need to change the setting of [Auditron (Print)] using CentreWare Internet Services. For how to change the setting, refer to *Auditron (Print) in the CentreWare Internet Services chapter on page 111.*

NOTE: Copying is not possible beyond the set maximum number of pages. However, if the page limit is reached while printing one side of a double-sided copy, the message will be displayed but copying will continue until both sides of the copy have been completed. In that case, the number of copies will exceed the maximum by one.

1. Select [Auditron Admin.] on the [System Settings] screen using the <Select> button.

```
Auditron Administration

Create/Delete  Reset Impressions
Auditron Mode  Reset Acc. Lmit  Delete All Accounts
```

2. Press the <Enter> button.

3. Select the required option using the <Select> buttons.

4. Press the <Enter> button.

Auditron Mode

Specify whether to enable or disable the Auditron feature.

Create/Delete

Displays the [Create/Delete] screen. You can register a new account or change the settings for each account.

Reset Acc. Limit

Resets the upper limits imposed on the number of prints for all accounts.

Reset Impressions

Resets the total number of prints counted for all accounts.

Delete All Accounts

Deletes all registered accounts.

[Create/Delete] Screen

This screen allows you to register accounts, specify the upper limit to be imposed on the number of prints for each account, and reset the total number of prints counted for each account.

1. Select [Create/Delete] on the [Auditron Administration] screen, using the <Select> button.

2. Press the <Enter> button.

3. Select an account number (01 to 50) using the <Select> buttons.

4. Press the <Enter> button.

5. If you are registering a new account, enter a 4-digit password to be assigned to the account, using the alphanumeric keypad. If you selected a registered account in step 3, the password entry field does not display.

6. Select the required option.

Delete

Deletes the selected account.

Change Password

Changes the password for the selected account.

Change Account Limit

Changes the upper limit imposed on the number of prints for the selected account. However, if selected the number 0, it will be unlimited.
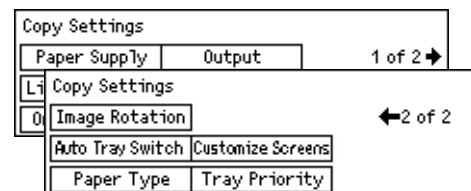
Reset Impressions

Resets the total number of prints counted for the selected account.

Copy Settings

Refer to the following pages for the procedures for copy settings, which includes programming the default settings for the following features:

Original Type – page 138
Lighten/Darken – page 139
Paper Supply – page 139
Reduce/Enlarge – page 139
2 Sided – page 140
Output – page 140
Paper Type – page 141
Auto Tray Switch – page 141
Image Rotation – page 141
Tray Priority – page 141
Customize Screens – page 141

1. Select [Copy Settings] on the [System Settings] screen using the <Select> button.

2. Press the <Enter> button.

3. Select the required option using the <Select> button.

4. Press the <Enter> button.

```
Copy Settings
  Paper Supply    Output           1 of 2 →
 Li  Copy Settings
 O   Image Rotation              ← 2 of 2
     Auto Tray Switch  Customize Screens
       Paper Type     Tray Priority
```

Original Type

Use this feature to specify the default original document type to copy at the optimum image quality.
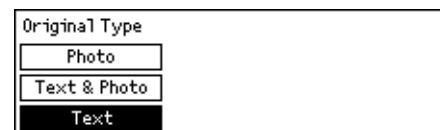
```
Original Type
      Photo
   Text & Photo
      Text
```

Text

Use this option to copy documents that contain text only.

Text & Photo

Use this option to copy documents with a mixture of text and photographs.

Photo

Use this option to copy documents that contain photographs only.

Lighten/Darken

Use this feature to adjust the density when [Lighten/Darken] set to [Auto] for copying documents, or specify the default density for copying documents.

```
Lighten/Darken

Manual Adjust
Auto Adjust
```

Auto Adjust

Select lighten or darken the image for copying when [Lighten/Darken] set to [Auto] for copying documents.

Manual Adjust

Specify the default density for copying documents.

Paper Supply

Specify which tray is to be used initially for copy jobs. If you select [Auto], the machine automatically selects an appropriate tray according to the document size, amount of reduction or enlargement.

```
Paper Supply

                 Tray 2      Tray 4
      Auto       Tray 1      Tray 3
```

Reduce/Enlarge

Use this feature to configure the default settings for the reduction/enlargement ratio for copying.

```
Reduce/Enlarge

   Custom %
   Default %
```

Default %

Select the default reduction/enlargement ratio.

Custom %

Allows you to specify a reduction/enlargement ratio as a preset. Specify the required ratio using the <←> or <→> button. If a value is entered in error, press the <C> button to clear the entered value, and then enter the reduction or enlargement ratio using the numeric keypad on the control panel.

2 Sided

Use this feature to specify the default setting to automatically make double-sided copies from single-sided or double-sided documents.

```
2 Sided

  1→2 Sided    2→2 Sided
  1→1 Sided    2→1 Sided
```

1 → 1 Sided

Produces single-sided copies from single-sided documents.

1 → 2 Sided

Produces double-sided copies from single-sided documents.

2 → 1 Sided

Produces single-sided copies from double-sided documents.

2 → 2 Sided

Produces double-sided copies from double-sided documents.

Output

Use this feature to specify the default method of sorting copy outputs when you make multiple sets of copies.

```
Output
  Uncollated
  Collated
    Auto
```

Auto

Automatically applies either [Collated] or [Uncollated] for sorting copy output. The [Collated] option is applied when you use the document feeder. When you use the document glass, [Uncollated] is applied.

Collated

Delivers the specified number of copy sets in the same order as the documents.

Uncollated

Delivers the copies in stacks based on the number of copies requested for each document.

Paper Type

Specify the paper type to be loaded in Tray 2, 3, and 4. After selecting one of these trays, pressing the <Enter> button allows you to select the paper type.

```
Paper Type
   Tray 4
   Tray 3
   Tray 2
```

Auto Tray Switch

Specify this option to enable Auto Tray Switching. For more information about Auto Tray Switching, refer to *Auto Tray Switching in the Paper and Other Media chapter on page 126.*

```
Auto Tray Switching

    On
    Off
```

Image Rotation

Use this feature to specify whether or not to rotate the scanned data 270 degrees when the orientation of a loaded document does not match to that of loaded paper.

```
Image Rotation

On during Auto
    Off
```

Tray Priority

Use this feature to specify the priority order of trays when Auto Tray is enabled. This feature is available when the optional trays are installed.

```
Tray Priority
                              1 of 2 ➡
Priority 1    Priority 2    Priority 3
  Tray 1        Tray 2        Tray 3
```

Customize Screens

Use this feature to rearrange the locations of menu items on the Copy screen. After selecting [Customize Screens], select the item you want to rearrange using the <Select> button, and then select the new locations pressing the <←> or <→> button.

```
Select an item.
                              ⬅1 of 3➡

Paper Supply | Reduce/Enlarge | Lighten/Dark
```

Print Settings

This section describes how to specify settings for the printer feature. For more information, refer to the following.

1. Select [Print Settings] on the [System Settings] screen using the <Select > button.

2. Press the <Enter> button.

3. Select the required option by selecting [▼] or [▲] using the <Select> button on the [Menu] screen.

4. Press the <Enter> button.
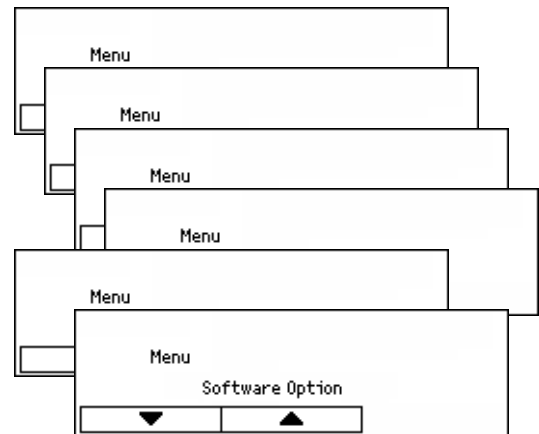
Network/Port

Use this feature to specify the type of interface for the machine connected to a computer, or the conditions of communications.

NOTE: If an error occurs while printing a document or sending a direct fax via a Parallel, USB or Port9100 port, a large amount of unnecessary data may be printed out. When this happen change the port to [LPD] or [SMB].

1. Select the required option by selecting [▼] or [▲] using the <Select> button.

2. Press the <Enter> button.

3. Perform the necessary operations.

4. Press the <Enter> button. The selected option is indicated by an asterisk (*).
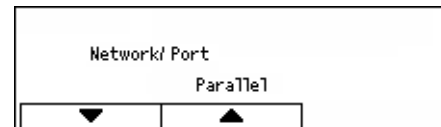
Parallel

Use to set up parallel interface.

• Port Status – Specify whether to [Enable] or [Disable] the port status of parallel interface.

- Print Mode – Specify the method used to process print data (applied print language). When [Auto] is selected, the machine automatically detects the print language of the data received and interprets and prints the data correctly. When [PCL] or [PS] is selected, the data received from computers is processed as each of these respective data types.

- PJL – PJL commands are required when printing using the print driver. Specify whether to [Enable] or [Disable] PJL commands that are sent from the computer.

- Adobe Protocol – Specify the PostScript communications protocol. Select [Normal] when the communication protocol is ASCII format. Select [Binary] when the communication protocol is binary format. With some data, the data is processed for printing faster than [Normal]. Select [TBCP] when the communication protocol is a mixture of ASCII format and binary format, and these formats are switched by specific control codes.

- Auto Eject Time – Specify the time to wait until automatically ejecting the remaining data in the memory of the machine when data is not being received. Any time can be specified within the range 5 to 1275 seconds, in 5 second increments.

- Bi-directional – Specify whether to [Enable] or [Disable] bi-directional communications (IEEE 1284) on the parallel interface.

LPD

Use to set up LPD.

- Port Status – Specify whether to [Enable] or [Disable] the port status of LPD.

- Print Mode – Specify the method used to process print data (applied print language). When [Auto] is selected, the machine automatically detects the print language of the data received and interprets and prints the data correctly. When [PCL] or [PS] is selected, the data received from computers is processed as each of these respective data types.

- PJL – PJL commands are required when printing using the print driver. Specify whether to [Enable] or [Disable] PJL commands that are sent from the computer.

- Connection Time-Out – Specify the period of time the machine fails to receive or send data before connection time-out is activated. Connection time-out can be set within the range of 2 to 3600 seconds, in 1 second increments.

- TBCP Filter – Specify whether to [Enable] or [Disable] the TBCP filter when the PostScript data is processed.

- Port No. – Specify the port number 515 or a value between 8000 and 9999.

NetWare

Use to set up NetWare.

- Port Status – Specify whether to [Enable] or [Disable] the port status of NetWare.

- Transport Protocol – Specify the transport protocol to be used for NetWare. Select [TCP/IP], [IPX/SPX], or both.

- Print Mode – Specify the method used to process print data (applied print language). When [Auto] is selected, the machine automatically detects the print language of the data received and interprets and prints the data correctly. When [PCL] or [PS] is selected, the data received from computers is processed as each of these respective data types.

- PJL – PJL commands are required when printing using the print driver. Specify whether to [Enable] or [Disable] PJL commands that are sent from the computer.

- No. of searches – Specify how many times the file server is searched. Specify a value between 1 and 100 in increments of 1, or set it to [No Limit]. To specify a value, select [Number of times], and then enter the value.

- TBCP Filter – Specify whether to [Enable] or [Disable] the TBCP filter when the PostScript data is processed.

SMB

Use to set up SMB.

- Port Status – Specify whether to [Enable] or [Disable] the port status of SMB.

- Transport Protocol – Specify the transport protocol to be used for SMB. Select [TCP/IP], [NetBEUI], or both.

- Print Mode – Specify the method used to process print data (applied print language). When [Auto] is selected, the machine automatically detects the print language of the data received and interprets and prints the data correctly. When [PCL] or [PS] is selected, the data received from computers is processed as each of these respective data types.

- PJL – PJL commands are required when printing using the print driver. Specify whether to [Enable] or [Disable] PJL commands that are sent from the computer.

- TBCP Filter – Specify whether to [Enable] or [Disable] the TBCP filter when the PostScript data is processed.

IPP

Use to set up IPP.

- Port Status – Specify whether to [Enable] or [Disable] the port status of IPP.

- Print Mode – Specify the method used to process print data (applied print language). When [Auto] is selected, the machine automatically detects the print language of the data received and interprets and prints the data correctly. When [PCL] or [PS] is selected, the data received from computers is processed as each of these respective data types.

- PJL – PJL commands are required when printing using the print driver. Specify whether to [Enable] or [Disable] PJL commands that are sent from the computer.

- Access Control – Specify whether to enable or disable the access control when stopping or deleting the print job.

- DNS – Specify whether or not to use the name registered in DNS when recognizing the machine.

- Add Port No. – Specify the port number 0, 80, or within the range of 8000 to 9999.

- Connection Time-Out – Specify the period of time the machine fails to receive or send data before connection time-out is activated. Connection time-out can be set within the range of 0 to 65535 seconds, in 1 second increments.

- TBCP Filter – Specify whether to [Enable] or [Disable] the TBCP filter when the PostScript data is processed.

EtherTalk

Use to set up EtherTalk.

- Port Status – Specify whether to [Enable] or [Disable] the port status of EtherTalk.

- PJL – PJL commands are required when printing using the print driver. Specify whether to [Enable] or [Disable] PJL commands that are sent from the computer.

USB

Use to set up USB.

- Port Status – Specify whether to [Enable] or [Disable] the port status of USB.

- Print Mode – Specify the method used to process print data (applied print language). When [Auto] is selected, the machine automatically detects the print language of the data received and interprets and prints the data correctly. When [PCL] or [PS] is selected, the data received from computers is processed as each of these respective data types.

- PJL – PJL commands are required when printing using the print driver. Specify whether to [Enable] or [Disable] PJL commands that are sent from the computer.

- Auto Eject Time – Specify the time to wait until automatically ejecting the remaining data in the memory of the machine when data is not being received. Any time can be specified within the range 5 to 1275 seconds in 5 second increments.

- Adobe Protocol – Specify the PostScript communications protocol. Select [Normal] when the communication protocol is ASCII format. Select [Binary] when the communication protocol is binary format. With some data, the data is processed for printing faster than [Normal]. Select [TBCP] when the communication protocol is a mixture of ASCII format and binary format, and these formats are switched by specific control codes.

Port9100

Use to set up Port9100.

- Port Status – Specify whether to [Enable] or [Disable] the port status of Port9100.

- Print Mode – Specify the method used to process print data (applied print language). When [Auto] is selected, the machine automatically detects the print language of the data received and interprets and prints the data correctly. When [PCL] or [PS] is selected, the data received from computers is processed as each of these respective data types.

- PJL – PJL commands are required when printing using the print driver. Specify whether to [Enable] or [Disable] PJL commands that are sent from the computer.

- Connection Time-Out – Specify the period of time the machine fails to receive or send data before connection time-out is activated. Connection time-out can be set within the range of 2 to 65535 seconds, in 1 second increments.

- Port No. – Specify the port number 9100 or within the range 8000 to 9999.

- TBCP Filter – Specify whether to [Enable] or [Disable] the TBCP filter when the PostScript data is processed.

UPnP

Use to set up UPnP (Universal Plug and Play).

- Port Status – Specify whether to [Enable] or [Disable] the port status of UPnP.

SNMP

Use to set up SNMP. The settings for SNMP are required when using applications for remote managing multiple printers.

- Port Status – Specify whether to [Enable] or [Disable] the port status of SNMP.

- Transport Protocol – Specify the transport protocol to be used for SNMP. Select [UDP], [IPX], or both.

- Community(R)[1] – Enter the community name for retrieving the manage information on base (MIB) of the printer up to 12 characters.

- Community(R/W)[1] – Enter the community name for configure the manage information on base (MIB) of the printer up to 12 characters.

- Community(Trap)[1] – Enter the community name used for trap up to 12 characters.

TCP/IP Settings

- Get IP Address – Specify whether to automatically or manually retrieve the necessary information for using TCP/IP (IP address, subnet mask, and gateway address) from the DHCP (Dynamic Host Configuration Protocol) server with AutoIP feature, DHCP server, BOOTP, or RARP. For the addresses you need to set manually, contact the System Administrator.

- IP address, Subnet Mask, Gateway Address – These items are used to confirm the automatically acquired address or manually set address. Enter addresses in the format xxx.xxx.xxx.xxx. xxx is within the range of 0 to 255.

Internet Services

Specify whether or not to use Internet Services. When [Enable] is selected, CentreWare Internet Services can be used to display the machine status or job status, or change machine settings via a Web browser.

WINS Server

- Get DHCP Address – Specify whether to automatically acquire or manually specify the IP address required for using WINS from DHCP server.

- Primary IP, Secondary IP – These items are used to confirm the automatically acquired address or manually set address. Enter addresses in the format xxx.xxx.xxx.xxx. Each group of 3 numbers (xxx) must be within the range of 0 to 255. When the primary IP address is invalid, the secondary IP address is also invalid.

Ethernet Settings

Sets the communication speed/connector type of the Ethernet interface. When [Auto] is selected, 100BASE-TX or 10BASE-T is automatically selected. Select [100BASE-TX] when fixing Ethernet to 100BASE-TX for use. Select [10BASE-T] when fixing Ethernet to 10BASE-T for use.

IPX/SPX Frame Type

Specify the following types for IPX/SPX frame type: [Ethernet II], [Ethernet 802.3], [Ethernet 802.2], or [Ethernet SNAP]. When [Auto] is selected, the frame type is automatically specified.

Filter

- IP Filter – Specify whether or not to restrict acceptance of printing by the IP address. When [On] is selected, only printing from registered address is accepted.

- IP Address – When restricting acceptance of printing by the IP address, register the IP address for acceptance of printing. Up to ten IP addresses can be registered. The registered IP address is needed to set with the IP address mask. Enter IP address or IP mask in the format: xxx.xxx.xxx.xxx.xxx.

*1 When entering text, use the following items.
[Enter Number]: Select to enter numbers.
[Enter Alphabet]: Select to enter alphabetic characters.
[Text Input]: Select to confirm the entered text.

System Settings

Use this feature to specify the default settings for various printing reports or set machine clock.

1. Select the required option by selecting [▼] or [▲] using the <Select> button.

2. Press the <Enter> button.

3. Perform the necessary operations.

4. Press the <Enter> button. The selected option is indicated by an asterisk (*).

Offline Auto Clear

Specify whether or not to cancel the offline mode automatically. When [On] is selected, specify the period of time within the range of 1 to 30 minutes in 1 minute increment.

Auto Job History

Specify whether or not to automatically print information (Job History Report) about processed print jobs. When [Print] is selected and the recorded print jobs exceed 50 jobs, the recorded print job is automatically printed from the oldest job. Currently executing or queued print jobs are not recorded.

NOTE: If [Auto Job History] is set to [Print], the timing of the printing might slip or some job history may be omitted, or other errors may occur in the printing of Job History Reports, at times when there are many print jobs in an environment which uses many protocols. In such cases, change the [Auto job history] setting to [Do not Print], then print out the reports manually. For how to print out the Job History Reports manually, refer to *Report/List (Print Jobs) in the Product Overview chapter on page 43.*

NOTE: If the language used is Korean, Simplified Chinese, or Traditional Chinese, the characters printed on reports may be garbled.

2 Sided Report

Specify whether to print reports/lists single-sided or double-sided.

Print Area

Specify whether or not to extend the print area. This feature is enabled when printing using the optional emulation (except for ESC/P) or PostScript.

Banner Sheet Settings

• Banner Sheet Output – Specify whether to output the banner sheet. If you want to output it, specify whether to output it at the beginning of, at the end of, or at the beginning and end of the document.

• Banner Sheet Tray – Specify the tray to output the banner sheet from Tray 1 to 4.

Machine Clock

Set the date (year/month/day) and the time (hours/minutes) of the machine clock for the printer feature. The date and time to be set here is printed on the reports or lists.

NOTE: For information on the date and time settings, except for printer features, refer to *Date/Time on page 153* and *Daylight Savings on page 153.*

• Set Date – Specify the date for the printer feature.

• Set Time – Specify the time for the printer feature.

• Date Format – Select the date format of [yyyy/mm/dd] (year/month/day), [mm/dd/yyyy] (month/day/year) or [dd/mm/yyyy] (day/month/year).

• Time Format – Select the time format of [12 Hour Clock] or [24 Hour Clock].

• Time Zone – Specify the time zone, if necessary.

• Daylight Saving/Start Date/End Date – Specify a summer time period, if necessary.

Printer Settings

Use this feature to specify the default settings of the tray for printing.

