



Easy Operation Guide

To Suit Your Needs

iR2020/iR2016

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Store this guide next to the machine for future reference.

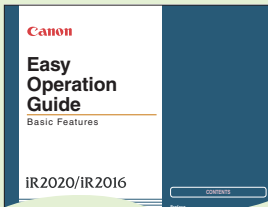
How the Manuals Are Divided

The manuals for the machine are divided as follows. Please read them as required to benefit fully from the machine. Manuals included with optional equipment are included in the list below. Depending on the model you have purchased and the system configuration, you may not have some of these manuals.

Basic Manuals

Easy Operation Guide

Basic Features

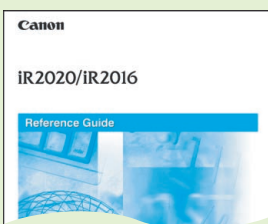


Read this manual to learn about the standard operations of the machine. Keep it next to the machine for future reference.

- The Control Panel
- Making a Copy
- The Additional Functions Mode for Copying

Reference Guide

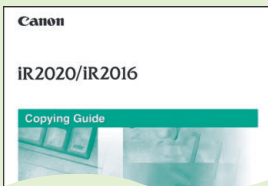
User's Guide



Read this manual to learn about what needs taking care of when using the machine, basic operations, optional equipment, machine maintenance, and removing paper jams.

- Before Using the Machine
- Operating the LCD Display
- Using Optional Equipment
- Additional Functions
- System Manager Settings
- Loading Paper
- Replacing Toner Cartridges
- Removing Paper Jams

Copying Guide



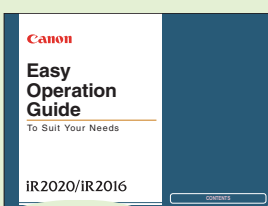
Read this manual to learn how to copy documents and the various copying/scanning features.

- Basic Copying Procedure
- Useful Copying
- Changing the Settings to Suit Your Needs

Optional Manuals

Easy Operation Guide

To Suit Your Needs

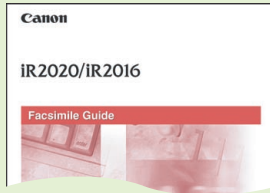


Read this manual to learn about the optional operations of the machine, grasp a basic knowledge of the machine's capabilities, and discover its useful functions what kind of useful functions it has. Keep it next to the machine for future reference.

- The Control Panel
- Using the Fax Functions
- Using the Printer Functions
- Using the Remote UI Functions
- The Additional Functions Mode

Optional Manuals

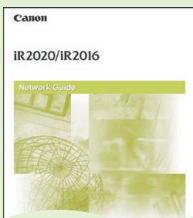
Facsimile Guide



Read this manual to learn how to send scanned documents to fax destinations.

- Fax Functions
- Basic Fax Methods
- Useful Fax Functions
- Checking/Changing the Fax Status
- Customizing Fax Settings
- Registering/Editing an Address in the Address Book
- System Settings
- Printing Communication Reports
- Troubleshooting

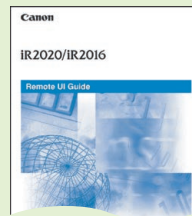
Network Guide



Read this manual to learn how to connect the machine to a network.

- Using the Machine in a TCP/IP Network
- Troubleshooting

Remote UI Guide



Read this manual to learn how to access the machine from a computer for operating and confirming jobs, and edit the various settings of the machine.

- Confirming the Status of the Machine
- Operating Jobs
- Editing the Address Book and the Various Settings of the Machine

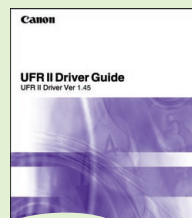
PCL/UFR II Printer Guide UFR II Printer Guide



Read these manuals to learn how to edit the settings in order to use the machine as a UFR II or PCL printer.