1. Select the required option by selecting [▼] or [▲] using the <Select> button.

2. Press the <Enter> button.

3. Perform the necessary operations.

4. Press the <Enter> button. The selected option is indicated by an asterisk (*).

```
Printer Settings
    Substitute Tray
   ▼           ▲
```
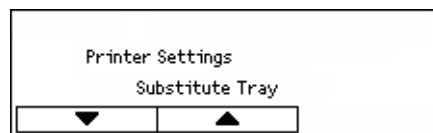
Substitute Tray

Specify whether to print on paper loaded in another tray when there is no paper left in the tray selected by the auto tray selection feature. If you want to replace paper, specify the paper size. Select [Off] not to replace paper but display a message prompting you to load paper. Select [Larger Size] to switch to a paper tray with the larger size paper. Select [Nearest Size] to switch to a tray with paper nearest to the selected size. Printed images are sometimes automatically reduced in size as necessary. Select [Bypass Feeder] to print on the paper loaded the Tray 5 (bypass tray).

Paper Priority

Specify the priority of the paper type loaded in the tray specified with the auto tray selection feature.

Select the priority of each paper type from [Not Selected] and [1] to [9]. You can specify the same priority for different paper types. In this case, the paper tray is selected based on the settings in [Tray Priority]. If you set [Not Selected] for a paper type, the tray loaded with the paper type will be excluded from the targets of auto tray selection.

Tray Priority

Specify the priority of Trays 1 to 4 for auto tray selection when the optional trays are installed. Set each tray to any of [1] to [3]. You cannot set the same tray for each priority number. That means the trays that can be set [2] are other than the tray specified in [1], and the trays that can be set [3] are other than the trays specified in [1] and [2]. The remaining trays are set to [4].

Offset Stacking

Specify the paper output method when using the offset stacking feature.

• Offset Per Set

When printing multiple copies, each set of document is output with its position shifted per set.

• Offset Per Job

Select this to output the document with its position shifted per job.

• Off

Select this if you do not want to perform offset output.

Print ID

Specify whether or not to print the user ID. When printing the user ID, specify the print position.

Odd Page 2 Sided

Specify whether to print the first page on single-sided or double-sided paper when the total number of pages is an odd number.

Paper Select Mode

Specifies how to select paper when printing PostScript data.

*   Auto

    Select this to print on the paper in the tray specified by the printer driver.

*   Select from tray

    Some applications create the PostScript program directly without using a printer driver. In this case, paper tray may not be selected correctly. Select this mode to print data correctly on the specified paper.

Allocate Memory

Use this feature to specify memory capacities required for printing and for receive buffer for each interface.

NOTE: The maximum value that can be specified varies according to the amount of free memory remaining.

1. Select the required option by selecting [▼] or [▲] using the <Select> button.

2. Press the <Enter> button.

3. Perform the necessary operations.
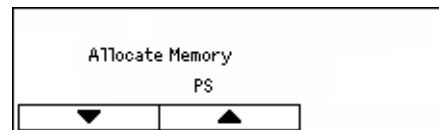
NOTE: Selecting [Decimal] enables the entry of decimals.

4. Press the <Enter> button. The selected option is indicated by an asterisk (*).

PS

Specify the memory capacity used for PostScript within the range of 8.00 to 96.00 MB in 0.25 MB increments.

NOTE: The activation status of the port may make it impossible to obtain the maximum PostScript memory size (96 MB).

PCL Memory

Specify the memory capacity used for PCL form within the range of 0.25 to 24.00 MB in 0.25 MB increments.

Buffer Size

Specify the received buffer (where data sent from computers is temporarily stored) memory capacity for each interface. With LPD, SMB, and IPP, specify whether or not to spool to memory, the spool destination, and the memory capacity for each.

• Parallel, NetWare Memory, IPP Memory, EtherTalk, USB Memory, Port9100 Memory - Specify the received buffer memory capacity within the range of 64 to 1024 KB in 32 KB increments.

• LPD Spool, SMB Spool
Off - Select this if you do not want to perform spool processing. When the LPD or SMB data from a computer is being processed, data from another computer cannot be received via the same interface. Specify buffer memory capacity within 64 to 1024 KB in 32 KB increments.
Memory - Select this to perform spool processing. This uses the memory as the receive buffer for spool processing. If you select this option, specify the receive buffer memory capacity for spool processing within 0.5 to 32 MB in 0.25 MB increments.

Initialize/Delete Data

Use this feature to initialize the default values or print meter recorded in the NV memory, or delete the data such as the form registered in the machine.

1. Select the required option by selecting [▼] or [▲] using the <Select> button.

2. Press the <Enter> button.

3. Perform the necessary operations.

4. Press the <Enter> button. The selected option is indicated by an asterisk(*).
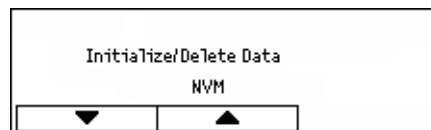
NVM

Initialize the NV memory. The NV memory is a non-volatile memory that allows the settings of the machine to be retained even when power is off. When initializing the NV memory, the specified value for each item resets to the factory default values, clearing all user settings. Press the <Enter> button to initialize.

Print Meter

Initialize the data for the print meter reports. When initializing the data of print meter, the value of the meter resets to 0. Press the <Enter> button to initialize.

Report/List

Use this feature to print the Print Meter Report.

Print Meter

Prints information on the total printed pages and total number of sheets used in the machine according to different computer or job owners. The [Print Meter Report] counts pages from the point where data has been initialized.

To print out the [Print Meter Report], press the <Enter> button, and then press the <Start> button.

Software Option

Use this feature to activate the optional software features such as e-mail. The number you specify, refers to each optional kit. For information on activating the e-mail features, refer to Scan to Email Kit Instruction.

```
Software Option

[                    ]  [Enter Number]
```
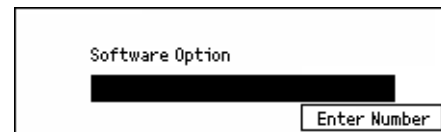
Fax Settings

This screen allows you to configure and change the default settings for using the fax features. For more information, refer to the following.

Date/Time – page 153
Daylight Savings – page 153
Fax Send Settings – page 154
Receive Settings – page 156
F Code – page 158
Local Terminal Information – page 159
Direct Send – page 160
Fax Receiving Mode – page 160
Report Settings – page 161
Customize Screens – page 162

1. Select [Fax Settings] on the [System Settings] screen using the <Select> button.

2. Press the <Enter> button.

3. Select the required option using the <Select> buttons.

4. Press the <Enter> button.

```
Fax Settings
[Fax Send Settings] [LocalTerminal Info]    1 of 2 ➡
[Da Fax Settings
[D                                          ⬅2 of 2
    [Report Settings]
    [Fax Receiving Mode] [Customize Screens]
```
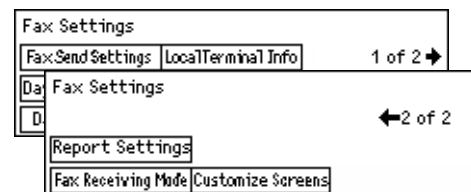
Date/Time

Use this feature to set the current date and time on the machine. Enter the date and time using the alphanumeric keypad on the control panel. Press the <C> button to clear the previous value.

NOTE: The range of inputs for time and data is from 00:00 on 1st January 2004 to 23:59 on 31st December 2064.

The date and time settings for the printer feature must be specified separately. Refer to *Machine Clock on page 148.*

```
Date (m/d/y h:m)
      2   /   17   /  2004
              19   :   46
   Next      Date Format
```

Next

Moves the cursor to the next entry field.

Date Format

Select a date format of Y/M/D (year/month/day), M/D/Y (month/year/day), or D/M/Y (day/year/month).

Daylight Savings

With this feature enabled, the machine automatically adjust the current time by one hour when a summer time period begins and ends.

NOTE: Dates which are inapplicable for the month concerned (such as 31st April or 31st June) or 29th February cannot be entered for the [Start date] and [End date].

The daylight savings setting for the printer feature must be specified separately. Refer to *Machine Clock on page 148.*

```
Daylight Savings - Start Date (m/d)
          [      ]  /  [      ]
          (1-12)       (1-31)
     Clear          Next
```

To specify this period, enter the start and end date using the alphanumeric keypad on the control panel.

After entering the start date, pressing the <Enter> button allows you to enter the end date. After entering the end date, press the <Enter> button again.

Clear

Disables the feature.

Next

Moves the cursor to the next entry field.

Fax Send Settings

Use this feature to configure the default settings for sending faxes.

```
Fax Send Settings
Lighten/Darken  Admin. Transfer       1 of 2 ➜
         Fax Send Settings
         Delayed Start            ← 2 of 2
              Stamp
         2 Sided Originals
```
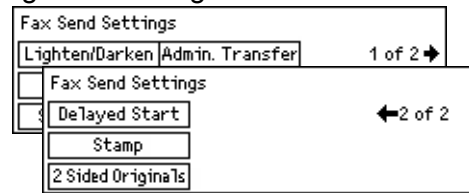
Send Header

Configure the default settings for the header information.

```
Send Header


   Send Header    | Recipient Name
   Save Sender Name | Select Sender Name
```
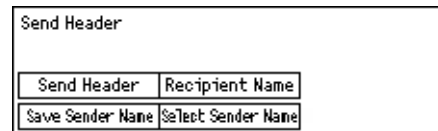
* Save Sender Name – Allows you to register up to two names as sender information. Select [Sender Name 1] or [Sender Name 2] using the <Select> button, and then press the <Enter> button. Select [Entry Mode] to switch the character type using the <Select> button, and enter the name (up to 40 characters) using the alphanumeric keypad. To complete specifying the name, press the <Enter> button.

* Send Header – Specify whether or not to print the sender name, and if the sender name is printed, select [Inside Original] or [Outside Original] for the position of the sender name to be printed.
If [Inside Original] was selected, the print position is within the area of the document, so printing may be superimposed on the letters at the top of the document. If [Outside Original] was selected, the print position is outside the area of the document, so printing will never be superimposed on the letters of the document. However, depending on the settings of the counterpart machine, the added information may not fit within the page, and may be split for output.

* Select Sender Name – Specify which registered name in [Save Sender Name] is to be printed: [Sender Name 1] or [Sender Name 2].

* Recipient Name – Specify whether or not to print the recipient name that registered in Address Book.

Resolution

Specify the default resolution for sending faxes.

* Text – Select this option when sending a text document.

* Fine – Scans document using 8 × 7.7 lines/mm resolution. This option is recommended for detailed line art or small letters.

* Superfine – Scans document using 16 × 15.4 lines/mm resolution. This option is recommended for detailed line art or small letters. It requires more communication time, but produces a higher image quality.

* Halftone – Specifies a resolution for a dark and light coloring such as picture.

* Super Halftone – Specifies a resolution for a dark and light coloring such as picture. It requires more communication time, but produces a higher image quality.

- Mixed Super Halftone – Specifies a resolution for both photographs with dark and light coloring and texts are on the same image.

Lighten/Darken

Adjust the default density of the scanned image in five levels. Move ▼ on the screen by selecting [Darken] or [Lighten] using the <Select> button to select the density level.

Rotate 90°

Specify whether or not to automatically rotate the image to transmit. Select [On] when the document can be transmitted without reducing the image size by rotating the image orientation.

Redial

Specify the maximum number of redial attempts (0 to 15) and redial intervals (1 to 15 minutes).

Administrator Transfer

To manage the sending fax document using the machine, use this feature to send the same document to the System Administrator after sending a fax. When [On] is selected, you can select the fax number of the System Administrator from Address Book. When [Enter Speed Dial] is selected, you can specify the fax number of the System Administrator using the One Touch Dial button, or Speed Dial code. To complete specifying the fax number, press the <Enter> button.

2-Sided Originals

Select the orientation binding of double-sided transmission. When [Rotate Side 2 on] is selected, it is Top to Bottom. When [Rotate Side 2 off] is selected, it is Top to Top.

Stamp

Use this feature to stamp each sheet of a document as it passes through the document feeder for scanning. When using this feature, the mark O is stamped of the scanned page.

Specify to stamp or not, and to select the place of the stamp as Bottom Only or Top & Bottom.

Delayed Start

Specify whether or not to specify the time to send faxes or start polling jobs, if the time is specified, select [Hours] to enter the hour (0 to 23) or [Minutes] to enter the minutes (00 to 59) for the delayed start time.

Receive Settings

Use this feature to configure the default settings for receiving faxes.

NOTE: When the memory full error occurs, the settings for Multiple-Up and Rotate 90° will be lost. When this occurs, documents will be printed in reduced sizes or in divided pages according to the Receive Settings. To avoid the memory full error again, delete unnecessary documents to free up some memory.

Fax Receive Settings	
Multiple-Up	Transfer Document
Paper Supply	Print Limit
Print Date/Time	Rotate 90°

Print Date/Time

Select whether or not to specify where reception date and time are to be printed on received documents.

NOTE: If the system is set to add a reception date and time, documents received which are forwarded will be forwarded with the date and time of reception added.

Print Date/Time
Outside Document
Inside Document
Off

NOTE: If the document does not fit on one page when received, and must be split between multiple pages, the reception time and date will not be added to the second and subsequent pages.

NOTE: The reception time and date time log are the times for each page, not the time when reception of the whole document began.

Paper Supply

Specify the default settings relating to paper supply to print received documents.

Paper Supply	
Length Limit	Unavailable Tray
Minimum Size	Paper Size
Long Size Originals	Media Available

*   Long Size Originals – Has two options, [Auto Reduction] and [Cut Off]. Your selection is applied to the received document 's length exceeding the length of the paper loaded. If [Auto Reduction] is set, the document is automatically reduced to fit the paper size loaded. If [Cut Off] is set, the document is received but the length exceeding the paper size is not printed.

*   Minimum Size – Select the minimum reduction ratio. The selected ratio is applied to [Auto Reduction], therefore the auto reduction feature is performed in the range of the selected minimum ratio or more. If [100%] is selected, the document image is not reduced or may be split into multiple pages depending on the paper size loaded.

*   Length Limit – Select the length to be cut off. The selected length is applied to [Cut Off], therefore the cut off feature is performed in the range of the selected value or less.

- Media Available – Specify the method to notify the other party of the paper size that can be printed when receiving a fax. If [Tray Mode] is selected, the machine notifies the largest paper size of those Tray 1, 2, 3, or 4 which are set to contain plain paper will be named, regardless of whether that paper is actually set in the tray. If [Paper Size Mode] is selected, the machine notifies the largest paper size of those Tray 1, 2, 3, or 4 which are set to contain plain paper will be named.

NOTE: If the paper types set for Tray 2, 3, and 4 are anything other than plain paper, the situation will be recognized as out of paper, even if there is paper in those trays.

NOTE: If a paper tray is changed while the machine is in power saving mode, the changed setting may not be conveyed accurately to the counterpart.

- Paper Size – Specify the method for selecting a paper size. If you select [Normal], the machine selects from all standard paper sizes. If you select [Adjust Width], the machine selects from paper sizes whose widths are equal to or shorter than the received documents. If you select [Fixed Width], the machine selects from paper sizes whose widths are equal to the ones of received documents.

- Unavailable Tray – Select a paper tray which you will not select as the paper for printing received documents.

NOTE: Paper trays which are set as Unavailable Tray will not be used to print received documents. Even if the tray contains the optimum paper for printing, the machine will regard it as not having paper for printing.

Multiple-Up

Specify whether or not to print two received consecutive documents as a single page. The arrangement of the scanned documents is fixed as top to bottom.

NOTE: Depending on the paper size used, the document may be missing when it is time to print.

Rotate 90°

Specify whether or not to automatically rotate the image to be received.

If the orientation of the received document and loaded paper differ, the machine automatically rotates the image by 90 degrees.

NOTE: This function is enabled when printing on A4, B5 or A5 paper. It is disabled when printing on A3 or B4 paper.

NOTE: Even if the machine is set for rotated reception, it will be printed without rotation if the paper is set in the same orientation as the received document.

Print Limit

Set the start and end times for printing out incoming faxes and the reports.

The documents which have been interrupted to output due to the end time and stored into the memory can be automatically printed out at the next start time.

Select [Always On] to print out the documents at all times.

Set days of a week together with the time. If not so, the machine cannot print out the documents mentioned above.

NOTE: The documents which are saved in the confidential box or the bulletin board will not be printed, even at the print start time.

NOTE: When the print end time is passed, the documents which are saved in the confidential box or the bulletin board, and the reports/ lists cannot be printed out, even manually. To print them, change the setting to [Always On].

Transfer Document

Specify how a received fax is to be processed by the machine.

NOTE: If the number of documents scheduled for transmission exceeds 64 when [Transfer] or [Transfer & Print] is selected, a communication error will occur and the machine will be unable to receive any document.

```
Transfer Document
    Print
    Transfer
    Save          Transfer & Print
```
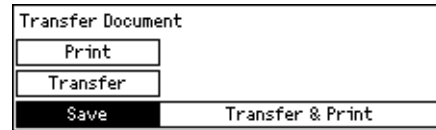
NOTE: If received documents are forwarded to a forwarding recipient, and the fax number of the machine is also specified as a forwarding recipient for the counterpart machine, an endless loop cycle could result.

*   Save – Saves a received fax on the machine. The saved document can be deleted, transferred or printed from the screen which is called by pressing the <Job Status> button.

*   Transfer – Forwards a received fax to a specified destination. You can select the fax number of the destination from the Address Book. When [Enter Speed Dial] is selected, you can specify the fax number of the destination using the One Touch Dial button, or Speed Dial code. To complete specifying the fax number, press the <Enter> button.

NOTE: The maximum number of transfer destinations in one batch is 200.

*   Transfer & Print – Forwards a received fax to a specified destination and prints it out simultaneously. You can select the fax number of the destination from the Address Book. When [Enter Speed Dial] is selected, you can specify the fax number using the One Touch Dial button, or Speed Dial code.

NOTE: The maximum number of transfer destinations in one batch is 200.

*   Print – Prints out a received fax immediately.

F Code

Use this feature to configure the default settings for receiving faxes using F Codes.

NOTE: If an F Code is set for the received document, the code is checked for the number of recipient copies, the bulletin board and confidential box (transfer), in that order. If there is no applicable code, a communications error will result.

```
F Code        01:
              02:
              03:
                ▼       ▲
```
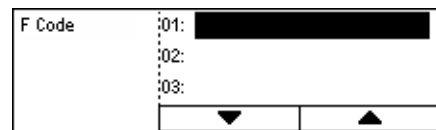
After selecting from the displayed F Code list, press the <Enter> button. Then select the following items to continue the necessary settings.

Transfer Document

Specify how a received fax is to be processed by the machine.

- Transfer – Forwards a received fax to a specified destination. You can select the destination fax number from the Address Book. When [Enter Speed Dial] is selected, you can specify the fax number using the One Touch Dial button, or Speed Dial code. To complete specifying the fax number, press the <Enter> button.

- Transfer & Print – Forwards a received fax to a specified destination and prints it out simultaneously. You can select the destination fax number from the Address Book. When [Enter Speed Dial] is selected, you can specify the fax number using the One Touch Dial button, or Speed Dial code.

- Print – Prints out a received fax immediately.

F Code

Enter an F Code (up to 20 digits using 0 to 9, *, and #) using the alphanumeric keypad on the control panel.

Check Password

Specify whether or not to have password control.

Password

Set a password (up to 20 digits using 0 to 9, *, and #) using the alphanumeric keypad on the control panel.

Delete

Delete the registered F Code.

Local Terminal Information

Use this feature to configure the settings for the line connected to the machine.

Line Type

Select the line type from 10pps, 20pps, and Tone.

Fax No.

Enter the fax number of the machine, using the alphanumeric keypad on the control panel. Press the <C> button to clear the previous value.

Ext./Outside Line

Select the extension or outside line. If you selected [Extension], then enter the number (0 to 9) to connect with the outside line, using the alphanumeric keypad on the control panel. Press the <C> button to clear the previous value.

NOTE: When changing the setting of [Ext./Outside Line], you may need to re-register fax numbers in the Address Book.

NOTE: If the figure set under [Ext./Outside Line] is entered as the first digit of the destination fax number, a pause will automatically be inserted. No pause will be inserted if the number appears as the second or later digit. If a pause has already been entered in the pause insertion position, no pause will be entered automatically.

Direct Send

Using the document feeder, this feature allows you to start sending a fax immediately after scanning the first page of documents. This is a useful feature when there is inadequate available memory on the machine. When you use the feature, the <Direct Send> green light illuminates.
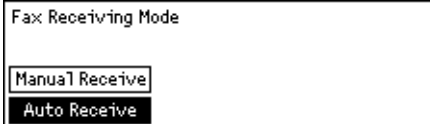
Specify On or Off as the default value of this feature.

```
Direct Send

     On
     Off
```

Fax Receiving Mode

Specify whether the machine should start receiving a fax with or without your intervention.

```
Fax Receiving Mode

Manual Receive
Auto Receive
```

Auto Receive

Automatically starts receiving a fax after the specified the number of rings on the Access Attempt screen. After selecting [Auto Receive] using the <Select> button, pressing the <Enter> button allows you to specified the number of rings on the Access Attempt screen within the range of 1 to 20. Use the alphanumeric keypad on the control panel.