- Setting the Various Items in the Settings Menu
- Setting the Various Items in Utility Menu

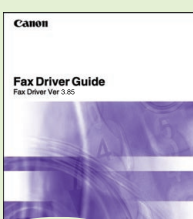
PCL Driver Guide UFR II Driver Guide



Read these manuals to learn how to install the printer driver for Windows, how to print, and how to edit the printer settings.

- Installing the Drivers
- How to Print
- Various Printer Features
- Displaying the Online Help

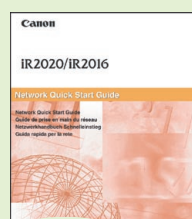
Fax Driver Guide



Read this manual to learn how to install and use the driver which enables you to fax documents created on a computer with the machine.

- Installing the Driver
- Sending a Fax
- Displaying the Online Help
- Using the Cover Sheet Editor

Network Quick Start Guide



Read this manual to learn how to install and use the driver which enables you to use the machine as a scanner to scan documents to your computer.

Preface

Facsimile Functions

Printing Functions

Remote UI Functions

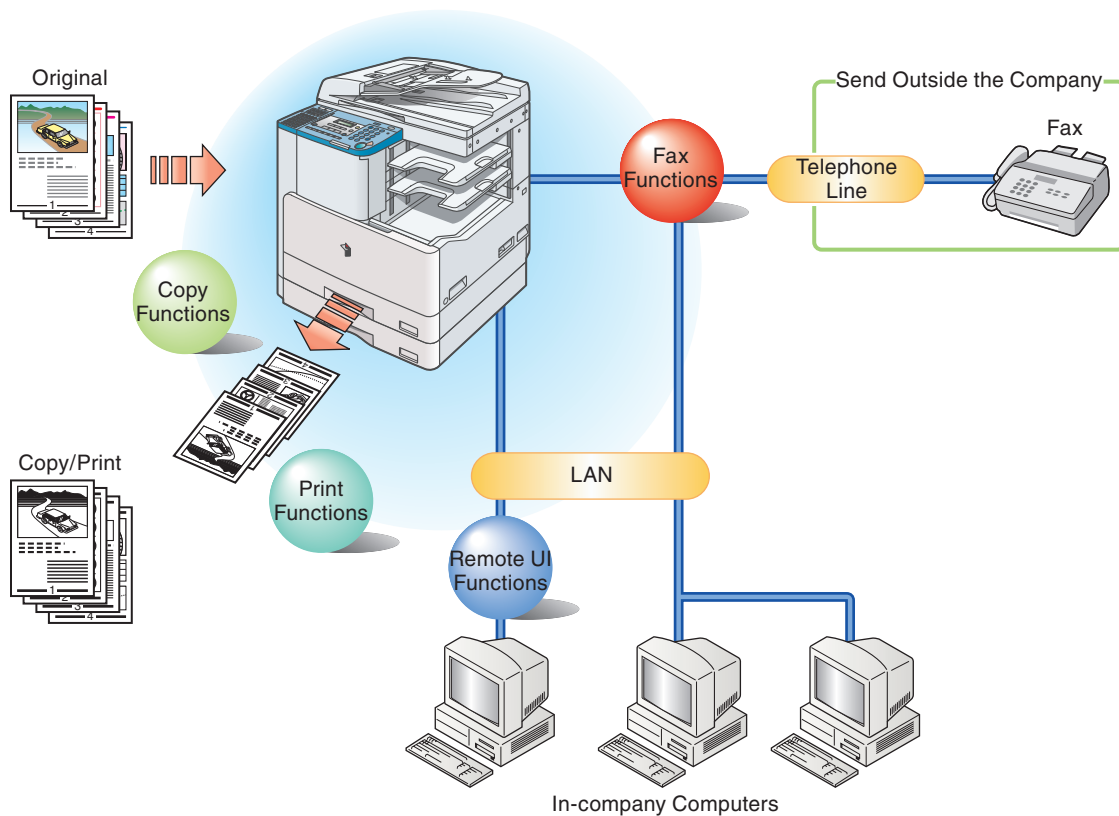
Additional Functions

Troubleshooting

What You Can Do with This Machine

The iR2020/iR2016 brings you all the features you will ever need in a digital multitasking machine.

The iR2020/iR2016 incorporates a rich array of input and output features that can greatly enhance your efficiency. Equipped with features that meet the needs of document work in a digitized office, the iR2020/iR2016 represents the ultimate in digital multitasking machines.



Facsimile Functions

Enables you to fax scanned documents an inbox. You can also send to multiple destinations, and forward received faxes as well.

* The optional Super G3 FAX Board is required.

Printing Functions

Enables you to print on both sides of paper, output sets of printouts, and various other useful features when printing documents from a computer by optional equipment.

* One of the optional UFR II Printer Kit or PCL Printer Kit is required.

Remote UI Functions

The Remote UI software allows you to access and manage a device connected to a network using a web browser. If you specify the address of the machine in your web browser, the Remote UI screen appears from where you can manage and control the machine.

* Optional UFR II Printer Kit is required.

Additional Functions

You can set Copy settings or other settings in Additional Functions. For more information, consult the *Reference Guide* or other guides.

Refer to this manual for examples of the useful ways in which you can use your machine.

Facsimile Functions

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Preface

Facsimile Functions

Printing Functions

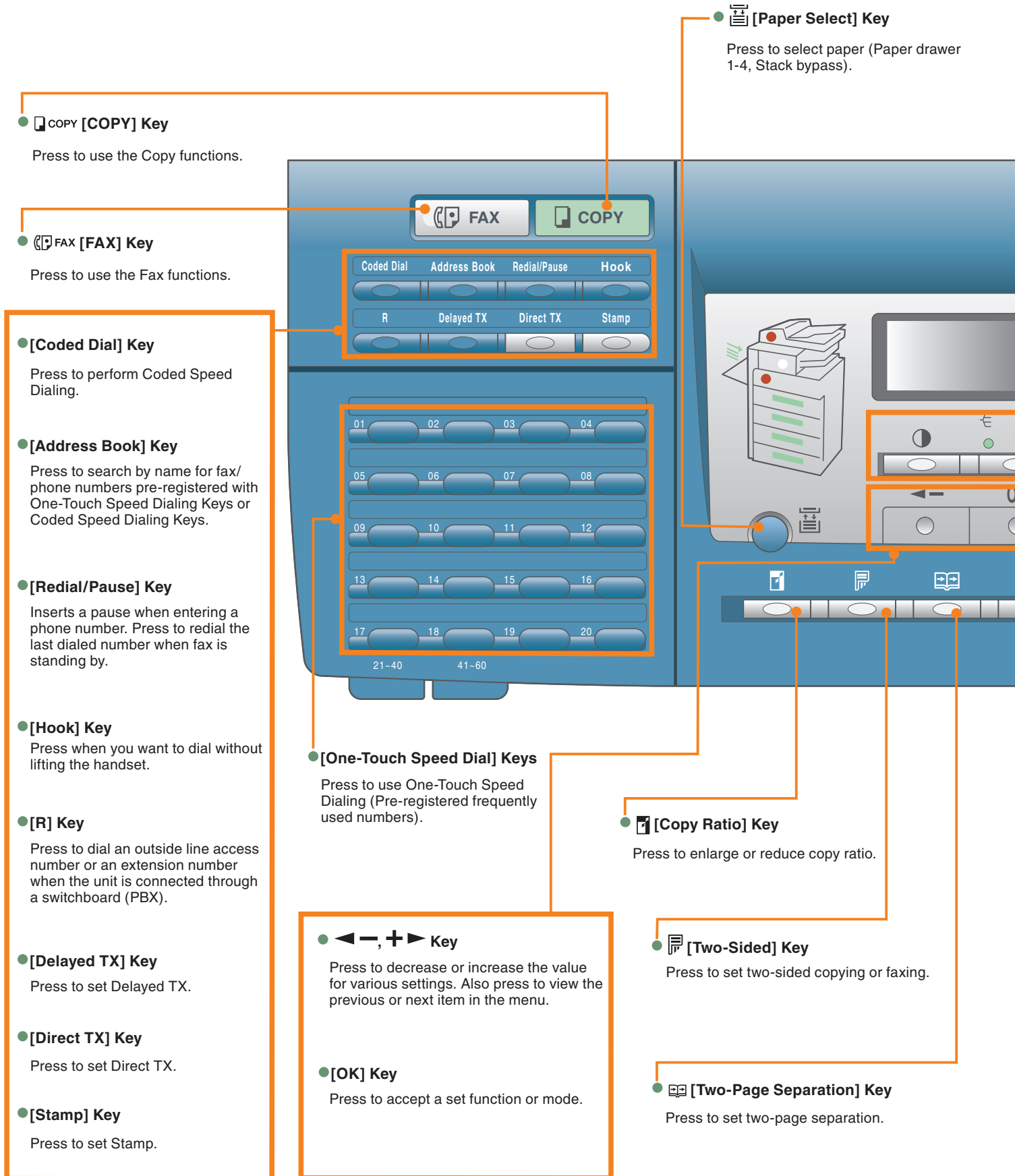
Remote UI Functions

Additional Functions

Troubleshooting

The Control Panel