Manual Receive

Receives a fax manually. When you have communicated with a caller and confirm that the call is a fax job, press the <Manual Dial> button to receive a fax. Refer to *On-Hook in the Fax chapter on page 84.*

Report Settings

Use this feature to specify how reports are to be automatically printed.

NOTE: Even if you set the machine to print out reports automatically, they cannot be printed out when the memory is insufficient.

```
Report Settings
Activity Report
 Trans. Report
```

Transmission Report

Configure the settings for printing report that shows the result of transmission.

- Single Destination – Configure the settings to be used when sending fax to a single destination. If you select [Undelivered], the machine prints a report only when transmission fails.

- Multiple Destination – Configure the setting to be used when sending fax to multiple destinations. If you select [Undelivered], the machine prints a report only when transmission fails. With [As Single Dest'n] selected, the machine follows the setting made for [Single Destination].

- Original Image – Specify whether to print out scanned documents with a report.

NOTE: Even if [Original Image] is set to [On], the document may be printed without images for reasons such as insufficient memory, direct transmission and manual transmission.

NOTE: When [Original Image] is set to [On] and the report is printed on A4 paper, the orientation of the printed report may not match that of the paper. This occurs because the set orientation of the paper used for the report does not match the print orientation. The paper used for printing reports should be A4, set to landscape orientation.

Activity Report

Specify whether or not to automatically print the report of the transmission result every 50 transactions.

The number of documents sent exceeds 50 and the number of documents received exceeds 50, the machine automatically prints the Sent Report and the Received Report respectively.

NOTE: When the report output is disabled for reasons such as paper out, the machine stores and retains the information until the output is enabled. However, only up to 96 of the latest transaction information can be stored.

Customize Screens

Use this feature to rearrange the locations of menu items on the Fax screen. After selecting [Customize Screens], select the item you want to rearrange using the <Select> button, and then select the new locations pressing the <←> or <→> button.

```
Select an item.
                                    1 of 7 ➜

  Resolution  Lighten/Darken    Scan Size
```

E-mail Settings

This section describes how to configure or change the settings for sending scanned documents as e-mail attachments. For more information, refer to the following.

Resolution – page 162
Lighten/Darken – page 163
Reduce/Enlarge – page 163
Scan Size – page 164
File Format – page 164
Transmission Report – page 165
Customize Screens – page 165

1. Select [E-mail Settings] on the [System Settings] screen using the <Select> button.

```
E-mail Settings
 Reduce/Enlarge   Trans. Report
 Lighten/Darken   File Format
   Resolution      Scan Size    Customize Screens
```

2. Press the <Enter> button.

3. Select the required option using the <Select> buttons.

4. Press the <Enter> button.

Resolution

Use this feature to specify the default resolution for scanning documents.

```
Resolution
 600dpi Text   600dpi Photo
 400dpi Text   400dpi Photo   600dpi Text/Phot
 200dpi Text   200dpi Photo   400dpi Text/Phot
```

200dpi Text

Specifies a 200 dpi resolution for documents that contain text only.

400dpi Text

Specifies a 400 dpi resolution for documents that contain text only.

600dpi Text

Specifies a 600 dpi resolution for documents that contain text only.

200dpi Photo

Specifies a 200 dpi resolution for documents that contain photographs only.

400dpi Photo

Specifies a 400 dpi resolution for documents that contain photographs only.

600dpi Photo

Specifies a 600 dpi resolution for documents that contain photographs only.

400dpi Text/Photo

Specifies a 400 dpi resolution for documents that contain both text and photographs.

600dpi Text/Photo

Specifies a 600 dpi resolution for documents that contain both text and photographs.

Lighten/Darken

Use this feature to adjust the default density of the scanning documents in five levels. Move ▼ on the screen by selecting [Darken] or [Lighten] using the <Select> button to select the density level.
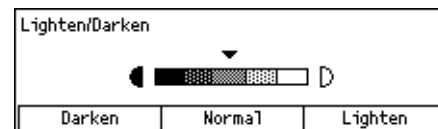
Reduce/Enlarge

Choose 64% or 78% to include in the presets of reduction/enlargement ratios for scanning documents.
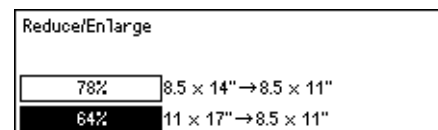
Scan Size

Use this feature to specify the default scanning area. When you select a different size from the original, documents will be scanned according to the selected size regardless of their actual sizes.
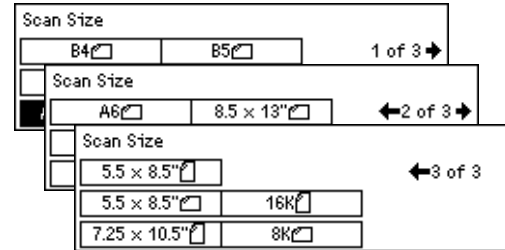
Auto Detect

Detects the size of the documents automatically.

Only standard size can be automatically detected. Non-standard size document is scanned as a standard size nearest to the scanned document.

For more information about the size that can be automatically detected, refer to *When Using the E-mail Feature in the Appendix chapter on page 219.*

Presets

Allows you to select from the preset size.

File Format

Specify the default file format to save scanned documents.
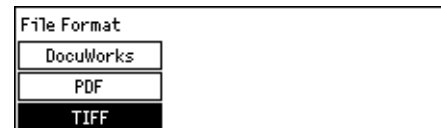
TIFF

Saves scanned data in TIFF (Tagged Image File Format).

PDF

Saves scanned data in PDF (Portable Document Format).

DocuWorks

Saves scanned data in DocuWorks format.

Transmission Report

The machine automatically prints a report that shows the result of transmission. Configure the following settings for this feature.

```
Transmission Report
  Original Image
  Multiple Dest'n
  Single Destination
```

Single Destination

Configure the setting to be used when sending e-mail to a single destination. If you select [Undelivered], the machine prints a report only when transmission fails.

Multiple destination

Configure the setting to be used when sending e-mail to multiple destinations. If you select [Undelivered], the machine prints a report only when transmission fails. With [As Single Dest's] selected, the machine follows the setting made for [Single Destination].

Original Image

Specify whether to print out scanned documents with a report.

NOTE: When [Original Image] is [On] and the report is printed on A4 paper, the orientation of the printed report may not match that of the paper. This occurs because the set orientation of the paper used for the report does not match the print orientation. The paper used for printing reports should be A4, set to landscape orientation.

Customize Screens

Use this feature to rearrange the locations of menu items on the E-mail screen. After selecting [Customize Screens], select the item you want to rearrange using the <Select> button, and then select the new locations pressing the <←> or <→> button.

```
Select an item.
                                    1 of 3 →

E-mail Address | Resolution | Lighten/Darken
```

Screen Contrast

Use this feature to change the contrast on the screen.

1. Select [Screen Contrast] on the [System Settings] screen using the <Select> button.

2. Select the required option using the <Select> buttons.

3. Press the <Enter> button.

```
Screen Contrast



  Normal  |  Darker  |  Lighter
```

Normal

Selects the intermediate contrast level.

Darker

Increases the contrast level by one step.

Lighter

Decreases the contrast level by one step.

Create/Delete

This section describes how to register various items such as Address Book (Speed Dial) and mailboxes. For more information, refer to the following.

Speed Dial – page 166
Fax Program – page 168
Bulletin Board – page 169
Mailbox – page 170

1. Select [Create/Delete] on the [System Settings] screen using the <Select> button.

2. Select the required option using the <Select> buttons.

3. Press the <Enter> button.

Speed Dial

This feature allows you to register the destination of fax or e-mail in Speed Dial. You can search the registered destination using Address Book.

NOTE: When the content of a Speed Dial code is changed, check that the change has not introduced any problems. For example, if redial is specified for the altered Speed Dial code, the altered code will be redialed. If the altered Speed Dial code has been specified as a forwarding recipient, documents will be forwarded to the changed number.

NOTE: The timing of the change of content may mean that the transmission recipient information printed on Sent Reports and Transmission Reports will reflect the information from before the change.

1. Select an address number (001 to 200) using the <Select> buttons, or select [Enter No.] using the <Select> buttons and enter the address number using alphanumeric keypad.

2. Press the <Enter> button.

3. Perform the necessary operations.

NOTE: The feature that can be registered differs whether the destination is used for the Fax or E-mail feature.

Fax

Select to register the destination used for the Fax feature.

When registering a Fax destination, specify the following items.

To[*1] – Enter the recipient name. Select [Edit] to display the Recipient Name entry field screen, select [Entry Mode] to switch the character type and enter the name using the alphanumeric keypad on the control panel.

Index – Enter the index used to search the recipient name in Address Book.

Fax No. – Enter the fax number using the alphanumeric keypad on the control panel.

F Code – Select whether to use F Code or not. When transmitting with an F Code, enter F Code and a password if necessary. For information about F Code, refer to *F Code in the Fax chapter on page 75.*

Comm. Speed – Specify the communication speed. Select ▼ or ▲ using the <Select> button to increase or decrease the value.

Overseas Comm. – Select for transmitting with the Overseas Communication feature. Use this feature to minimize errors on telephone lines. This is often the case with overseas calls.

E-mail

Select to register the destination used for e-mail feature.

When registering an e-mail address, specify the following items.

To[*1] – Enter the recipient name. Select [Edit] to display the recipient name entry field screen, select [Entry Mode] to switch the character type and enter the name using the alphanumeric keypad on the control panel.

Index – Enter the index used to search the recipient name in Address Book.

E-mail Address – Enter the e-mail address using the alphanumeric keypad on the control panel.

Change Recip. Name[*1]

Select when changing the registered name. Select [Edit] to display the recipient name entry field screen, then select [Entry Mode] to switch the character type and enter the name using the alphanumeric keypad on the control panel.

Change Fax No

Select when changing the registered Fax number.

Change Address

Select when changing the registered E-mail address.

Delete

Select when deleting the registered Speed Dial.

*1: You can also use symbols as well as text and numbers.

Select [Alphabet] for Entry Mode, press the <# > button to display a list of symbols, then select a symbol using the <Select> button.

Fax Program

This feature allows you to program information about the fax destination and the features used to send fax. You can always send faxes using the same conditions of transmission by recalling the program using One Touch Dial or Speed Dial. In addition to the information of the fax destination, you can program the following three types of program. Fax Send, Poll (Polling) Receive, and Post Send that transmits more than one document at a specified time.

NOTE: If the destination registered to the Fax Program under a Speed Dial code is changed to an e-mail address, a transmission error will be issued when a message is sent to that destination.

Fax Program	p01: Program 1
	p02: Prmgram 2
By Program No.	p03: Not in Use
Program List	▼ ▲

1. Select a program number (p01 to p30) selecting [▼] or [▲] using the <Select> button, or select to search a program number using [By Program No.].

2. Press the <Enter> button.

3. Perform the necessary operations.

Program Name[*1]

Enter the program name. Select [Edit] to display the Program Name entry field screen, select [Entry Mode] to switch the character type and enter the name using the alphanumeric keypad on the control panel.

To change the name, press the <C> button to delete the entered name, and then enter the new name.

Index

Enter the index used to search the program name in Address Book.

To change the index, press the <C> button to delete the entered index, and then re-enter the new name.

Program Type

Select the type of the program.

NOTE: The feature that can be programmed differs according to the type of the program.

Fax Send – Set the [Resolution] and [Scan Size], etc., to send a fax. For each feature, refer to *Fax Features in the Fax chapter on page 71.*

Poll Receive – Program the time to start polling. For details on how to set the start time, refer to *Delayed Start in the Fax chapter on page 77.*

Post Send – Use this feature when the specified time is reached, the machine checks whether the document scheduled for transmission is present. If multiple documents are present, they are collated and sent as one document to each recipient. Set [Start Time] to set the time to start sending documents. Set [Comm. Interval] to set the regular interval between transmissions, in hours. You can also set Resolution and Scan Size features, etc. For details on each feature, refer to *Fax Features in the Fax chapter on page 71.*

NOTE: If there is no document scheduled for transmission at the specified time, no transmission process is carried out.

NOTE: If the power is not switched on at the specified time, the line is busy, or another problem prevents transmission, the transmission will be sent at the next transmission start time.

NOTE: Documents are sent in single batches, but each time a document is placed in the post box, it is counted as one document scheduled for transmission.

Delete

Delete the registered Fax Program.

*1: You can also use symbols as well as text and numbers.

Select [Alphabet] for Entry Mode, press the <# > button to display a list of symbols, then select a symbol using the <Select> button.

Bulletin Board

Use this feature to create bulletin boards. The remote machines can freely browse documents on the bulletin boards on the machine. You or remote machines can post, retrieve, print, or delete the documents on a bulletin board. To post documents, set up the bulletin board in advance. Up to 10 bulletin boards can be registered.
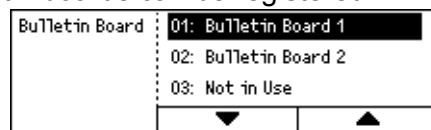
Name[*1]

Enter a name (up to 16 characters) to be assigned to the mailbox. Select [Edit] to display the bulletin board name entry field screen, select [Entry mode] to switch the character type and enter the name using the alphanumeric keypad on the control panel.

Change Name[*1]

Select to change the name of the registered bulletin board. Press the <C> button to delete the entered name, and then re-enter a name (up to 16 characters) to be assigned to the bulletin board. Select [Edit] to display the bulletin board name entry field screen, then select [Entry mode] to switch the character type and enter the name using the alphanumeric keypad on the control panel.

F Code

Enter an appropriate F Code to be used for communications with a remote machine.

Password

Enter a password using the alphanumeric keypad on the control panel.

Remote Post

Specify whether or not a password is required to register a document on a bulletin board.

Remote Browse

Specify whether or not a password is required to download a document from a bulletin board.

Delete

Deletes the selected bulletin board.

*1: You can also use symbols as well as text and numbers.

Select [Alphabet] for Entry Mode, press the <# > button to display a list of symbols, then select a symbol using the <Select> button.

Mailbox

This feature allows you to create mailboxes for saving confidential incoming fax documents. Up to 10 mailboxes can be registered.
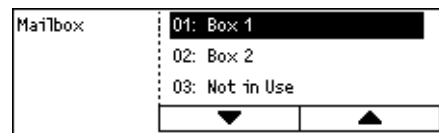
Mailbox Name[*1]

Enter a name (up to 12 characters) to be assigned to the mailbox. Select [Edit] to display the mailbox name entry field screen, select [Entry mode] to switch the character type and enter the name using the alphanumeric keypad on the control panel.

To change the name, press the <C> button to delete the entered name, and then enter a new name.

F Code

Enter an appropriate F Code to be used for communications with a remote machine.

Password

Enter a password using the alphanumeric keypad on the control panel.

Remote Input

Specify whether or not to use password for authentication when receiving the document from remote machine to the mailbox.

Delete

Deletes the selected mailbox.

*1: You can also use symbols as well as text and numbers.

Select [Alphabet] for Entry Mode, press the <# > button to display a list of symbols, then select a symbol using the <Select> button.

10 Maintenance

There will be times when the machine will require maintenance tasks to be carried out. Information contained in this chapter will assist with these tasks.

Cleaning the Machine

Proper maintenance is important for the smooth operation of any equipment.

> ⚠ **WARNING**
>
> When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of the product. Never use aerosol cleaners, or it may catch fire and cause explosion.

> ⚠ **CAUTION**
>
> When cleaning this product, always switch off and unplug it. Access to a live machine interior may cause electric shock.

The Document Glass and Document Feeder Glass

To ensure optimum print quality at all times, clean the document glass and document feeder glass monthly, or more often if needed. This helps avoid streaks, smears and other marks on the printed output.

1. Clean the glass areas with a lint-free cloth, lightly moistened with water.

2. Clean the white tabs, located on the under side of the document glass cover and in the document feeder, to remove dry ink smudges and other marks.

3. Wipe the wet surface with a dry, clean cloth.

Document feeder glass

Document glass
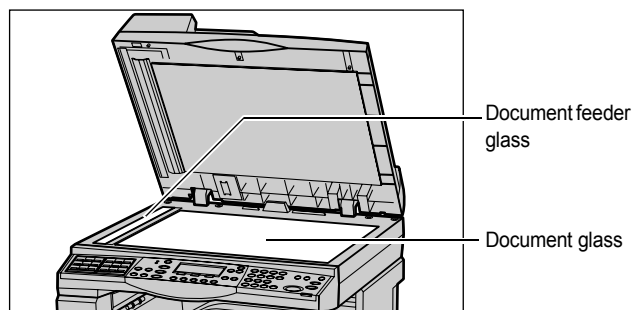
The Control Panel and Screen

Regular cleaning keeps the control panel and screen free from dust and dirt. To remove finger prints and smudges, clean the control panel and screen with a soft, lint-free cloth, slightly moistened with water.

The Document Feeder and Output Trays

Use a cloth moistened with water to clean the document feeder, output trays, paper trays and the outside areas of the machine.

About Consumables/Maintenance Parts

The following consumables and maintenance parts are available for use with the machine:

Consumables/Maintenance Part	Product code	Quantity/Box
Toner Cartridge (9K)	CT200401	1 unit/1 box
Drum Cartridge	CT350285	1 unit/1 box
Stamp Replace Kit	EL200439	2 units/1 box

NOTE: We recommend always having spare consumables/periodical replacement parts available.

⚠ **WARNING**

• Use a broom or a wet cloth to wipe off spilled toner. Never use a vacuum cleaner for the spills. It may catch fire by electric sparks inside the vacuum cleaner and cause explosion. If you spill a large volume of toner, contact your local Fuji Xerox representative.

• Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion.
If you have a used toner cartridge no longer needed, contact your local Fuji Xerox representative for its disposal.

⚠ **CAUTION**

• Keep the drum and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.

• When replacing the drum and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.

• If toner spills onto your skin or clothing, wash it off with soap and water.
If you get toner particles in your eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary.
If you inhale toner particles, move to a fresh air location and rinse your mouth with water.
If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.

Handling Consumables/Maintenance Parts

Note the following precautions for handling consumables and maintenance parts.

• Do not store boxes for consumables/maintenance parts upright.

• Do not unpack consumables/maintenance parts before use. Avoid storing consumables/maintenance parts in the following locations:

– Locations subject to high temperature and high humidity

– Near a fire

– In the direct sunlight

– Dusty locations

• Follow the instructions and warning notices on the boxes or containers for the consumables/maintenance parts before use.

• We recommend keeping extra consumables/maintenance parts in stock for convenience.

• When calling our Customer Support Center to place an order, have the product codes for the consumables/maintenance parts ready to expedite the ordering process.

• If you are not using the toner cartridge or the drum cartridge recommended by our company, the performance of the machine may not be at its optimum level. Use the toner cartridge and the drum cartridge recommended for this product.

Replacing the Drum Cartridge

The machine comes with a drum cartridge. The machine will sound an alarm and display the message "Replacement to be made shortly" approximately 4,000 pages before the drum cartridge reaches the end of its life. When this message appears, order a new drum cartridge. The machine will stop when the drum cartridge ends its life.

NOTE: The above value "4,000 pages" is based on the following conditions: (1) 1-sided copying (not printing), (2) average number of pages copied at one time: 4 pages, (3) paper size: A4 LEF, (4) paper tray: Tray 1, (5) output tray: Center Output Tray. This value is for reference only and will be affected also by other machine-usage conditions, such as how often the machine is turned on and off. Note that the page yield may be half or less of these values under some conditions.

Removing the Old Drum Cartridge

1. Pull the front cover towards you to open it.
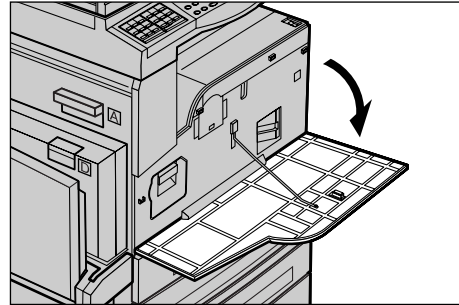
2. Open Tray 5 (bypass tray) if necessary, and then open Cover A while lifting up the release lever.
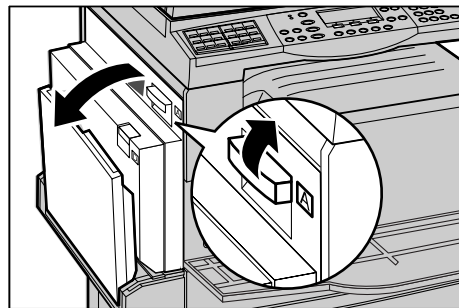
3. Lift up the colored lever, and slide the drum cartridge out until you can lift the handle on top of the cartridge.