The control panel consists of the LCD, physical keys for copying and faxing, numeric keys, additional functions key, and indicators. The following is an explanation of the keys used in this manual. For more information, see Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*. This Illustrations uses control panel attached to the optional Super G3 FAX Board-T1.



● **[COPY] Key**

Press to use the Copy functions.

● **[FAX] Key**

Press to use the Fax functions.

● **[Coded Dial] Key**

Press to perform Coded Speed Dialing.

● **[Address Book] Key**

Press to search by name for fax/ phone numbers pre-registered with One-Touch Speed Dialing Keys or Coded Speed Dialing Keys.

● **[Redial/Pause] Key**

Inserts a pause when entering a phone number. Press to redial the last dialed number when fax is standing by.

● **[Hook] Key**

Press when you want to dial without lifting the handset.

● **[R] Key**

Press to dial an outside line access number or an extension number when the unit is connected through a switchboard (PBX).

● **[Delayed TX] Key**

Press to set Delayed TX.

● **[Direct TX] Key**

Press to set Direct TX.

● **[Stamp] Key**

Press to set Stamp.

● **[One-Touch Speed Dial] Keys**

Press to use One-Touch Speed Dialing (Pre-registered frequently used numbers).

● **◀, +, ▶ Key**

Press to decrease or increase the value for various settings. Also press to view the previous or next item in the menu.

● **[OK] Key**

Press to accept a set function or mode.

● **[Paper Select] Key**

Press to select paper (Paper drawer 1-4, Stack bypass).