Lever
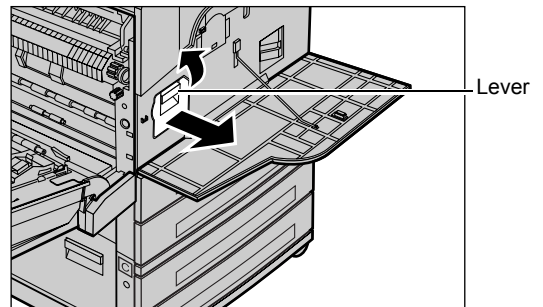
4. Hold the handle and remove the cartridge from the machine.

NOTE: When replacing the drum cartridge, make sure that the new cartridge is the correct one specified for the machine.

Handle
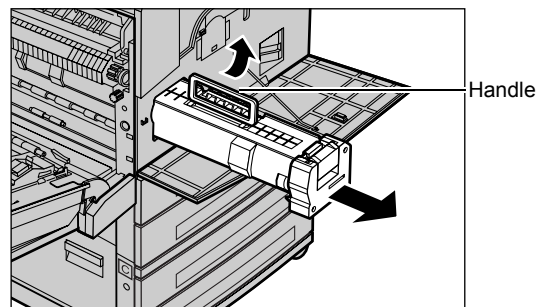
Inserting the New Drum Cartridge

1. Remove the new drum cartridge from the box.

2. Undo the sealing tape and carefully pull out in the direction of the arrow to remove the black protective sheet from the cartridge.
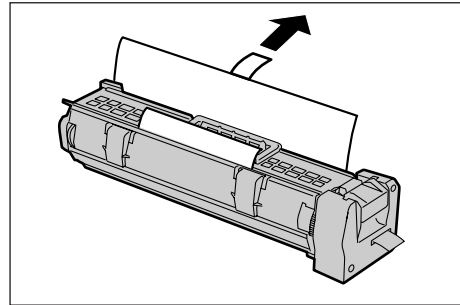
3. Place the cartridge in position as shown and slide it into the machine with the handle until it clicks.
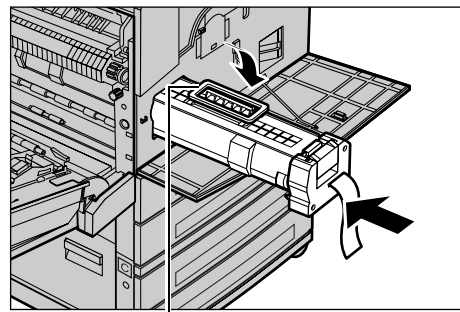
Handle

4. Pull out the cartridge tape completely without breaking it.
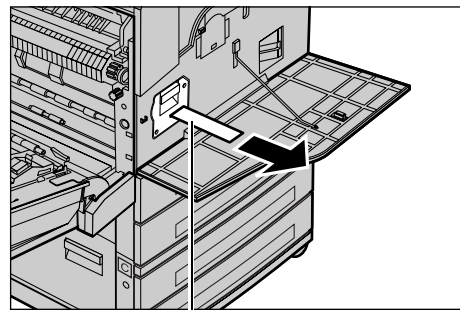
Tape

5. Push the cartridge again to make sure that it is properly set in the machine.
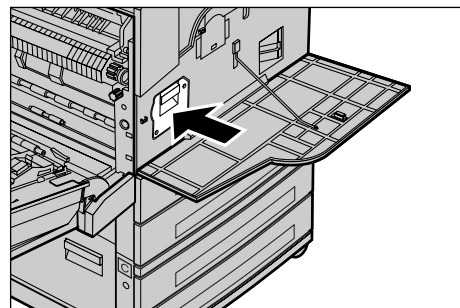
6. Close the Cover A until it latches and then close Tray 5 (bypass tray).
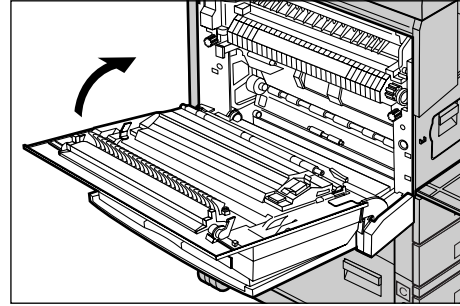
7. Close the front cover.
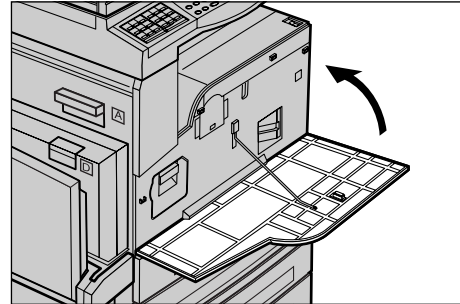
Replacing the Toner Cartridge

The machine comes with a toner cartridge. The machine will display the following messages before the toner cartridge is empty. Follow the messages and replace the toner cartridge as necessary.

Message	Page yield after the message is displayed*1	Solution
∴	Approx. 1000 pages	The toner cartridge does not need to be replaced yet. Get a spare of the toner cartridge.
Replace the Toner Cartridge	-	Replace the toner cartridge with a new one.

*1:The page yield after each message is displayed is for when A4 size paper LEF is used. The value is an estimate and varies depending on conditions such as the print contents, dot coverage (area coverage), paper size, paper type, copy/print density, output image type, and the machine usage environment.

Removing the Old Toner Cartridge

1. Pull the front cover towards you to open it.
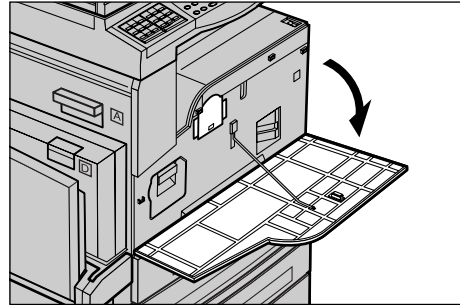
2. Hold the toner cartridge and pull it out slowly.

NOTE: Hold the empty cartridge away from you to avoid spilling any toner residue.
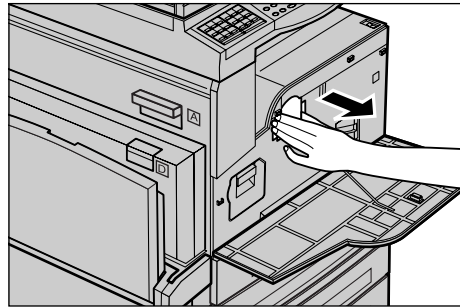
Inserting the New Toner Cartridge

1. Remove the new toner cartridge from the box.

2. Shake the cartridge up and down about 5 times gently to loosen up the toner inside.
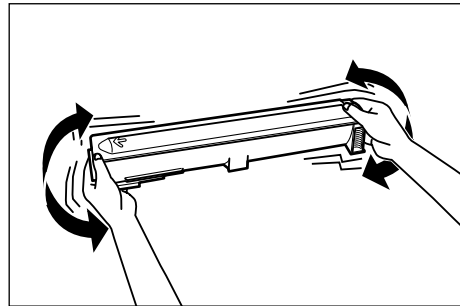
3. Place the cartridge in position as shown and slide it into the machine until it clicks.
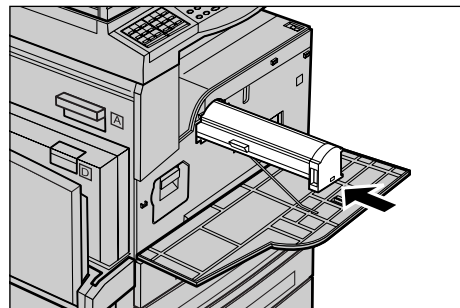
4. Close the front cover.
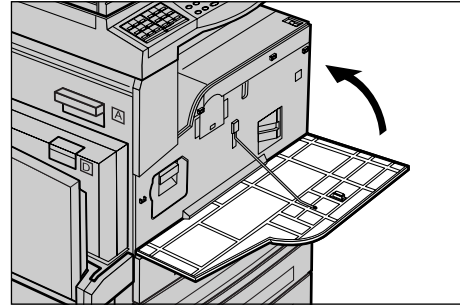
Replacing the Stamp Cartridge

If stamp impressions start to fade, replace the stamp cartridge.

NOTE: Do not touch the ink pad of the stamp cartridge. If ink comes into contact with your skin, wash immediately.

Removing the Old Stamp Cartridge

1. Pull up the knob to open the document feeder cover completely.
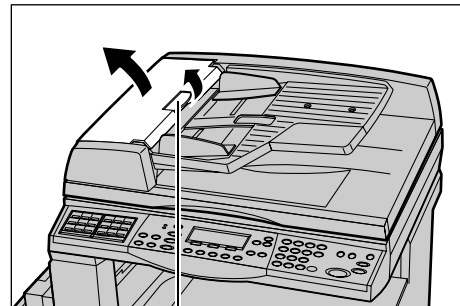
Knob

2. Pull up the lever to open the inner cover.
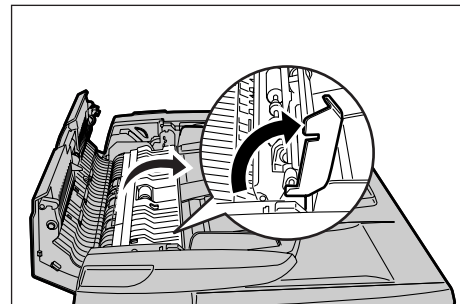
3. Use the tweezers provided in the Stamp Kit to extract the stamp cartridge.

NOTE: Make sure to remove the whole cartridge.
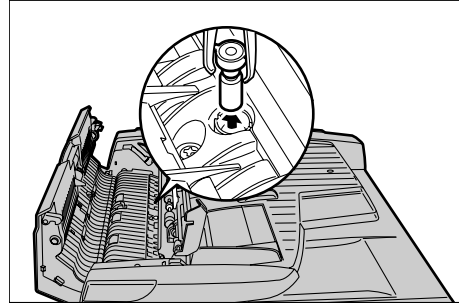
Inserting the new Stamp Cartridge

1. Remove the new stamp cartridge from the package.

2. Insert the new stamp cartridge in the machine.
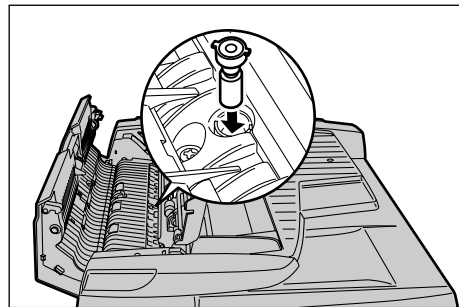
3. Close the inner cover.
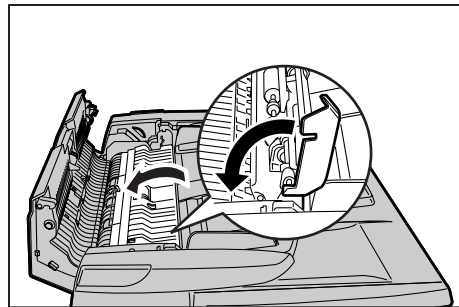
4. Close the document feeder cover until it clicks.
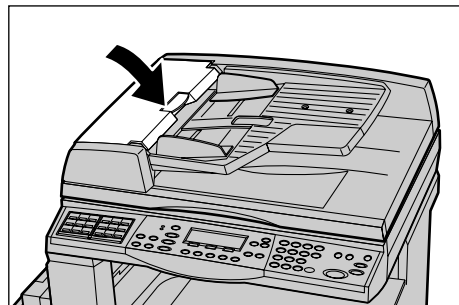
11 Problem Solving

The machine has built-in information to help identify and manage error messages and problems. It also contains troubleshooting steps to help resolve problems.

Refer to the information contained in this chapter to resolve any problem solving issues.

NOTE: For troubleshooting network problems, refer to the Network Administrator Guide.

Fault Clearance Procedure

If a fault or problem occurs, there are several ways in which you can identify the type of fault. Once a fault or problem is identified, establish the probable cause, and then apply the appropriate solution.

- If a fault occurs, first refer to the screen messages and clear the fault in the order specified.

- If the problem is not solved by following the screen messages, refer to *Troubleshooting Tables on page 193* and apply the appropriate solution as described.

- Also refer to the fault codes displayed on the screen in the Machine Status mode. Refer to *Fault Codes on page 198* for an explanation of some of the fault codes and corresponding corrective actions.

- Contact the System Administrator for assistance.

- In some cases, it may be necessary to switch the machine off and on. Refer to *Power On/Off in the Product Overview chapter on page 34.*

NOTE: Wait at least 20 seconds between powering the machine on and off.

- If the problem persists, or a message indicates that you should call for service, contact our Customer Support Center.

NOTE: If fax jobs are queued in the machine and a loss of power occurs, the machine will print a Power Off Report when the machine is switched on. This will show a list of the fax jobs lost.

NOTE: If the machine is restarted during a fax reception due to a loss of power or machine malfunction, neither the pages already received nor the page being received at the time of restart will be printed. For example, if the reception of a 7-page document is interrupted when the sixth page of the document was being received, the machine does not print any page in the document, even though the first five pages were already received. If the power to the machine is shut down during a fax reception, the sender is required to send the document again. For this reason, advise the sender to register the local terminal fax number.

Paper Jams

When paper jams inside the machine, the machine stops, sounds an alarm, and displays a message on the screen. Follow the instructions displayed and remove the jammed paper.

Gently remove the paper taking care not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside. If a paper jam message is displayed again, paper is probably jammed at another location. Clear this by following the message on the screen.

When you have finished clearing a paper jam, printing automatically resumes from the point before the paper jam occurred.

⚠ **CAUTION**

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

NOTE: When removing jammed paper, make sure that no bits of paper are left in the machine, since they could cause more jams or even fire. If a piece of paper is stuck in a hidden area or wrapped around the fuser unit or rollers, do not remove it forcefully; you could get injured or burned. Switch off the machine immediately, and contact our Customer Support Center.

This section describes how to clear paper jams in the following locations.
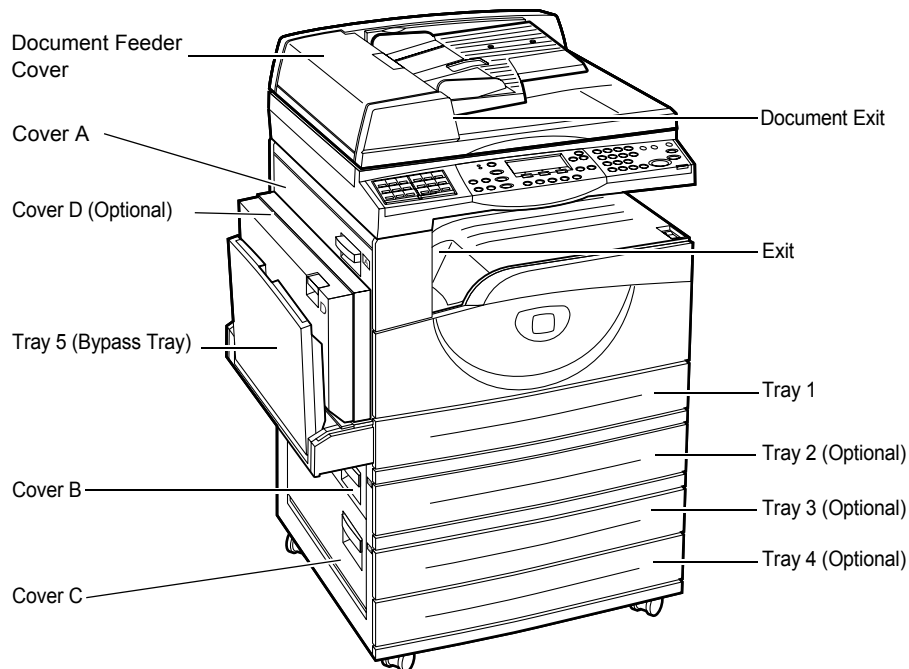
Paper Jams in Cover A – page 185
Paper Jams in Cover B – page 187
Paper Jams in Cover C – page 187

Media jams happen for a variety of reasons. Check the guidelines below to reduce the potential for jams in the machine.

- Use only recommended media. Refer to *Supported Paper Sizes and Types in the Paper and Other Media chapter on page 127* and *Specifications in the Appendix chapter on page 209* for a list of recommended media types.

- Protect unused media by storing it in its wrapper, on a flat surface.

- The orientation of the media in the paper tray must match the orientation of the documents.

- Check the maximum fill line in the tray to make sure the paper tray is not overloaded.

- Do not use media that is torn, wrinkled, or folded.

Paper Jams in Cover A

Follow the steps below to clear paper jams in Cover A using green levers A1 and A2. Follow the messages on the screen and remove jammed paper from the specified location.

Green Lever A1

1. Open Tray 5 (bypass tray) if necessary, and then open Cover A while lifting up the release lever.
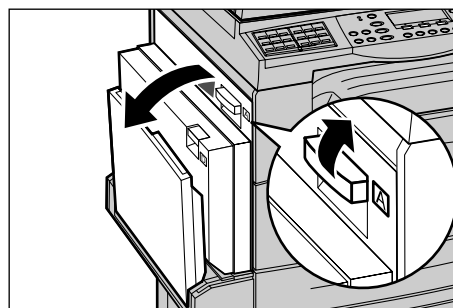
2. If the jammed paper is inside the fuser unit, push down and rotate the green lever A1 in the direction of the arrow to feed the paper the top of the fuser unit.
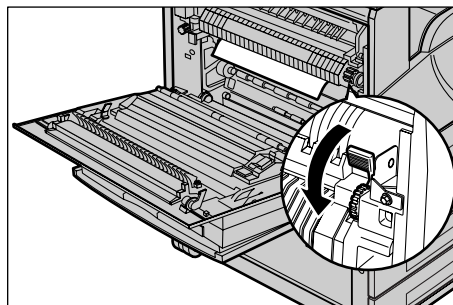
3. Pull out the paper from the machine in the direction of the arrow.

4. Close the Cover A until it latches, and then close Tray 5 (bypass tray).
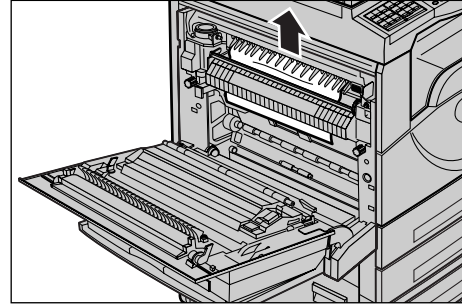
Green Lever A2

1. Open Tray 5 (bypass tray) if necessary, and then open Cover A while lifting up the release lever.
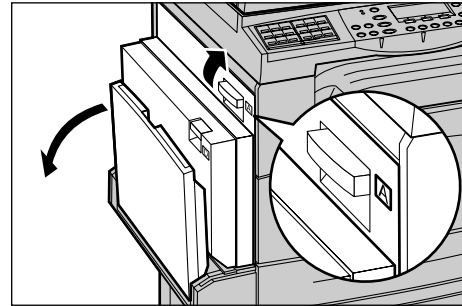
2. If the jammed paper is inside the fuser unit, lower the green lever A2 in the direction of the arrow to open the fuser unit cover.
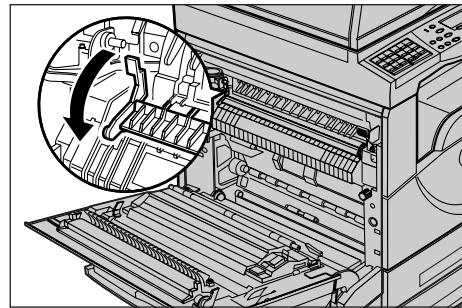
3. If the jammed paper is found in the fuser unit, hold down the green lever A2 carefully remove it from the machine.

NOTE: Do not touch the fuser unit because it may be hot.

4. Close the Cover A until it latches, and then close Tray 5 (bypass tray).
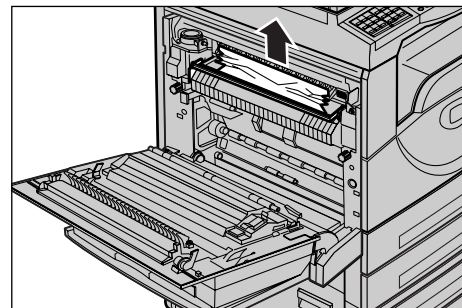
Paper Jams in Cover B

Follow the steps below to rectify paper jams in Cover B.

1. Open Cover B while lifting up the release lever.
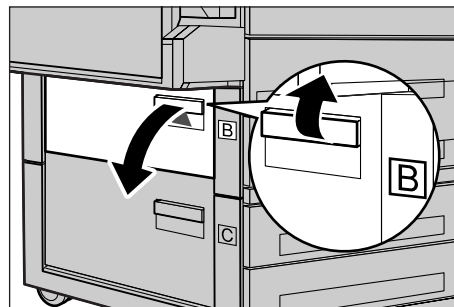
2. Remove the jammed paper.

3. Close Cover B until it latches.

NOTE: Firmly press the center of the cover when closing it.
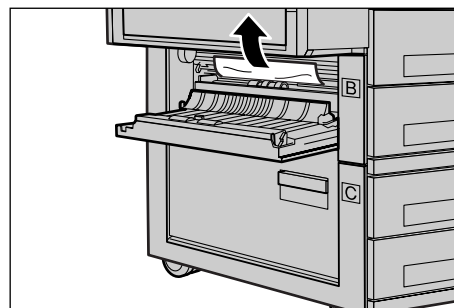
Paper Jams in Cover C

Follow the steps below to rectify paper jams in Cover C.

1. Open the Cover C while lifting up the release lever.
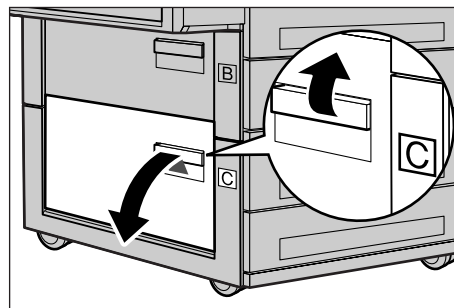
2. Remove the jammed paper.

3. Close the Cover C until it latches.
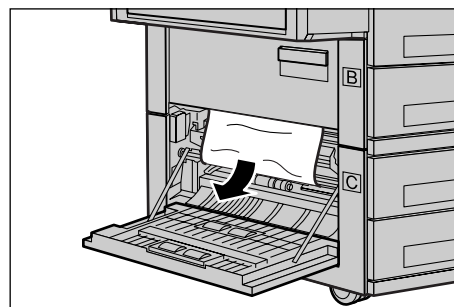
Paper Jams in Cover D

Follow the steps below to clear paper jams in the duplex kit.

1. Open Tray 5 (bypass tray), if necessary.

2. Open the Cover D while lifting up the release lever.
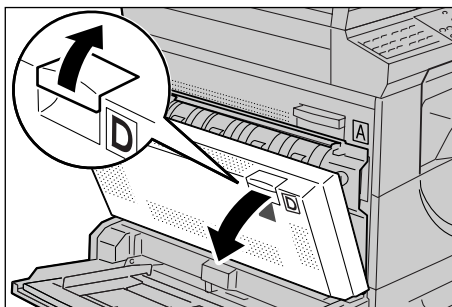
3. Remove the jammed paper inside the duplex unit.

4. Close the Cover D until it latches.

5. Close Tray 5 (bypass tray).
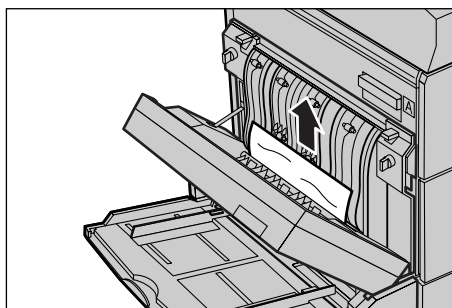
Paper Jams in Exit

Follow the steps below to clear paper jams in exit.

1. Open Tray 5 (bypass tray), if necessary, and then open Cover A while lifting up the release lever.
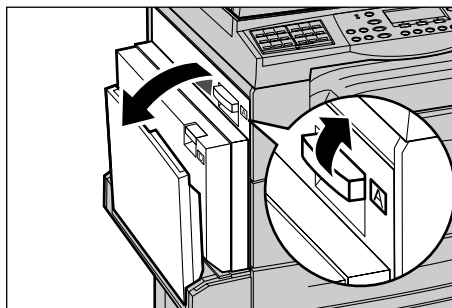
2. Remove the jammed paper.

3. Close the Cover A until it latches, and then close Tray 5 (bypass tray).
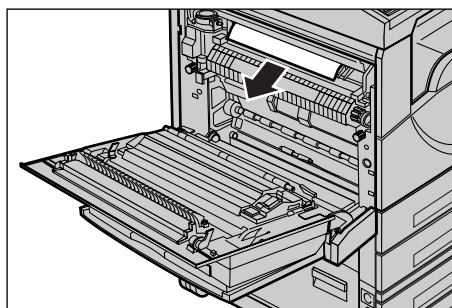
Paper Jams in Trays 1, 2, 3, and 4 (2–4 are Optional)

Follow the steps below to clear paper jams in Trays 1 to 4.

1. Pull out the Tray 1, 2, 3, or 4 towards you.

2. Remove the jammed paper.

3. Close the paper tray.
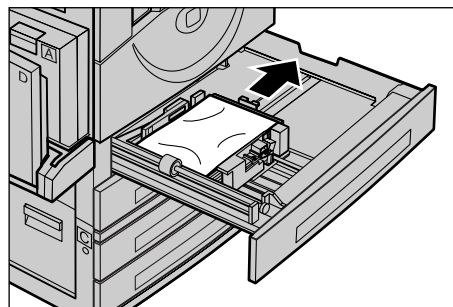
Paper Jams in Tray 5 (Bypass Tray)

Follow the step below to clear paper jams in Tray 5 (bypass tray).

1. Remove the jammed paper in the Tray 5 (bypass tray).
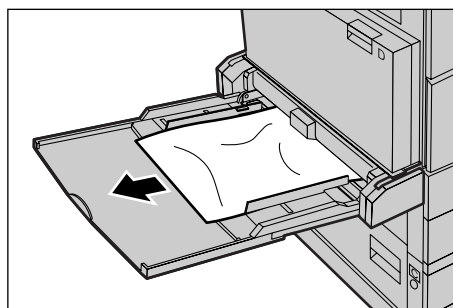
Document Jams

If a document jams in the document feeder, the machine stops, and an error message is displayed on the screen. Clear the document jam according to the instructions displayed, and then reload the document in the document feeder.

Paper Jams in the Document Feeder Cover

Follow the steps below to clear document jams in the document feeder.

*1.* Pull up the knob to open the document feeder cover completely.
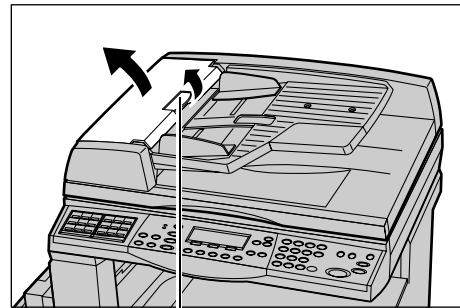
Knob

2. Remove the jammed document slowly. When the document jams tightly in the document feeder roller and cannot be pulled out, pull it out from under the document feeder tray. Refer to *Paper Jams in the Document Exit on page 191.*
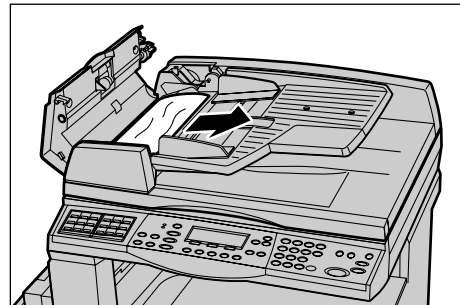
NOTE: Do not force to pull the paper avoid ripping when remove the jammed document.

3. When a document jams under the inner cover using the DADF, pull up the lever to open the inner cover.
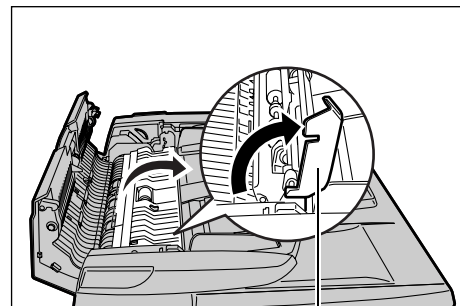
Lever

4. Remove the jammed document slowly while holding the inner cover.
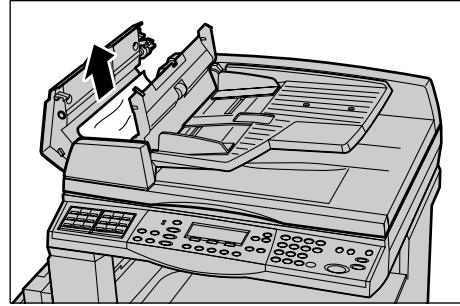
5. Close the inner cover, and then close the document feeder cover.
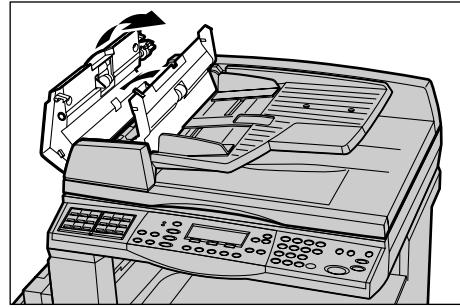
Paper Jams in the Document Exit

Follow the steps below to clear document jams in the document exit.

1. Pull up the knob to open the document feeder cover completely.
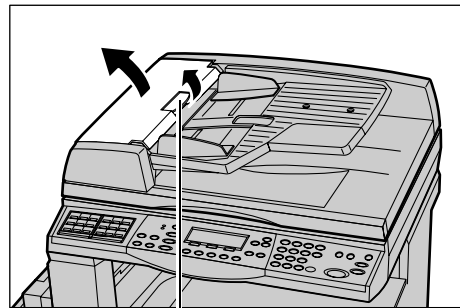
Knob

2. Lift up the document feeder tray in the directions as shown.
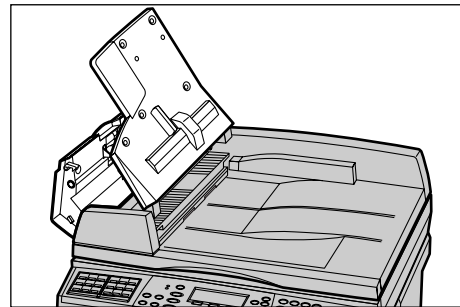
3. Remove the jammed document slowly while holding the document feeder tray.
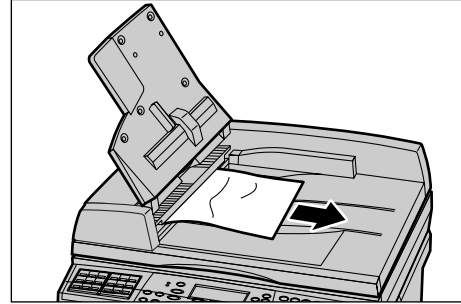
4. Close the document feeder tray, and then close the document feeder cover.
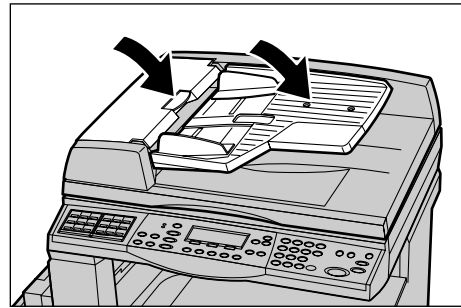
Troubleshooting Tables

If you are experience difficulties using the machine, check the suggestions in the following tables for advice. If this does not remedy the problem, refer to *Fault Clearance Procedure on page 183*.

Symptom	Recommendation
The machine will not power on.	• Check the power cord. • Check that the power switch is pressed to the \<I\> position. • Check that the \<RESET\> button on the side of the machine is not in the tripped (popped up) position. Push the button to reset. • Check that the AC outlet is supplying voltage. Connect another appliance to the outlet to verify the voltage supply.
The error indicator lights.	• Check whether a message is displayed on the screen. If a message is displayed, follow the instruction of the message. If not, press the \<Machine Status\> button, and select [Error Information] to check the contents displayed on the screen.
The machine makes a squealing noise after it powers off.	• Between 3 to 5 minutes after powering off, the machine may make a squealing noise. This is not cause for concern, since various components within the machine are still powering off.
The document will not feed through the document feeder.	• Check that the document feeder is not overloaded. The document feeder can hold a maximum of 50 sheets. • Check that the document is fully inserted into the document feeder. • Using a lint-free cloth, lightly wipe the platen cushion on the underside of the platen cover. • Set the document, and then check that the side guides are not too tight.
The machine does not display one of the paper trays as one the Paper Supply selections.	• Check that no paper trays are open. If a tray is ajar, the machine cannot sense its connection. • Open and close each paper tray. If this does not rectify the problem, then power the machine off and then on.

Symptom	Recommendation
The machine does not accept documents into memory.	• Check with the System Administrator about available memory. • If the memory is almost full, print and delete unnecessary files.
The machine displays a memory full error message.	• Check with the System Administrator about available memory. • Divide the remaining pages of the job into several small jobs and run the job again. • Delete unnecessary documents to free up some memory.
The machine displays a message to prompt you to load paper while scanning the document.	The sizes of paper currently loaded in the trays are not suitable for the reduction/ enlargement ratio and document size specified. • Select a required paper tray. Any scanned data is discarded, so load the document on the document feeder again specify the copy settings if necessary, and press the <Start> button to restart the job. • Load the correct sized paper in the selected tray. Any scanned data is discarded, so load the document on the document feeder and specify the copy settings if necessary, and press the <Start> button to restart the job.
The machine displays a message to prompt you to load paper while outputting a copy job.	Load the correct sized paper in the selected tray. The scanned pages before the message is displayed will be printed out. Load the remaining pages on the document feeder and press the <Start> button.
The machine displays a message to prompt you to load paper when you place a document on the document glass.	The sizes of paper currently loaded in the trays are not suitable for the reduction/ enlargement ratio and document size specified. • Select a required paper tray. To restart the job, specify the copy settings if necessary, and press the <Start> button. • Load the correct sized paper in the selected tray. To restart the job, press the <Start> button.

Symptom	Recommendation
The machine displays a tray fault.	• Follow the steps below 1. Open the paper tray. 2. Move the paper tray guides away from the paper. 3. Move the paper tray guides against the paper so that they are just touching the paper. 4. Close the paper tray. 5. Power the machine off and then on.
Deformed transparencies	• Check that [Transparency] is selected on the screen. The machine automatically adjusts for different types of media. Paper can tolerate more heat than transparencies. • Transparencies can be loaded only Tray 2–4 (optional) or Tray 5 (bypass tray).
Blank output	• Check that the document is loaded face up in the document feeder. • Check that the document is loaded face down on the document glass. • If the toner cartridge is new, the toner may not be dispensed. Repeat the job. • Check that the seal tape has been removed from the new drum cartridge. • Reinstall the drum cartridge and the toner cartridge. • Replace the drum cartridge. • Replace the toner cartridge if the screen message for replacement is displayed.
Streaks, solid or dotted lines, or spots	• Clean the document glass, CVT glass (the narrow strip of glass located at the left hand side of the document glass), areas under the platen cover, the document feeder, and the paper guides. • If the machine has been idle for an extended period of time, or if the toner or drum cartridge is new, begin the job again. • Run the job using the document glass. • Reinstall the drum cartridge. • Check the quality of the document. • Load fresh paper. • Check the humidity of the machine location.
Paper delivered to an output tray is not properly stacked up.	• Flip over the paper stack in the paper tray, or rotate it head to toe.

Symptom	Recommendation
Output is too light or too dark.	• Load fresh paper. • Check the quality of the document. • Set the [Lighten/Darken] feature to a lighter or darker setting. • Run off more prints until the copy quality improves. • Replace the drum cartridge.
Output is too light.	• If the toner cartridge is new, the toner may not be dispensed. Repeat the job. • Run off more prints until the copy quality improves. • Set the [Lighten/Darken] feature to a darker setting.
Uneven print	• Replace the drum cartridge. • Replace the toner cartridge.
Blurred images	• Load fresh paper. • Replace the drum cartridge. • Replace the toner cartridge.
Missing characters	• Load fresh paper. • Replace the drum cartridge. • Replace the toner cartridge.
Gloss variations (coining)	• Check the quality of the documents. • If the document has large areas of solid density, adjust the [Lighter/Darken] feature for the contrast.
Light copies when scanning glossy, shiny, or coated documents through the document feeder	• Use the document glass instead of the document feeder.
Ghosting	• Check the quality of the documents. • If transparencies are used, select a paper type of [Transparency] on the screen. The machine automatically adjusts the quality for transparencies. • Feed the document SEF. • Replace the toner cartridge.
Washout	• Check the quality of the documents. • If the image is lighter near the borders, set the [Lighten/Darken] feature to a darker setting. • Replace the toner cartridge.
Solid density variations	• Check the quality of the documents. • Set the [Lighten/Darken] feature to a lighter or darker setting. • Replace the drum cartridge.

Symptom	Recommendation
Image loss	• When copying a document from a larger paper size to a smaller size, reduce the image to fit onto the smaller paper size. • Set a slightly smaller document size (for example, copy 90% instead of 100%). • Select [Auto] on the [Paper Supply] screen.
Misfeeds in the Tray 5 (bypass tray)	• Remove the paper and reload the tray. Do not add paper to the tray when paper is already loaded. Instead, remove the paper, combine the additional paper with the paper from the tray and then reload the tray. • Check that paper tray guides are locked into position against the paper. • Check that the settings for Tray 5 (bypass tray) are correct and match the paper size and type on the screen.
Jams in the document feeder.	• Open the document feeder and check that no paper or objects are inside. • Check that the document feeder cover on the document feeder is firmly closed. • Refer to *Document Jams on page 190* for procedures.
Paper jams.	• Check that the paper is loaded correctly. Flip the paper over in the paper tray. • Check that the paper tray guides are locked into position. • Do not use media that is torn, wrinkled, or folded. • Load fresh paper. • Refer to *Paper Jams on page 184* for procedures.
Paper curls.	• Check that the paper is loaded correctly. Load paper in Trays 1, 2, 3 and 4 seam side up. • Load paper in Tray 5 (bypass tray) seam side down. • Load custom media in the Tray 5 (bypass tray). • Refer to *the Paper and Other Media chapter on page 123* for procedures.
Envelope jams.	• Refer to *Paper Jams on page 184* for procedures. • The envelope can only be loaded in Tray 5 (bypass tray).

Symptom	Recommendation
Cannot store a document when using [Doc.for Polling] due to full memory.	• Cancel the operation and try again after additional memory is available with deleting, printing the stored job.
The fax communication finishes with an error message.	• Press the <Machine Status> button and select the [Error Information], check the error status. • Refer to *Fault Codes on page 198.*
The machine will not answer incoming calls.	• Select [Auto Receive] on the [Fax Receiving Mode] screen.
The machine answers calls, but will not accept incoming data.	• If the job contains several diagrams, the machine may not have enough memory. • Clear memory by printing then deleting the stored data.
An image is reduced on a fax transmission.	• Check the original size of the documents. Documents may be reduced based on the paper specification at the receiving machine.
Received fax and report documents will not print.	• Check the Received Settings in facsimile features. The received data is set to print a paper loaded in the non-use tray.

Fault Codes

When a fault occurs, the screen displays a message on how to clear the fault.

Some faults indicate customer maintenance, while others require the attention of the System Administrator. The following table represents some of the fault codes and their corresponding corrective actions. These may display in the [Error Information] available in the Machine Status mode.

Code	Description and Corrective Action
00xxxx	Reload and send the document again or the remote machine sent a polling request when it should have sent a document. Ask the other party to set the document on their machine and send it to your machine.
01xxxx	The document you set in the document feeder is too short, or the document has been pulled out of the feeder. Check and reload the document.

Code		Description and Corrective Action
02FFFF		• E-mail address is specified as the Speed Dial number for the forwarding destination or the number has been changed to e-mail address, in Administrator Transfer settings. Administrator Transfer feature is compatible only with fax sending. Set a fax number for the forwarding destination. • The content of the Speed Dial number set for the fax sending destination has been changed from fax number to e-mail address, or the content of the Speed Dial number set for the e-mail destination has been changed from e-mail address to fax number. Check the content and specify the destination that corresponds to the type of sending.
02xxxx		• The characters you entered (* and #) are not supported for pulse dialing. Check that the line type is set to PB in Local Terminal Information, or that the fax numbers registered for speed dialing do not contain any of these characters. • Check that the destination registered in the Fax Program actually exists.
09xxxx		Incompatibility errors. For example, when you retrieve a document from a remote machine, the document to be polled is not ready on their machine. Ask the other party to set the document for polling.
10xxxx		An error occurred during F Code transmission. Check the status of the remote machine.
11xxxx		An error occurred during F Code reception. Check the status of the remote machine.
33xxxx		Check the remote machine or the telephone line. If an error cannot be resolved, contact the Customer Support Center.
45xxxx		The machine's memory is full. Delete unnecessary data and ask the other party to send the document again.
46xxxx		A document jam occurred. Remove the jammed document and reload the documents. Refer to *Paper Jams on page 184.*
47xxxx		The machine has run out of paper, or a left cover of the machine is open during receiving data. Load new paper or close the left cover.
70xxxx	700002	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	700005	
	700008	
	7001xx	
71xxxx	7101xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	7103xx	
72xxxx	7201xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	7203xx	

Code		Description and Corrective Action
74xxxx	7403xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
76xxxx	7603xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	7604xx	
	7605xx	
	7607xx	
	7608xx	
	7609xx	
77xxxx	7704xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	7705xx	
78xxxx	7804xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	7805xx	
79xxxx	7904xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	7905xx	
	790Bxx	
7Axxxx	7A04xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	7A05xx	
7Cxxxx	7C01xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	7C03xx	
	7C04xx	
	7C05xx	
7Dxxxx	7D01xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	7D03xx	
	7D04xx	
	7D05xx	
7Fxxxx	7F01xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	7F03xx	
8Fxxxx	8F04xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	8F05xx	
	8F0Bxx	

Code		Description and Corrective Action
91xxxx	9102xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	9107xx	
92xxxx	9201xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	9202xx	
	9207xx	
	9208xx	
	9209xx	
95xxxx	9508xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	9509xx	
96xxxx	9608xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
97xxxx	9708xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	9709xx	
98xxxx	9808xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	9809xx	
99xxxx	9908xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	9909xx	
9Axxxx	9A09xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
9Cxxxx	9C02xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	9C07xx	
9Dxxxx	9D02xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
	9D07xx	
	9D08xx	
	9D09xx	
9Fxxxx	9F09xx	Check the remote machine or the telephone line. If the error cannot be resolved, contact the Customer Support Center.
B0xxxx		Turn the power off and on. If the error cannot be resolved, contact the Customer Support Center.