● **[Copy Ratio] Key**

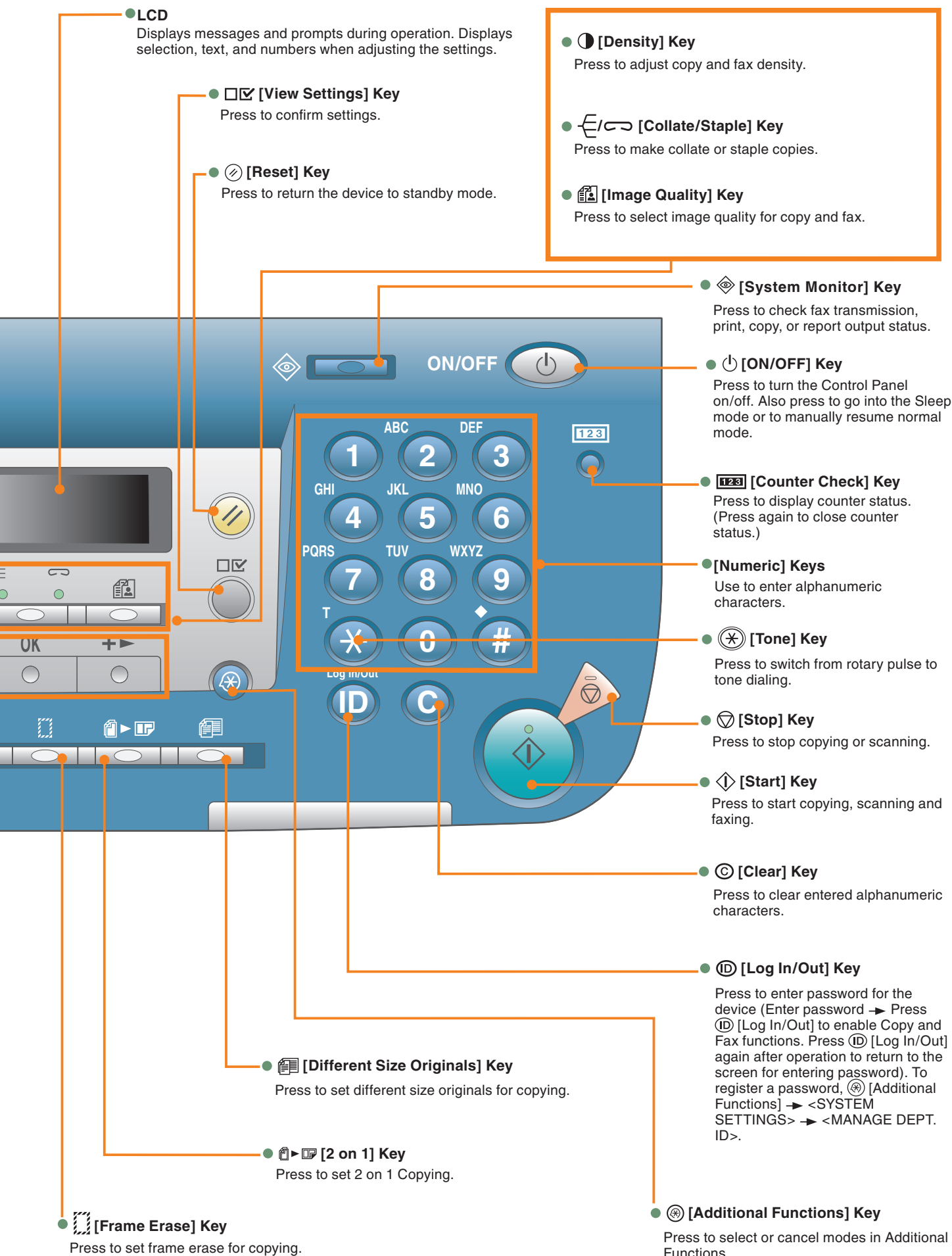
Press to enlarge or reduce copy ratio.

● **[Two-Sided] Key**

Press to set two-sided copying or faxing.

● **[Two-Page Separation] Key**

Press to set two-page separation.



Preface

Facsimile Functions

Printing Functions

Remote UI Functions

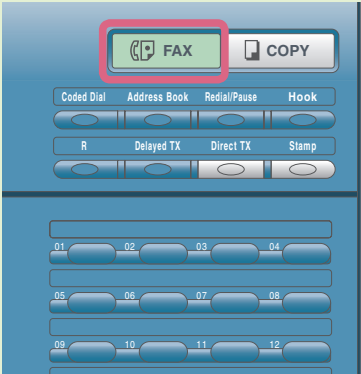
Additional Functions


Troubleshooting

Sending a Fax

The following is a description of the basic procedure for sending a fax. For more information on the settings, see the references in each step.