Code		Description and Corrective Action
B2xxxx	B202xx	Turn the power off and on. If the error cannot be resolved, contact the Customer Support Center.
	B203xx	
	B204xx	
	B205xx	
	B207xx	
B4xxxx	B401xx	Turn the power off and on. If the error cannot be resolved, contact the Customer Support Center.
	B402xx	
	B403xx	
	B404xx	
	B405xx	
	B407xx	
	B408xx	
	B409xx	
B5xxxx	B501xx	Turn the power off and on. If the error cannot be resolved, contact the Customer Support Center.
B6xxxx	B602xx	Turn the power off and on. If the error cannot be resolved, contact the Customer Support Center.
B7xxxx		Turn the power off and on. If the error cannot be resolved, contact the Customer Support Center.
E1xxxx		Turn the power off and on. If the error cannot be resolved, contact the Customer Support Center.
E2xxxx		Turn the power off and on. If the error cannot be resolved, contact the Customer Support Center.
EPxxxx	EP0000	Turn the power off and on. If the error cannot be resolved, contact the Customer Support Center.
	EP0001	
	EP0002	
	EP0003	
	EP0004	
	EP0005	
FFF0xx		Job successful.
FFFCxx		Job failed.
S10000		Turn the power off and on. If the error cannot be resolved, contact the Customer Support Center.

Code	Description and Corrective Action
S10001	During scanning the document, the document feeder cover has opened. Close the document feeder cover.
S10010	The document has jammed. Open the document feeder cover and remove the documents.
S10011	The document has jammed. Open the document feeder cover and remove the documents.
S10012	The long page document has jammed. Open the document feeder cover and remove the documents.
S10013	The short page document has jammed. Open the document feeder cover and remove the documents.
S10014	The document has jammed. Open the document feeder cover and remove the documents.
S10015	The document glass cover is open during scanning the documents. Open the document feeder cover and remove the documents.
S10016	During scanning the document, the document feeder cover has opened. Close the document feeder cover.
S10020	The document has jammed. Open the document feeder cover and remove the documents.
S10021	The document has jammed. Open the document feeder cover and remove the documents.
S10022	The long page document has jammed. Open the document feeder cover and remove the documents.
S10023	The short page document has jammed. Open the document feeder cover and remove the documents.
S10024	The document has jammed. Open the document feeder cover and remove the documents.
S10025	The document has jammed. Open the document feeder cover and remove the documents.
S10026	The document glass cover is open during scanning the documents. Open the document feeder cover and remove the documents.
S10027	During scanning the document, the document feeder cover has opened. Close the document feeder cover.
Z1-0000	Turn the power off and on. If the error cannot be resolved, contact the Customer Support Center.
003-747, 016-799	The print parameter combination was wrong. Check the print data.
016-500	SMTP server name is not set correctly when reply mail was transmitted. Check if the SMTP server is set correctly.

Code	Description and Corrective Action
016-501	POP3 server name is not set correctly when using POP3 protocol. Check if the POP3 server is set correctly.
016-502	Failed to login to POP3 server when using POP3 protocol. Check if the user name and password used for the POP3 server are set correctly.
016-503	SMTP server name is not set correctly when e-mail was transmitted. Check if the SMTP server is set correctly. Also, check that the DNS server is set correctly.
016-504	POP3 server name is not set correctly when e-mail was transmitted. Check if the POP3 server is set correctly. Also, check that the DNS server is set correctly.
016-505	Failed to login to POP3 server when transmitting e-mail. Check if the user name and password used for the POP3 server are set correctly.
016-701	PCL print data could not be processed as there was insufficient memory. Lower the resolution, or print without setting double-sided or Multiple Up printing.
016-702	PDL print data other than PostScript could not be processed as there was insufficient space in the PDL print page buffer other than PostScript. Take one of the following actions. • Lower the resolution the printer driver. • Increase the size of the print page buffer. • Add on memory.
016-709	An error occurred while processing PCL print data. Print again.
016-719	There is insufficient memory used for PCL. Increase the memory.
016-720	A PCL command error occurred. Check the print settings, or correct the PCL command.
016-721	An error occurred while printing job. Instruct the machine to print again. If an error cannot be resolved, contact the Customer Support Center.
016-726	The print language could not be selected. Select print language.
016-730	A command that is not supported is detected. Check the print data, delete the command that caused an error, and print again.
016-732	The form specified in the emulation setting is not registered in the host computer. Resend the form data.
016-744	The machine could not print the PDF file because it contains features not supported in the machine. Open the file in Adobe Reader and select [Print] from the [File] menu to print it.
016-749	A PJL command syntax error occurred. Check the print settings, or correct the PJL command.
016-751	The machine could not print the PDF file using ContentsBridge Utility. Open the file in Adobe Reader and select [Print] from the [File] menu to print it.

Code	Description and Corrective Action
016-752	The machine could not print the PDF file using ContentsBridge Utility due to insufficient memory. Change the print mode in ContentsBridge Utility as follows and try again. • If the high quality mode is selected, change it to the standard mode. • If the standard mode is selected, change it to the high speed mode.
016-753	A password entered for the PDF direct print is not correct. Enter a password correctly.
016-755	The machine could not print the PDF file because it does not allow printing. Open the file in Adobe Acrobat (not Adobe Reader) and deselect the [No Printing] check box in the document security settings, and print again.
016-757	A password entered is not correct. Enter a password correctly.
016-760	An error occurred during PostScript processing. Take one of the following actions. • Set for optimized speed in the print driver. • Increase the size of the print page buffer. • Increase PostScript memory.
016-761	An error occurred during image processing. Set for optimized speed in the print driver and instruct the machine to print again. If this does not rectify printing, set for highest compatibility to ensure printing and try again.
016-762	A print language not supported on the machine was specified. Specify the print language in [Print Mode].
016-764	Could not connect to the SMTP server. Contact the System Administrator.
016-765	Could not send e-mail as the SMTP server was full. Contact the System Administrator.
016-766	An error occurred on the SMTP server. Contact the System Administrator.
016-767	Could not send e-mail as the e-mail address was wrong. Verify that the e-mail address is correct, and try sending the e-mail again.
016-768	Could not connect to the SMTP server as the e-mail address of the machine was incorrect. Check the e-mail address of the machine.
016-769	The SMTP server does not support delivery confirmation (DSN). Send e-mail without setting confirmation.
016-790	• Reduce scanning resolution. • Decrease the scanning area. • Add memory for printer.
081-702	A fax transmission parameter was wrong. Check the settings of the PCL driver.
081-704	User cancels the process of the job.

Code	Description and Corrective Action
081-705	The feature specified is not available. Check the status of the machine.
081-720,722	An error occurred in the machine. Turn the power off, and then back on after the screen on the control panel is off.
081-721	User cancels the process of the job.
C1-3000, C2-2000, C2-3000, C3-1000, C3-2000, C3-3000, C4-0000, C4-1000, C4-2000, C4-3000	Paper jam is occurred in the paper tray. Follow the instruction in this customer documentation and remove the jammed paper.
C6-1000, C6-2000	Paper jam is occurred in the duplex kit. Refer to *Paper Jams on page 184.*
C8-2000, C8-3000, C8-4000	Paper jam is occurred in the paper tray. Refer to *Paper Jams on page 184.*
C8-6000	Paper jam is occurred in the duplex kit. Refer to *Paper Jams on page 184.*
C9-3000	Paper jam is occurred in Tray 5 (bypass tray). Refer to *Paper Jams on page 184.*
E1-1000, E1-2000, E3-1000	Paper jam is occurred in the exit. Refer to *Paper Jams on page 184.*
E1-6000	Paper jam is occurred in the machine. Refer to *Paper Jams on page 184.*
E3-6000	Paper jam is occurred in the exit. Refer to *Paper Jams on page 184.*
E8-2000	Paper jam is occurred in the duplex kit. Refer to *Paper Jams on page 184.*
H1-2000, H1-3000, H1-4000, H2-7000, H3-1000, H4-1000, H4-2000, H4-3000, H4-4000, H7-3000, H7-4000, H7-7000, H8-1000, H8-2000, H8-3000, H8-4000, H9-3000, H9-4000	Turn the power off and on. If the error cannot be resolved, contact the Customer Support Center.
J1-2000	The toner is run out. Replace the toner cartridge. Refer to *Replacing the Toner Cartridge in the Maintenance chapter on page 178.*
J3-1000	The drum cartridge is not set correctly. Set the drum cartridge correctly.
J4-1000, J6-1000, J7-1000, J7-2000, J7-3000	Replace the drum cartridge. Refer to *Replacing the Drum Cartridge in the Maintenance chapter on page 175.*

Code	Description and Corrective Action
J8-1000, J8-2000, J8-3000	Replace the toner cartridge. Refer to *Replacing the Toner Cartridge in the Maintenance chapter on page 178.*
U0-1000, U0-2000, U1-1000, U3-5000, U4-1000, U4-2000, U4-3000, U4-9000, U5-1000, U6-2000, U6-3000, U6-4000, U6-5000, U6-6000	Turn the power off and on. If the error cannot be resolved, contact the Customer Support Center.

Output Quality

Various situations can affect the quality of the output. Check the following conditions to ensure optimum copy performance. If you still cannot resolve the problem, contact the System Administrator.

- Do not locate the machine in direct sunlight or near a radiator.

- Follow regular maintenance schedules for cleaning areas, such as the document glass, CVT glass and output trays. Refer to *the Maintenance chapter on page 173.*

12 Appendix

This chapter explains main specifications of the machine, listed combination features, and optional components available for the machine.

Specifications

This section lists the main specifications of the machine. Note that the specifications and the appearance of the product may change without prior notice.

NOTE: The machine compatible with Simplified Chinese has different numeric values for the 8K and 16K paper. For more information about numeric values for the 8k and 16k paper, refer to the User Guide/Simplified Chinese edition.

Copy Feature Specifications

Type	Desktop
Memory capacity	Copier-only model or Copier/printer model: 32 MB (Maximum: 96 MB, shared with fax) Copier/fax model: 96 MB, shared with fax
Hard disk capacity	Hard disk is not available
Scan resolution	600 x 600 dpi
Output resolution	600 x 600 dpi
Gradation	256 levels
Warm-up time	25 seconds or less (at 20 °C room temperature) Important • The value may vary depending on the machine configuration.
Copy document	Books:The maximum size is 297 x 431.8 mm (A3, 11 x 17") Sheets:The maximum size is 307 x 1000 mm (with the document feeder)
Copy (sheet) size	Maximum : A3 (297 x 420 mm), 11 x 17" (279.4 x 431.8 mm) Minimum : A5 (148 x 210 mm) Bypass tray Maximum:A3 (297 x 420 mm), 11x17" (279.4 x 431.8 mm), Minimum: Postcard (100 x 148 mm), Envelope (235 x 120 mm) Image loss width:Top edge, 4 mm or less; bottom edge, 4 mm or less; left and right edges, 4 mm or less

Copy paper	Paper Tray 1 : 60 - 90 g/m^2 Paper Trays 2 to 4 : 60 - 216g/m^2 Paper Tray 5 (Bypass): 60 - 216g/m^2 Important • The use of paper recommended by Fuji Xerox is suggested. Copying may not be performed correctly depending on the conditions.
First copy output time	7.4 seconds (A4 ▯) Important • The values may vary depending on the machine configuration.
Magnification	Size-for-Size 1:1 ± 0.8% Preset % 1:0.707, 1:0.816, 1:0.866, 1:1.154, 1:1.225, 1:1.414 Variable % 1:1:0.50 - 1:2.00 (1% increments)
Continuous copy speed **Important** • The speed may be reduced due to image quality adjustment.	\<DocuCentre 1085\> • Continuous 1 sided copy/same magnification A4▯, B5▯ : 18 sheets/minute A4, B5, A3 : 10 sheets/minute B4 : 11 sheets/minute * When paper is fed from Tray 5 (Bypass), the printing speed for the first page will be slower. • Continuous 2 sided copy/same magnification A4▯, B5▯ : 16 pages/minute A4, B5 : 8 pages/minute B4, A3 : 7 pages/minute * When paper is fed from Tray 3, Tray 4, or Tray 5 (Bypass), the printing speed for the first page will be slower. \<DocuCentre 1055\> • Continuous 1 sided copy/same magnification A4▯, B5▯ : 15 sheets/minute A4, B5, A3 : 8 sheets/minute B4 : 9 sheets/minute * When paper is fed from Tray 5 (Bypass), the printing speed for the first page will be slower. • Continuous 2 sided copy/same magnification A4▯, B5▯ : 13 pages/minute A4, B5 : 7 pages/minute B4 : 6 pages/minute A3 : 5 pages/minute * When paper is fed from Tray 3, Tray 4, or Tray 5 (Bypass), the printing speed for the first page will be slower.
Paper feed method/ Capacity	Standard : 250 sheets (80 g/m^2) + bypass tray 95 sheets (80 g/m^2) Optional : 1Tray Module : 500 sheets (80 g/m^2) 2Tray Module : 500 sheets (80 g/m^2) × 2 trays Maximum paper feed capacity (standard + 1Tray Module + 2Tray Module): 1,845 sheets(80 g/m^2)

Continuous copy pages	99 images
	Note • The machine may pause temporarily to perform image stabilization.
Output tray capacity	approximately 250 sheets of 80 g/m^2 paper
Power source	110 - 120V AC & 220 - 240V AC
Power consumption	Maximum power consumption : 1,500 VA (@110 VAC) : 1,440 VA (@120 VAC) : 1,760 VA (@220 VAC) : 1,920 VA (@240 VAC) Low power mode : 133 W : 134 W (with fax feature installed) : 136 W (with printer feature installed) : 137 W (with fax/printer feature installed) Sleep mode : 5 W : 5 W (with fax feature installed) : 10 W (with printer feature installed) : 10 W (with fax/printer feature installed)
Dimensions	Width 640 × Depth 520 × Height 563 mm (with the document feeder) Width 640 × Depth 520 × Height 486 mm (with the document glass)
Weight (excluding paper and options)	39.7 kg 46.9 kg (with the document feeder)
Minimum Space Requirements	Width 970.7 × Depth 520 mm (when the bypass tray is extended completely)

Print Feature Specifications

Type	Built-in
Continuous printing speed	Same as the main unit
Resolution	Same as the main unit
Page description language	Standard : PCL6 Option : Adobe PostScript 3
Supported protocols	Parallel : Compatible, Nibble, ECP Ethernet : TCP/IP (SMB, LPD, Port9100, IPP, Salutation, DHCP, RARP, AutoIP), NetBEUI (SMB), IPX/SPX (NetWare) (optional), EtherTalk (optional)[*] Important • EtherTalk is supported by Mac OS 8.6 - Mac OS 9.2 (PowerPC-based Macintosh), and Mac OS X 10.3.9/ 10.4 - 10.4.9 (PowerPC-based Macintosh or Intel-based Macintosh)

Supported operating systems	PCL6 : Microsoft® Windows® 2000, Microsoft® Windows® XP, Microsoft® Windows Server® 2003, Microsoft® Windows Vista™ PostScript : Microsoft® Windows® 2000, Microsoft® Windows® XP, Microsoft® Windows Server® 2003, Microsoft® Windows Vista™, Mac OS 8.6 - Mac OS 9.2 (PowerPC-based Macintosh) English, Mac OS X 10.3.9/10.4 - 10.4.9 (PowerPC-based Macintosh or Intel-based Macintosh) English
	Note • For information about the latest supported OS's, contact our Customer Support Center.
Built-in fonts	PCL : European 81 type faces, symbol 35 sets PostScript (optional): European 136 type faces
Emulation	ESC/P (VP-1000), HP-GL (HP7586B), HP-GL2/RTL (HP Design Jet 750C Plus), PCL6 (HP Color Laser Jet 5500), ESC/P, ESC/P-K[*1], KSSM[*2], KS5843[*2], KS5895[*2] *1: Only for Traditional Chinese and Simplified Chinese models *2: Only for Korean model
Memory capacity	64MB (Maximum : 320 MB)
Interface	Standard : Ethernet (100BASE-TX/10BASE-T), USB 2.0[*] Bi-directional parallel (IEEE1284 compliant)
	Important • USB 2.0 is supported by Windows 2000/XP/Vista, Windows Server 2003, Mac OS 8.6 - Mac OS 9.2 (PowerPC-based Macintosh), and Mac OS X 10.3.9/10.4 - 10.4.9 (PowerPC-based Macintosh or Intel-based Macintosh).

Scan Feature Specifications

Type	Monochrome scanner
Scan Resolution	600 x 600dpi, 400 x 400dpi, 200 x 200dpi
Scan gradation	8 bits input, 1 bit output
Scanning speed	49.8 sheets/minute (For ITU-T No.1 Chart A4 200/300dpi) Important • The scanning speed varies depending on documents.
Interface	Ethernet 10BASE-T/100BASE-TX
Send as E-mail	Supported protocols: TCP/IP (SMTP) Output format : TIFF (Compression type: MH, MMR), PDF

Fax Feature Specifications

Memory capacity	96 MB, shared with copier
Sending document size	Maximum: A3, 11 x 17", Long document (Maximum 1,000mm)
Recording paper size	Maximum: A3, 11 x 17", Minimum: A5

Transmission time	2 seconds[*1]	
Communication Mode	ITU-T G3	
Scanning density	Standard	: 8 x 3.85 lines/mm 200 x 100 dpi (7.9 x 3.9 dots/mm)
	Fine	: 8 x 7.70 lines/mm 200 x 200 dpi (7.9 x 7.9 dots/mm)
	Superfine	: 16 x 15.4 lines/mm
Encoding method	MH / MR / MMR / JBIG	
Communication speed	G3: 33.6/31.2/28.8/26.4/24.0/21.6/19.2/16.8/14.4/12.0/9.6/7.2/ 4.8/2.4kbps	
Applicable line	PSTN, PBX	

*1 When transmitting an A4 size 700-character document in the standard quality (8×3.85 lines/mm) and high speed mode (28.8 kbps or above: JBIG). This is only the transmission speed for image information and does not include the controlling time for the communication. Note that the actual transmission time depends on the content of documents, the machine that the recipient uses, and the status of the communication line.

Direct Fax Feature Specifications

Sending document size	A3, B4, A4
Communication speed	Same as the fax feature
Resolution	Standard : 200 x 100 dpi (7.9 x 3.9 dots/mm) Fine : 200 x 200 dpi (7.9 x 7.9 dots/mm) Super-fine : 400 x 400 dpi (15.7 x 15.7 dots/mm), 600 x 600 dpi (23.6 x 23.6 dots/mm)
Applicable line	Same as the fax feature
Supported operating systems	Microsoft® Windows® 2000, Microsoft® Windows® XP, Microsoft® Windows Server® 2003, Microsoft® Windows Vista™ Note • For information about the latest supported OS's, contact our Customer Support Center.

Duplex Automatic Document Feeder (optional) Specifications

Document feeder type	Duplex automatic document feeder
Document size/type	Maximum: A3, 11 x 17", Minimum: A5 38 - 128g/m^2 (2-sided: 50 - 128g/m^2)
Number of originals held	50 sheets of 80 g/m^2 paper
Original changing speed	<DocuCentre 1085> 　18 sheets/minute (A4◻ 1-sided) 　16 sheets/minute (A4◻ 2-sided) <DocuCentre 1055> 　15 sheets/minute (A4◻ 1-sided) 　13 sheets/minute (A4◻ 2-sided)
Dimensions/Weight	Width 536.0 × Depth 447.0 × Height 105.0mm, 7.5kg

Duplex Module (optional) Specifications

Paper size	Maximum: A3, 11 x 17", Minimum:postcard (100 x 148 mm)
Paper type	60 - 105 g/m^2

Document Size Detection Table

When Using the Copy Feature

The following the table shows the sizes of documents that can be detected on the machine when copying. The sizes detected will depend on whether the document is set the document feeder or the document glass.