Preparation

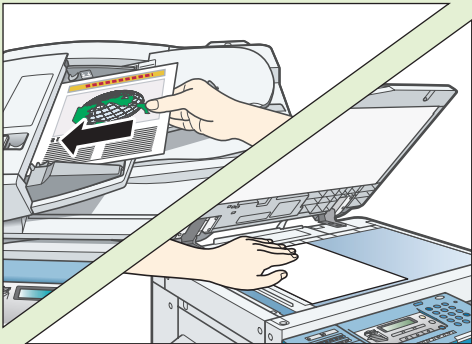


Press  FAX [FAX] to switch to the fax mode.

- If ID Management is set, it is necessary to enter an ID and password. (If an optional card reader is attached, insert a control card.)

For more information, see Chapter 2, "Basic Operations," in the *Reference Guide*.

Place Your Originals



Placed in the feeder

Place your originals.

- For bound or irregular sized originals, place them on the platen glass.



Registering a Destination

- Before you can use one-touch speed dialing, you need to register the recipients' fax/telephone numbers. You can register up to 60 numbers for one-touch speed dialing.
- Before you can use coded speed dialing, you need to register the recipients' fax/telephone numbers. You can register up to 140 numbers for coded speed dialing.
- Before you can use group dialing, you need to register the recipients' fax/telephone numbers. You can register up to 199 groups, which can include one-touch speed dialing keys and/or coded speed dialing codes. Each time you program a one-touch speed dialing key or coded speed dialing code, the amount of available group dials is reduced by one.

For more information on registering destinations in the address book, see "Address Book Set." on p. 20.

ADDRESS BOOK SET.
1.1-TOUCH SPD DIAL

ADDRESS BOOK SET.
2.CODED SPD DIAL

ADDRESS BOOK SET.
3.GROUP DIAL

Enter the Fax Number



Enter the fax number.

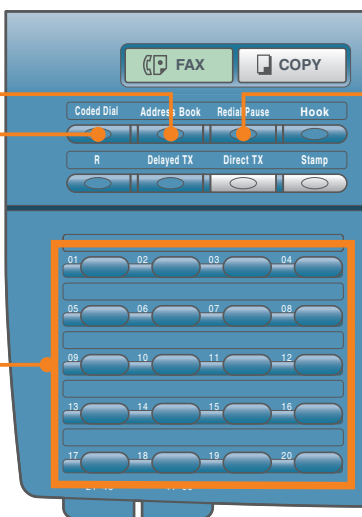
- You can select from three sending methods: memory sending, direct sending, manual sending see Chapter 2, "Basic Sending Methods," in the *Facsimile Guide*.

Start Sending the Fax



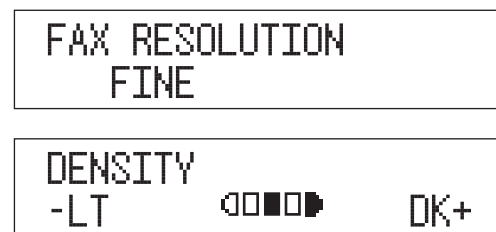
Press [Start].

- When <ORIGINAL SIZE> appears on the LCD display, press or to select the size, and press [Start] again.
- When faxing is complete, remove your originals.



- By pressing one-touch speed dialing keys, you can also specify destinations you have registered in advance.
- By pressing [Coded Dial], you can also specify destinations you have registered in advance.
- By pressing group dialing keys allocated to one-touch or coded speed dialing keys, you can also specify destinations you have registered in advance.
- By pressing [Address Book], you can also specify destinations you have registered in advance.

- To send a clear fax, set a high resolution. You can set the resolution by pressing [Image Quality] or [Density].



- Dialling an overseas number may involve pausing between certain digits of the number.

For more information on registering fax destinations, see "Address Book Set." on p. 20.

For information on useful fax features, see "What You Can Do with This Machine (FAX Basic Features)," on p. 9.