NOTE: If the document is not a standard size, or the size cannot be detected, the machine prompt you to select the paper tray.

Paper Size			Document Feeder	Document Glass
Size	**Width (mm)**	**Length (mm)**		
A6 SEF	105	148	X	O
B6 SEF	128.5	162	X	O
5.5 × 8.5" SEF	139.7	215.9	X	O[*1]
5.5 × 8.5" LEF	215.9	139.7	X	X
A5 SEF	148	210	O	O
A5 LEF	210	148	O	O
B5 SEF	182	257	O	O
B5 LEF	257	182	O	O
A4 SEF	210	297	O	O
A4 LEF	297	210	O	O
8.5 × 11" SEF (Letter)	215.9	279.4	O	O
8.5 × 11" LEF (Letter)	279.4	215.9	O	O
8.5 × 13" SEF (Legal)	215.9	330.2	X	X
8.5 × 14" SEF (Legal)	215.9	355.6	X	X
B4 SEF	257	364	O	O
Executive LEF	266.7	184.2	O[*2]	X
16K LEF	267	194	O	O
8K SEF	267	388	O	O
11 × 17" SEF	279.4	431.8	O	O
A3 SEF	297	420	O	O

O: Detectable

X: Not detectable

*1: Replaced with A5 SEF (148 × 210 mm)

*2: Replaced with 16K LEF (267 × 194 mm)

When Using the Fax Feature

According to the document of which the size is the standard or not, the machine may replace the size with another one in sending.

NOTE: When loading the document on the document glass, always close the document glass cover to let the machine detect the size. If the machine does not detect the document size, the document is handled as A4 SEF (210 × 297 mm) despite the actual size.

For standard size document

Only the standard size document can be detected automatically, however, the widths of less than 210 mm (A4 SEF) are replaced with 210 mm in sending.

The following table shows the sizes to be detected automatically and to be replaced in sending.

Paper Size			Document Feeder		Document Glass	
Paper Size	**Width (mm)**	**Length (mm)**	**Detectable/ Not Detectable**	**Size in Sending (mm)**	**Detectable/ Not Detectable**	**Size in Sending (mm)**
A6 SEF	105	148	X	Not loaded	X	210 × 420
B6 SEF	128.5	148	X	Not loaded	X	210 × 420
5.5 × 8.5" SEF	139.7	215.9	X	210 × 215.9	X	210 × 420
5.5 × 8.5" LEF	215.9	139.7	O	215.9 × 139.7 (5.5 × 8.5" LEF)	X	215.9 × 215.9
A5 SEF	148	210	X	210 × 210	X	210 × 420
A5 LEF	210	148	O	210 × 148 (A5 LEF)	O	210 × 148 (A5 LEF)
B5 SEF	182	257	X	210 × 257	X	210 × 420
B5 LEF	257	182	O	257 × 182 (B5 LEF)	O	257 × 182 (B5 LEF)
A4 SEF	210	297	O	210 × 297 (A4 SEF)	O	210 × 297 (A4 SEF)
A4 LEF	297	210	O	297 × 210 (A4 LEF)	O	297 × 210 (A4 LEF)
8.5 × 11" SEF (Letter)	215.9	279.4	O	215.9 × 279.4 (8.5 × 11" SEF (Letter))	O	215.9 × 279.4 (8.5 × 11" SEF (Letter))
8.5 × 11" LEF (Letter)	279.4	215.9	O	279.4 × 215.9 (8.5 × 11" LEF (Letter))	O	279.4 × 215.9 8.5 × 11" LEF (Letter))
8.5 × 13" SEF (Legal)	215.9	330.2	O	215.9 × 330.2 (8.5 × 13" SEF (Legal))	O	215.9 × 355.6 (8.5 × 14" SEF (Legal))
8.5 × 14" SEF (Legal)	215.9	355.6	O	215.9 × 355.6 (8.5 × 14" SEF (Legal))	O	215.9 × 355.6 (8.5 × 14" SEF (Legal))
B4 SEF	257	364	O	257 × 364 (B4 SEF)	O	257 × 364 (B4 SEF)

Paper Size			Document Feeder		Document Glass	
Paper Size	**Width (mm)**	**Length (mm)**	**Detectable/ Not Detectable**	**Size in Sending (mm)**	**Detectable/ Not Detectable**	**Size in Sending (mm)**
Executive LEF	266.7	184.2	X	257 × 184.2[*1]	X	297 × 257
16K LEF	267	194	O	257 × 194[*1]	X	297 × 257
8K SEF	267	388	O	257 × 388[*1]	X	297 × 420 (A3 SEF)
11 × 17" SEF	279.4	431.8	O	279.4 × 431.8 (11 × 17" SEF)	O	279.4 × 431.8 (11 × 17" SEF)
A3 SEF	297	420	O	297 × 420 (A3 SEF)	O	297 × 420 (A3 SEF)
Post Card LEF	152.4	101.6	X	Not loaded	X	210 × 420

O: Detectable
X: Not detectable
*1: The image loss may occur because the size for sending is smaller than actual one.
LEF: Long Edge Feed
SEF: Short Edge Feed

For non-standard size document

Using Document Feeder

The non-standard size document is replaced with the standard document larger than scanned width while the length remains unchanged.

The following table shows the sizes to be replaced in sending.

Width (mm)	**Width in sending(mm)**
To 210	210 mm (A4 SEF)
To 215.9	215.9 (8.5 × 11" SEF)
To 267[*1]	257 (B4 SEF)
To 279.4	279.4 (11 × 17" SEF)
To 297	297 (A3 SEF)

*1: The image loss may occur because the size for sending is smaller than actual one.

Using Document Glass

The non-standard size document is replaced with the standard document close to the scanned size.

The following table shows the sizes to be replaced in sending.

- Document width of 202 (mm) or less

Document length (mm)	-
Size in sending (mm)	210 × 420

- Document width from 202.1 to 213 (mm)

Document length (mm)	To 257	To 297	From 297.1
Size in sending (mm)	210 × 148	210 × 297	210 × 420

- Document width from 213.1 to 226 (mm)

Document Length (mm)	To 257	To 297	From 297.1
Size in sending (mm)	215.9 × 215.9	215.9 × 279.4	215.9 × 355.6

- Document width from 226.1 to 262 (mm)

Document length (mm)	To 257	To 297	From 297.1
Size in sending (mm)	257 × 182	257 × 297	257 × 364

- Document width from 262.1 to 267 (mm)

Length (mm)	To 257	To 297	From 297.1
Size in sending (mm)	297 × 257	297 × 297	297 × 420

- Document width from 267.1 to 275 (mm)

Length (mm)	To 257	To 297	From 297.1
Size in sending (mm)	297 × 257	297 × 297	297 × 420

- Document width from 275.1 to 289 (mm)

Length (mm)	To 257	To 297	From 297.1
Size in sending (mm)	279.4 × 139.7	279.4 × 279.4	279.4 × 431.8

- Document width from 289.1 to 301 (mm)

Length (mm)	To 257	To 297	From 297.1
Size in sending (mm)	297 × 210	297 × 297	297 × 420

- Document width of 301.1 (mm) or more

Length (mm)	To 257	To 297	From 297.1
Size in sending (mm)	297 × 210	297 × 420	297 × 420

When Using the E-mail Feature

When sending scanned documents as e-mail attachments, the machine may replace the size with another one in sending.

Only the standard size document can be detected automatically, however, some document sizes scanned may be replaced in sending.

NOTE: Even if you try to scan the same document, the area to be detected actually may be different between the document feeder and the document glass due to the positions of their sensors.

NOTE: Even if you scan the same size document using the document feeder or the document glass, the image size to be sent may be different.

The following table shows the sizes to be detected automatically and to be replaced in sending.

Paper Size			Document Feeder		Document Glass	
Paper Size	**Width (mm)**	**Length (mm)**	**Detectable/ Not Detectable**	**Size in Sending (mm)**	**Detectable/ Not Detectable**	**Size in Sending (mm)**
A6 SEF	105	148	X	Not loaded	X	279.4 × 431.8 (11 × 17" SEF)
B6 SEF	128.5	148	X	Not loaded	X	279.4 × 431.8 (11 × 17" SEF)
5.5 × 8.5" SEF	139.7	215.9	X	215.9 × 279.4 (8.5 × 11" SEF (Letter))	X	279.4 × 431.8 (11 × 17" SEF)

Paper Size			Document Feeder		Document Glass	
Paper Size	**Width (mm)**	**Length (mm)**	**Detectable/ Not Detectable**	**Size in Sending (mm)**	**Detectable/ Not Detectable**	**Size in Sending (mm)**
5.5 × 8.5" LEF	215.9	139.7	O	215.9 × 139.7 (5.5 × 8.5" LEF)	X	215.9 × 279.4 (8.5 × 11" SEF (Letter))
A5 SEF	148	210	X	215.9 × 279.4 (8.5 × 11" SEF (Letter))	X	279.4 × 431.8 (11 × 17" SEF)
A5 LEF	210	148	O	210 × 148 (A5 LEF)	O	210 × 148 (A5 LEF)
B5 SEF	182	257	X	215.9 × 279.4 (8.5 × 11" SEF (Letter))	X	279.4 × 431.8 (11 × 17" SEF)
B5 LEF	257	182	O	257 × 182 (B5 LEF)	O	257 × 182 (B5 LEF)
A4 SEF	210	297	O	210 × 297 (A4 SEF)	O	210 × 297 (A4 SEF)
A4 LEF	297	210	O	297 × 210 (A4 LEF)	O	297 × 210 (A4 LEF)
8.5 × 11" SEF (Letter)	215.9	279.4	O	215.9 × 279.4 (8.5 × 11" SEF (Letter))	O	215.9 × 279.4 (8.5 × 11" SEF (Letter))
8.5 × 11" LEF (Letter)	279.4	215.9	O	279.4 × 215.9 (8.5 × 11" LEF (Letter))	O	279.4 × 215.9 (8.5 × 11" LEF (Letter))
8.5 × 13" SEF (Legal)	215.9	330.2	O	215.9 × 330.2 8.5 × 13" SEF (Legal))	O	215.9 × 330.2 (8.5 × 13" SEF (Legal))
8.5 × 14" SEF (Legal)	215.9	355.6	O	215.9 × 355.6 8.5 × 14" SEF (Legal)	X	215.9 × 330.2 (8.5 × 13" SEF (Legal))
B4 SEF	257	364	O	257 × 364 (B4 SEF)	O	257 × 364 (B4 SEF)
Executive LEF	266.7	184.2	X	267 × 194 (16K LEF)	X	297 × 420 (A3 SEF)
16K LEF	267	194	O	267 × 194	X	297 × 420 (A3 SEF)
8K SEF	267	388	O	267 × 388 (8K SEF)	X	297 × 420 (A3 SEF)
11 × 17" SEF	279.4	431.8	O	279.4 × 431.8 (11 × 17" SEF)	O	279.4 × 431.8 (11 × 17" SEF)
A3 SEF	297	420	O	297 × 420 (A3 SEF)	O	297 × 420 (A3 SEF)
Post Card LEF	152.4	101.6	X	210 × 148 (A5 LEF)	X	279.4 × 431.8 (11 × 17" SEF)

O: Detectable

X: Not detectable

LEF: Long Edge Feed

SEF: Short Edge Feed

Possible Combination of Features

	Features to	AUTO	TRAY1	TRAY2–4	TRAY5 (Standard)	TRAY5 (Non-Standard)	Plain	Heavyweight1	Heavyweight2	Lightweight	Transparencies	Labels	Custom1	Custom2	Custom3	AUTO	Presets	Variable%
		Currently selected features																
		Paper Supply					**Paper Type**									**Reduce/ Enlarge**		
Paper Supply	AUTO		X	X	X	X	O	–	–	–	–	–	–	–	–	X	O	O
	TRAY1	X		X	X	X	O	/	/	/	/	/	/	/	/	O	O	O
	TRAY2–4	X	X		X	X	O	O	O	O	O	O	O	O	O	O	O	O
	TRAY5 (Standard)	X	X	X		X	O	O	O	O	O	O	O	O	O	X	O	O
	TRAY5 (Non-Standard)	X	X	X	X		O	O	O	O	O	O	O	O	O	X	O	O
Paper Type	Plain	O	O	O	O	O		X	X	X	X	X	X	X	X	O	O	O
	Heavyweight 1	–	/	O	O	O	X		X	X	X	X	X	X	X	O	O	O
	Heavyweight 2	–	/	O	O	O	X	X		X	X	X	X	X	X	O	O	O
	Lightweight	–	/	O	O	O	X	X	X		X	X	X	X	X	O	O	O
	Transparencies	–	/	O	O	O	X	X	X	X		X	X	X	X	O	O	O
	Labels	–	/	O	O	O	X	X	X	X	X		X	X	X	O	O	O
	Custom 1	–	/	O	O	O	X	X	X	X	X	X		X	X	O	O	O
	Custom 2	–	/	O	O	O	X	X	X	X	X	X	X		X	O	O	O
	Custom 3	–	/	O	O	O	X	X	X	X	X	X	X	X		O	O	O
Reduce/ Enlarge	AUTO	X	O	O	X	X	O	O	O	O	O	O	O	O	O		X	X
	Presets	O	O	O	O	O	O	O	O	O	O	O	O	O	O	X		X
	Variable	O	O	O	O	O	O	O	O	O	O	O	O	O	O	X	X	
Lighten/ Darken	AUTO	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
	Manual	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
Original Type	Text	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
	Text/Photo	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
	Photo	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
Multiple-Up	1Up	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
	2Up	–	O	O	X	X	O	O	O	O	O	O	O	O	O	O	–	–
	4Up	–	O	O	X	X	O	O	O	O	O	O	O	O	O	O	–	–
2 Sided	1 → 1 Sided	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
	1 → 2 Sided	O	O	O	O	–	O	–	–	–	–	–	–	–	–	O	O	O
	2 → 2 Sided	O	O	O	O	–	O	–	–	–	–	–	–	–	–	O	O	O
	2 → 1 Sided	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
	Copies/Originals	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
	Mixed Size Orig	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
Output	AUTO	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
	Uncollated	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
	Collated	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O

		Lighten/Darken		Original Type			Multiple-Up			2 Sided				Copies/Originals	Mixed Size Orig	Output		
Features to		AUTO	Manual	Text	Text/Photo	Photo	1Up	2Up	4Up	1→1 Sided	1→2 Sided	2→2 Sided	2→1 Sided			AUTO	Uncollated	Collated
Paper Supply	AUTO	O	O	O	O	O	O	X	X	O	O	O	O	O	O	O	O	O
	TRAY1	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
	TRAY2–4	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
	TRAY5 (Standard)	O	O	O	O	O	O	X	X	O	O	O	O	O	O	O	O	O
	TRAY5 (Non-Standard)	O	O	O	O	O	O	X	X	O	–	–	O	O	O	O	O	O
Paper Type	Plain	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
	Heavyweight 1	O	O	O	O	O	O	O	O	O	–	–	O	O	O	O	O	O
	Heavyweight 2	O	O	O	O	O	O	O	O	O	–	–	O	O	O	O	O	O
	Lightweight	O	O	O	O	O	O	O	O	O	–	–	O	O	O	O	O	O
	Transparencies	O	O	O	O	O	O	O	O	O	–	–	O	O	O	O	O	O
	Labels	O	O	O	O	O	O	O	O	O	–	–	O	O	O	O	O	O
	Custom 1	O	O	O	O	O	O	O	O	O	–	–	O	O	O	O	O	O
	Custom 2	O	O	O	O	O	O	O	O	O	–	–	O	O	O	O	O	O
	Custom 3	O	O	O	O	O	O	O	O	O	–	–	O	O	O	O	O	O
Reduce/Enlarge	AUTO	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
	Presets	O	O	O	O	O	O	X	X	O	O	O	O	O	O	O	O	O
	Variable	O	O	O	O	O	O	X	X	O	O	O	O	O	O	O	O	O
Lighten/Darken	AUTO		X	O	O	–	O	O	O	O	O	O	O	O	O	O	O	O
	Manual	X		O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
Original Type	Text	O	O		X	X	O	O	O	O	O	O	O	O	O	O	O	O
	Text/Photo	O	O	X		X	O	O	O	O	O	O	O	O	O	O	O	O
	Photo	–	O	X	X		O	O	O	O	O	O	O	O	O	O	O	O
Multiple-Up	1Up	O	O	O	O	O		X	X	O	O	O	O	O	O	O	O	O
	2Up	O	O	O	O	O	X		X	O	O	O	O	O	–	O	O	O
	4Up	O	O	O	O	O	X	X		O	O	O	O	O	–	O	O	O
2 Sided	1 → 1 Sided	O	O	O	O	O	O	O	O		X	X	X	/	O	O	O	O
	1 → 2 Sided	O	O	O	O	O	O	O	O	X		X	X	O	–	O	O	O
	2 → 2 Sided	O	O	O	O	O	O	O	O	X	X		X	/	O	O	O	O
	2 → 1 Sided	O	O	O	O	O	O	O	O	X	X	X		O	O	O	O	O
	Copies/Originals	O	O	O	O	O	O	O	O	/	/	/	/		O	O	O	O
	Mixed Size Orig	O	O	O	O	O	O	–	–	O	–	O	O	O		O	O	O
Output	AUTO	O	O	O	O	O	O	O	O	O	O	O	O	O	O		O	O
	Uncollated	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O		X
	Collated	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	X	

O: Usable by combination

X: Cannot be used by combination. (Priorities the function established later.)

–: Cannot be used by combination. (Priorities the function established previously.)

/: Cannot be set by combination. (Function limitations)

- 2 Sided (2 → 1, 2 → 2) Copying using document glass will be refused when the <Start> button is pressed. (This function is available only using ADF/DADF.)

- Depending on the size of the recording paper, some patterns cannot perform duplex printing. (Post Card cannot be used in duplex mode.)

- Specification of Tray 5 (bypass tray) (custom size) and duplex is prohibited to set. If duplex is specified after specifying Tray 5 (bypass tray) (custom size), Tray 5 (bypass tray) will be prioritized. If Tray 5 (bypass tray) (custom) is specified after specifying Tray 5 duplex, Tray 5 (bypass tray) will be prioritized.

- Plain paper is the only pattern that can specify duplex.

Concurrency Matrix

After Job / Preceding Job		Copy	FAX Send		FAX Receive		Printer Print	
		Copy	Scan In	Net Sent	Net Receive	Receive Print	Enet Receive	Printer Out
Copy	Copy	X	X	O (Memory Send)	O (Memory Receive)	X	X	X
FAX Send	Scan In	X	X	O (Memory Send)	O	O	O	O
	Net Send	O Note1)	O Note1)	X	X	O	O	O
FAX Receive	Net Receive	O	O Note1)	X	X	O	O	O
	FAX Receive (Print)	X	O	O	O (Memory Receive)	X	X	X
Printer Print	Enet Receive	X	O	O	O	X	O	O
	Printer Out	X	O	O	O (Memory Receive)	X	O	X
CentreWare Internet Services	Exclude Speed Dial List	O	O	O	O	O	O	O
	Enet Receive → Speed Dial List	O	O	O	O	O	O	O
Direct FAX	Enet Receive → Data Save	O	O	O	O	O	O	O
	Net Send	O	O Note1)	X	X	O	O	O
E-mail	Scan In *1	X	X	O (Memory Send)	O	O	O	O
	Data Save → Enet Send *2	O	O	O	O	O	O	O

After Job / Preceding Job		CentreWare Internet Services		Direct FAX		E-mail	
		Exclude Speed Dial List	Enet Receive → Speed Dial List	Enet Receive → Data Save	Net Send	Scan In *1	Data Save → Enet Send *2
Copy	Copy	O	O	O	O	X	X Note3)
FAX Send	Scan In	O	O	O	O	X	X Note3)
	Net Send	O	O	O	X	O Note1)	O
FAX Receive	Net Receive	O	O	O	X	O	O
	FAX Receive (Print)	O	O	O	O	O	O
Printer Print	Enet Receive	O	O	O	O	O	O
	Printer Out	O	O	O	O	O	O
CentreWare Internet Services	Exclude Speed Dial List	O	O	O	O	O	O
	Enet Receive → Speed Dial List	O	O Note2)	O Note2)	O	O	X
Direct FAX	Enet Receive → Data Save	O	O Note2)	O Note2)	O	O	O Note2)
	Net Send	O	O	O	X	O	O
E-mail	Scan In *1	O	O	O	O	X	O Note3)
	Data Save → Enet Send *2	O	O Note2)	O Note2)	O	O	X

O: Simultaneous operation OK

X: Simultaneous operation not OK

*1: The scanning operation of E-mail refers to the reading operation only.