Preface

Facsimile Functions

Printing Functions

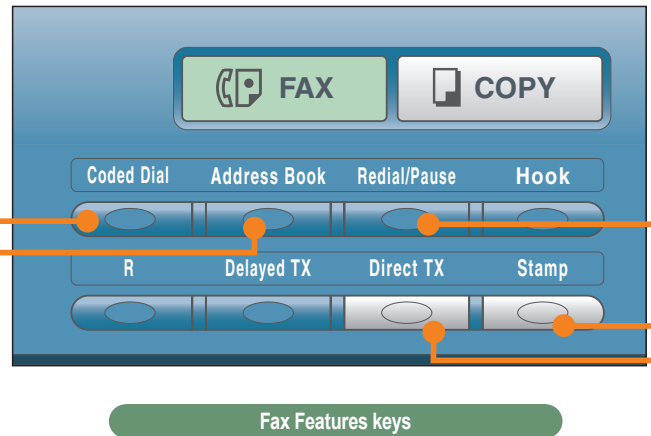
Remote UI Functions

Additional Functions

Troubleshooting

What You Can Do with This Machine (FAX Basic Features)

The following is a description of functions commonly used when sending a fax.
For more detailed procedures, see the *Facsimile Guide*.



Selecting a Destination from the Address Book

Facsimile Guide Chapter 2

[Address Book]



```
ADDRESS BOOK : A
```

When you use address the book, you can quickly find a fax/telephone number by entering the destination name you have registered to one-touch dialing keys or coded speed dialing keys. If you know the destination name, but you are not sure which type of speed dialing (one-touch dialing key, coded speed dialing key, or group dialing) you registered for the fax/telephone number, the address book is useful for reference.

Selecting a Destination from the Coded Dial

Facsimile Guide Chapter 2

[Coded Dial]



```
TEL=
[* ]
```

Dial by pressing [Coded Dial] followed by a three-digit code using the numeric keys on the Control Panel.

Before you can use coded speed dialing, you need to register the recipients' fax/telephone numbers.

<NOT REGISTERED> appears if no fax/telephone number is assigned to the coded dialing key you pressed.

Selecting a Destination from the One-Touch Dial


Facsimile Guide Chapter 2

Dial by pressing a one-touch speed dialing key on the Control Panel.
Before you can use one-touch dialing, you need to register recipients' fax/telephone numbers.
<NOT REGISTERED> appears if no fax/telephone number is assigned to the One-Touch dialing key you pressed.

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To Recall the Last Destination Facsimile Guide Chapter 2

[Redial/Pause]




TEL=123XXXXXX

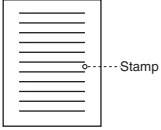
The last destination you specified using the numeric keys is displayed.

To Stamp Originals Which Have Already Been Scanned Facsimile Guide Chapter 3

[Stamp]




You can stamp every page on the documents that was you send or scanned for sending faxes using the stamp features. If you place the document horizontally on the feeder, it will be stamped at the position shown in the illustration.



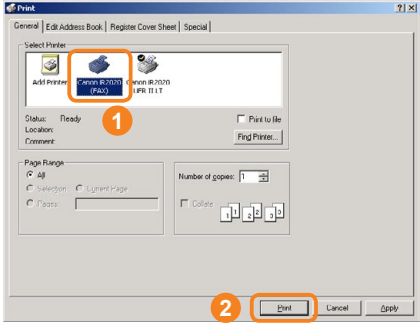
Sending a Fax Directly Facsimile Guide Chapter 3

[Direct TX]



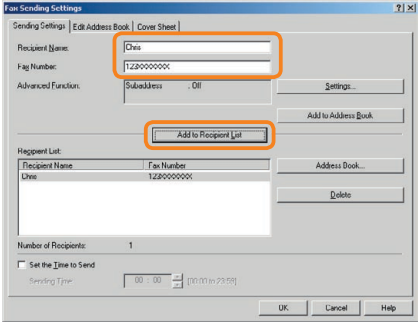
With direct sending, the machine sends the document on the feeder as it scans one page, without storing all pages into the memory at once. You can send a document ahead of other documents stored in memory.