*2: NetWork transmission of E-mail refers to an internal machine operation after scanning is finished.

NOTE 1): On hook/Off hook FAX transmission is not possible during direct transmission (for quick memory transmission, wait until scanning is finished before operating).

NOTE 2): O (Simultaneous operation OK) means the user can operate the indicated functions simultaneously.

NOTE 3): X (Simultaneous operation not OK) means scanning cannot be performed simultaneously with the indicated function.

Optional Accessories

The following table lists the main optional accessories. For details, contact our Customer Support Center.

Product Name	Description
Fax Unit	Adds the fax feature to the machine.
Automatic Document Feeder	Set some documents at once and scan them.
Duplex Automatic Document Feeder	Set some documents at once and scan them for both sides.
Duplex Kit	Allows you to copy or print on both sides of paper.
Printer Kit	Used when the print feature is not installed on the machine. Also required to use the e-mail feature.
PostScript Kit	Allows you to use the machine as a PostScript printer.
64 MB Memory (Copy/Fax)	This expands memory up to 64 MB for Copy/Fax features.
128/256 MB Memory (Printer)	This expands memory up to 128/256 MB for Printer.
One Tray Module	Adds an additional paper trays.
Two Tray Module	Adds two additional paper trays. The One Tray Module is required to install the Two Tray Module.
Stand	A stand for the machine. Allows you to store paper stock inside.
Scan to Email Kit	This kit enables to use the e-mail feature. To use the e-mail feature, Scan to Email Kit, Fax Kit, Printer Kit, and 128/156 MB Memory (Printer) are required.
Stamp Kit	Allows you to stamp each sheet of a document to mark successfully scanned sheets.
NetWare Kit	This kit enables to access network using NetWare protocol.

NOTE: Product types is subject to change without notice.

NOTE: For the latest information, contact our Customer Support Center.

Cautions and Limitations

This section explains the precautions to be observed in operating the machine, and limitations on its use.

Direct Fax

- Transmission by Direct Fax uses an image enlargement rate of 102% at the transmission stage. Therefore, when the document is printed out by the recipient, the image may be reduced in size, or split across multiple pages.

- When a document larger than A3 size is sent, the portion beyond A3 size will be cut off.

- Select transmission quality to support the abilities of the receiving fax machine. For example, if the recipient fax machine cannot handle resolutions other than 200 dpi, setting the transmission quality to 400 dpi will result in sampling on transmission, which will degrade image quality. In such cases, sending at 200 dpi will yield better image quality than sending at 400 dpi.

- For the instruction of whether or not to attach a Send Header, the instruction from Direct Fax is prioritized over that from the machine itself.

- When the document is sent using Direct Fax, it is not possible to check from the computer whether the transmission was completed correctly. Therefore, print out the Sent Report to check the transmission result. For how to print out the Sent Report, refer to *Report/List (Non-print Jobs) in the Product Overview chapter on page 42.*

- When the document was sent using Direct Fax, it may not have been sent correctly, even if there is no error listed in the Job History Report. Therefore, use the Sent Report to confirm transmission. For how to print out the Sent Report, refer to *Report/ List (Non-print Jobs) in the Product Overview chapter on page 42.* Even if the Received Report is used to check from the computer whether a Direct Fax has been received, it is still necessary to check from the Sent Report to make sure that it was sent correctly.

- If the destination was specified using Speed Dial, check that the registered fax number is correct before sending. Even if Speed Dial codes registered on the machine have been deleted or altered, the computer is unaware of the change. Therefore, no error will be issued if a Speed Dial code is specified that has been deleted from the machine. The content of the registered Speed Dial Codes can be checked from the list of Address Book. For how to print out the list of Address Book, refer to *Report/List (Non-print Jobs) in the Product Overview chapter on page 42.*

- Up to 50 recipients can be specified for fax broadcasting under Direct Fax. However, only up to 12 recipients can be specified by entering the fax numbers.

- When the fax is sent using Direct Fax, the document number printed in the Sent Report and the Transmission Report may be the same as a document number for a regular Fax. This can occur because the system for managing document numbers under Direct Fax and the system for doing the same under regular Fax are separated from each other.

E-mail Transmission

- When sending e-mail, consult with the System Administrator to make sure the SMTP server is set correctly, that it is working normally, and that user name and password for logging onto the SMTP server are correct. For information about SMTP server settings, refer to the Network Administrator Guide.

- When sending e-mail, consult with the System Administrator to make sure the user name and password for POP server login are correct. For information about POP server settings, refer to the Network Administrator Guide.

Fax Reception

- If a problem such as paper out, paper jam or toner out occurs while a received document is being printed out, or when printing has just started, the document will be stored in memory, and fax reception will not be stopped. However, if the machine breaks down, or memory becomes full, it is no longer possible to store received documents in memory, so fax reception is disabled.

- If a document is received for which printout of multiple copies on reception has been specified, the specified number of copies will be sorted and printed. If it was not possible to receive the document correctly to the last page, the pages which were received correctly are printed in the specified number of copies.

Printing Reports and Received Documents during Copy Operation

- During operation of the copy screen, it is not possible to print reports, lists, received fax documents, and documents ordered from the computer for printing. Printing becomes possible again one minute after the end of copying, or once there is no operation of the copy screen for at least one minute.

Copying and Printing while a Received Fax Document is Printing Out

- If the setting is for received fax documents to be printed out as soon as they are received, it is impossible to print out copies and documents ordered from the computer for printing while the received document is printing out.
For how to change the way received documents are processed, refer to *Transfer Document in the Setups chapter on page 158.*

Printing Received Fax Documents, Reports and Lists

- Double-sided printing is impossible for a received fax document or a report/list.

NOTE: When the machine is being used as a printer, double-sided printing can be specified for printing reports and lists.

- Paper from Tray 5 (bypass tray) cannot be used when a received fax document or a report/list is being printed out.

Posting Messages to the Bulletin Board and Retrieving Messages

- Remote posting (posting to another fax machine) will post all correctly transmitted pages even if an error occurs, but with local posting (posting to the machine), an error during storage of the document causes all pages to be discarded, even if some have already been stored.

- When documents are retrieved from another fax machine, the connection will not be redialed even if there is an error during document transmission, but the machine will redial and re-send the document if the error occurs while it is posting a document to another machine.

Forwarding Fax Transmission Settings to the System Administrator

- If a specified transfer recipient is deleted or changed to an e-mail address, it causes a communications error.

- Even if you set the document to be forwarded to the System Administrator, it will not be forwarded if the forwarding recipient has not been specified.

- If the document concerned has a specified number of copies for transmission, is specified for priority transmission or is specified to enable [Recipient Name], these are disabled when the document is forwarded to the System Administrator.

- If a transmission error occurs during transmission of an applicable document, resulting in interrupted transmission, all pages are forwarded to the System Administrator, regardless of whether each page was fully transmitted or not.

- If the applicable document has multiple recipients (fax broadcasting), it will be forwarded to the System Administrator if transmission is interrupted before transmission to all recipients is completed.

- The following types of document are not subject to forwarding to the System Administrator.
  - Polling transmissions
  - Direct Send
  - Manual transmissions
  - Posts to the bulletin board
  - E-mail transmissions
  - Direct Fax transmissions

Registered Data such as Forms

Registered data such as forms are stored in volatile memory. Therefore, the data will be lost if the power supply to the machine is interrupted.

Cautions for Document Jams, Paper Jams, and Paper Out during Copying

Follow the steps below if document jams, paper jams, or paper out occur during copying when [Uncollated] is set for [Output].

Document Jams

1. Remove the jammed document according to the displayed message.

2. Sort the output and remove white papers if they exist.

3. Check the number of output printed last.

If the number of output is lacking, reload only the relevant pages, specify the number of output, and start copying.

4. Reload all of the unscanned pages.

5. Check the copy settings and start copying.

Paper Jams

1. Remove the jammed paper according to the displayed message.

The machine automatically starts copying when the jammed paper is removed.

Paper Out

1. Supply papers according to the displayed message.

The machine automatically starts copying when papers are supplied.

Paper Selection for Fax Reception

This section explains the selection of paper for printing out documents received by fax. When a document is received, the paper for printing it is selected by the following process:

Step 1: Selection of Candidate Paper Types for Printing

Paper types which are suitable options for printing are selected, based on the page size of the received document.

Of the paper types set in the machine, those which are not suitable options are excluded, leaving the remainder as available options.

The conditions for paper types to be excluded as options are as follows:

- Paper which is narrower than the A4 SEF width (210 mm) (NOTE 1)
- Paper other than plain paper
- Paper set in tray 5 (bypass tray)
- Paper set in a tray that has been set as unavailable

For information about unavailable trays, refer to *Unavailable Tray in the Setups chapter on page 157.*

- If [Paper Size] is set to [Adjust Width], paper that is wider than the width of the received document

- If [Paper Size] is set to [Fixed Width], paper that does not match the received document width.

For information about the paper size selection method, refer to *Paper Size in the Setups chapter on page 157*.

- The printing doesn't occur if there is not even one paper option.

NOTE: If the automatic rotation feature is enabled, paper will be included among the options if it is larger than the A4 SEF width on rotation.

Step 2: Determine the Printing Layout

Determine the print layouts for print candidates resulting from Step 1.

Paper types are checked in the following order, and layout is determined for those which satisfy the conditions.

1) Is it possible to print at full size on one sheet of paper?

   If [Long Size Originals] is set to [Auto Reduction], is it possible to print one page at reduced size on one sheet of the paper?

2) Can one page be printed on one sheet with reduction not exceeding the setting for maximum reduction ratio?

   If [Long Size Originals] is set to [Cut Off], is it possible to print one page on one sheet of the paper with the document cut to length?

3) Can one page be printed on one sheet with cutting not exceeding the setting for maximum cutoff length?

4) Can the page be split for printing?

   If the document cannot be reduced in size or cut off, or if printing on one sheet is still impossible after those processes, it will be split and printed across multiple pages.

The printing doesn't occur if there is no option that fits one of the above four conditions.

Step 3: Determine the Optimum Paper Type

Paper types are checked in the following order, and the right paper is determined from those which satisfy the conditions.

1) Printing is possible at full size, or at the reduction ratio closest to full size.

2) The lengths of the paper and document match.

3) If there are multiple paper types which meet the conditions, paper in the tray set on the highest level is selected.

13 Glossary

This chapter contains a list of terms used in the User Guide. Each term has a corresponding definition that reflects the meaning of the term as it is used in this Guide.

Terms Defined

Use the following definitions to learn more about the meanings of terms used in this Guide.

8K	388 × 267 mm paper.
16K	194 × 267 mm paper.
A3	420 × 297 mm paper.
A4	297 × 210 mm paper.
A5	210 × 148 mm paper.
Activity Report	A report that contains information about jobs sent and received.
Address Book	A list of telephone numbers stored in the machine for easy reference.
APS	Auto Paper Selection which selects automatically an appropriate paper tray depending on the specified document size, orientation, or amount of reduction or enlargement.
Auditron	A tracking system, which is built into the machine. You can use Auditron to track overall machine usage, individual usage and usage of each feature separately.
Auto Answer Mode	A fax mode where the machine is programmed to automatically answer calls.
Auto Clear	The machine goes to the standby mode if there is no activity for a specified time.
B4	364 × 257 mm paper.
B5	257 × 182 mm paper.
Baud Rates	Units for measuring data transmission speed.
Bit Rates	Units for measuring data transmission speed.

Border limit	One more sheet is used when the length of the transmitted document exceeds the length of paper installed on the receiving terminal. A margin at the bottom of a received document can be eliminated so that the data can be printed on one page. The amount of space that can be removed from the bottom of a document is the border limit. When the border limit value is small, the data is printed on the next page. But when it is large, a larger space can be cut so that data can be printed on one page.
BPS	An abbreviation of Bits Per Second. This is a measure of how fast a modem can transmit or receive data.
Bulletin Board	Allows you to store documents in the specific box on the machine and retrieve repeatedly the same documents using the remote machines.
Chain Dialing	Specifies a destination combining multiple Speed Dial codes, One Touch Dial, and dialing using the numeric keypad.
Collated	Output programming where each copy set is delivered in the same order the documents were placed in the Document Feeder. Example: Two copies of a three-page document would output as page1/copy1, page2/copy1, page3/copy1, page1/copy2, page2/copy2, page3/copy2.
Comments	To (recipient) and From (sender) lines on a fax cover page.
Communication (s)	Communications network which can offer audio data (telephone), image data (fax), picture data (videotext) and computer data (computer communication service) over the same channel. In this guide, referred to as transmitting and receiving images as well as speaking with a remote user.
Copy Sets	Groups of copies of a multi-page set of documents. If you have a four-page document and want to make 10 copies of a document, you will be making 10 copy sets.
Custom Paper	A paper size that can be specified by user other than standard size.
Default Setting (s)	The settings used by the machine when the user does not specify settings.
Delayed Polling	Retrieving documents from a remote fax machine at a delayed time.
Delayed Start	Programming that enables the machine to process a document at a later time.
Dial	To use a telephone number for document transmission. The methods of dialing provided by the machine include: manual dialing using the numeric keypad, Speed Dialing, One Touch Dialing, and using the Address Book, etc.

Dial Tone	A tone sounds from the telephone line when a remote machine receives a call. You will then know that you are connected to the line.
Dialing Characters	Special characters used to enter the dial pause, etc.
Digital Copier	A copier that scans an image once to make one or many copies.
Direct Send	Allows you to start sending a fax immediately after scanning the first page of documents.
Document	In this guide, the image data generated when an original is scanned. Used in terms such as transmitted document and received document.
Document Feeder	An assembly that automatically separates and feeds single-sided document (when ADF is installed) or double-sided document (when DADF is installed) from the input tray into the scanner.
DPI	An abbreviation of Dots Per Inch, which is the number of dots that can be printed within a width of one inch. Used as the unit for resolution.
Drum Cartridge	A customer replaceable cartridge which contains an internal drum. A printed image is formed on a drum before transferred to paper.
Duplex	Refers to a document that contains an image on both sides of the page.
ECM	Error Correction Mode: An ITU-T approved feature for Group 3 facsimile machines. ECM transmission sends the document image data in segments and retransmits segments that the remote machine receives incorrectly.
Emulation	The ability of the printer to perform the features of other printers. The mode is called emulation mode.
Ethernet	A network transport technology commonly used to send data from one node to another.
F Code Communication	Communication procedures approved by Communications and Information network Association of Japan (CIAJ) for use of T.30* standardized by ITU-T. Between the machines with F Code feature, various features making use of F Code can be used. (* ITU-T Recommendation)
Factory Default (s)	Settings which are incorporated into the machine at the factory and used by the machine when the user does not specify settings.
Fault Code	A code is displayed on the control panel or a report when a problem occurs.
Fax (Facsimile)	A document that is transferred from one location to another via a telephone line.

Frame Type	A group of data sent through the network.
G3	Facsimile communication systems standardized by the advisory committee for International Telecommunications (CCITT, now the ITU-T).
Halftone	Grey patterns that are neither black nor white.
Header	A heading printed on the first line of received documents.
Input	The documents placed on the Document Glass, or in the Document Feeder, to be scanned.
IP	An abbreviation for Internet Protocol. This is a communication protocol of the network layer and is supported by a variety of computer platforms. IP controls the routing of the data.
ITU-T	Acronym for the International Telecommunications Union. This group used to be called the CCITT, and is responsible for standardizing facsimile communications.
Job	A group of copy, fax or print data. The canceling and outputting of copying, faxing, and printing is done on a job basis.
Keypad	The buttons on the control panel.
Landscape	The image orientation on a sheet of paper, where the short edge of the paper runs from top to bottom.
Line Type	The dial type of connected line. You can choose 10 pps, Tone, etc for the Line Type.
Long Document	A document that is longer than 17.0 inches (431.8 mm).
Long Edge Feed (LEF)	The long edge of the paper is positioned to enter the machine first.
Low Power Mode	A Power Saver Mode that reduces power consumption when the machine is not in use.
Mailbox	A storage area in the memory of the machine where fax documents are stored.
Mailbox Polling	Retrieves a document from the mailbox of a remote machine.
Manual Receive	A fax mode that starts receiving a fax after you have communicated with a caller and confirmed that the call is a fax job.
Mask Data	Mask data is displayed as special characters in the place of the private data. Data is masked when the forward slash key (/) is selected.
Memory	A capacity for storing documents.
Node	A number that identifies on access point on a network. It works like an address.

NV Memory	Non-volatile memory which allows the settings of the printer to be retained even when power is off.
On-hook	Dialing after pressing the <Manual Dial> button. This feature allows you to send a document after checking to hear the other party answers using line monitor.
Output	Finished copies or received fax documents.
Overseas Communication	A Communication Mode selection that reduces transmission speed to enable reliable communications even under poor line conditions.
Owner	A designated user who can assign machine access rights to other users.
Paper Jam	A media misfeed when the machine is printing a document.
Password	A number that provides access to and protects, an electronic mailbox.
PCL Files (Printer Control Language file)	The command language for the HP LaserJet printers.
PDF	An abbreviation of Portable Document Format. It is a file format developed by Adobe Systems. A PDF file can describe documents containing text and images, retaining all the formatting and fonts of the original copy.
Photo	An image, especially a positive print, recorded by a camera and reproduced on a photosensitive surface.
Polling	A feature that allows you to retrieve a document from a remote machine.
POP3	An abbreviation of Post Office Protocol Version 3, a protocol used for receiving e-mail. It is a commonly used communications protocol (an agreement governing the way data is transmitted). It provides a mailbox in the provider e-mail server that receives messages when a connection is made. POP3 is a receive-only function, while the corresponding function for sending e-mail is SMTP.
Portrait	The image orientation on a sheet of paper, where the long edge of the paper runs from top to bottom.
PostScript Files	PostScript is a page description language (PDL) from Adobe Systems, which is the standard for desktop publishing because it is widely supported by both hardware and software vendors.
Power Saver Modes	Energy saver modes that significantly reduce the power consumption during periods of inactivity.
Printable Area	The actual area on paper which can be printed.
Protocol	The rules that control the transmitting and receiving of data.

Pulse-to-Tone	Switching between dialing types. This is useful when you need pulse mode to connect and tone mode to access a mailbox or another feature.
Queue	A temporary storage unit for jobs waiting to be processed.
Quick Memory Transmission	A feature which dials a facsimile telephone number immediately after the first document page is scanned. The remaining pages continue to scan into memory while the pages already stored are sent. (Many facsimile machines wait to dial a destination number after all the document is stored.)
RAM	Stands for Random Access Memory, which is the memory device where information can be retrieved as well as stored.
Recipient	The person or terminal you send a document to. "Dialing" indicates the operation of entering the telephone number of a recipient. In relation to E-mail features, it refers to the e-mail destination.
Remote Terminal	A terminal with which you want to communicate. This is a general term for terminals such as telephones, facsimile machines and personal computers.
Resolution	The fineness of detail that can be distinguished on a scanned image. Select the standard setting for normal documents and fine and superfine settings for documents with more detail.
ROM	An abbreviation of Read Only Memory, which is the device memory from which information can be retrieved.
Rotate Side 2 Off	A double-sided document where the second side displays the image with the top of the document at the top of the page. You typically turn over the page from the side edge.
Rotate Side 2 On	A double-sided document where the second side displays the image with the top of the document at the bottom of the page. You typically turn over the page from the bottom edge.
Scan	Sensing or reading a paper document and converting the optical image of the document to an electronic image.
Screen	The display on the control panel. It provides user information and instructions.
Screen Default	Specifies whether the Copy screen or the Fax screen is displayed after immediately switching on the power or the pressing the <Clear All> button.
Segment	A single page scan from the Document Glass, or a single or multiple page scan from the Document Feeder.
Short Edge Feed (SEF)	The short edge of the paper is positioned to enter the machine first.
Sleep Mode	A condition of reduced power consumption while the machine is not performing a transaction.

SMTP	Simple Mail Transfer Protocol: A communications protocol (an agreement governing the way data is transmitted) commonly used for sending and receiving e-mail.
Speed Dialing	A form of abbreviated dialing of a number by entering a 3-digit code.
Store	In this guide, used for storing a scanned document image in memory.
Store for Polling	To store a document in memory until it is retrieved by a remote fax machine.
System Administrator	A designated user who sets machine defaults and maintains the machine and network settings.
TCP/IP	Transmission Control Protocol/Internet Protocol.
TIFF	Tagged Image File Format
Toner Cartridge	A customer replaceable cartridge which holds toner, an electrically-charged powder with pigment and plastic, for ease of loading into a printer.
Transmission Interval	The period between transmissions.
Transmission Report	A report that confirms the status of a fax document.
Transmit	To send.
Uncollated	Output programming where the specified number of copies for each page in a copy set is delivered in the order the documents were placed in the Document Feeder. Example: Two copies of a three-page document, would output as page1/copy1, page1/copy2, page2/copy1, page2/copy2, page3/copy1, page3/copy2.

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