To Send Data From a Computer by Fax Fax Driver Guide



1

2



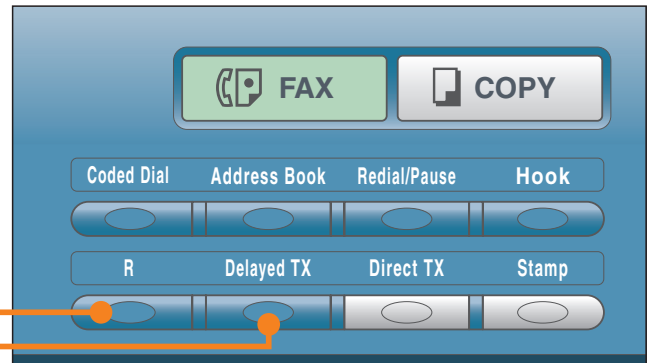
Select the print function from the application on your computer → press [Print].

After entering the destination, press [Add to Recipient List].

* It is necessary to install the fax driver to send faxes from your computer. The display may differ according to the OS (operating system) you are using and the fax driver. For more information, see the *Fax Driver Guide*.

What You Can Do with This Machine (FAX Special Features)

The following is a description of the features often used when using the Fax functions of the machine. For more detailed procedures, see the *Facsimile Guide*.



Fax Features keys

To Specify the Time to Start Sending

Facsimile Guide Chapter 3

[Delayed TX]



TX TIME SETTING
17:00

Use the delayed transmission to store a document in memory and then to have it sent at a preset time, for example, when telephone rates are lower. You can set up to 70 documents for delayed sending.

Dialing Through a Switchboard

Facsimile Guide Chapter 7

[R]




A PBX (Private Branch Exchange) is an on-site telephone switchboard. If your machine is connected through a PBX or other telephone switching system, you have to dial the outside line access number first, then the number of the party you are calling. To facilitate this procedure, you can register the PBX access type and the outside line access number under [R]. This way, you only need to press this key before dialing the fax/telephone number you require.

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To Send a Two-Sided Document

Facsimile Guide Chapter 3

[Two-Sided]



You can set the machine to automatically turn over two-sided originals that are placed in the feeder, and scan each side separately.

To Send Faxes Clearly

Facsimile Guide Chapter 3

[Image Quality]





Image Quality
You can adjust the image quality (resolution) of the document you send. You can select from STANDARD/FINE/PHOTO/SUPER FINE/ULTRA FINE.

[Density]



Density
Density is the difference between light and dark areas of an image.

Printing from Your Computer (Printer Driver)

For more information, see the *PCL/UFR II Printer Guide* and the *PCL Driver Guide*, or the *UFR II Printer Guide* and the *UFR II Driver Guide*.

* The following screenshots are when the PCL/UFR II printer driver is installed, and may differ from the ones you see, according to the driver or operating system you are using.

Page Settings

Profile
Enables you to set the printer driver simply by selecting an item from the list. Printer drivers settings for different purposes are registered.

Add Profile
Enables you to save the current settings as a profile.

Edit Profile
Enables you to edit the contents of registered profiles.

Output Method
Enables you to select the output method for a print job.

Output Size
Enables you to select the size of the paper to print on.

Page Layout
Enables you to print multiple pages onto one sheet of paper, or one page onto multiple sheets of paper.

Page Size
Enables you to select the size of a document you have created in an application.

Manual Scaling
Enables you to print each page of the document on one sheet of paper, using manual zooming.

Watermark
Enables you to add transparent text and print the original.

Page Options
Enables you to add page frames, the date, a user name, and page numbers. You can also select whether to use the Overlay mode to print.

View Settings
Enables you to check a list of all the current sheet settings.

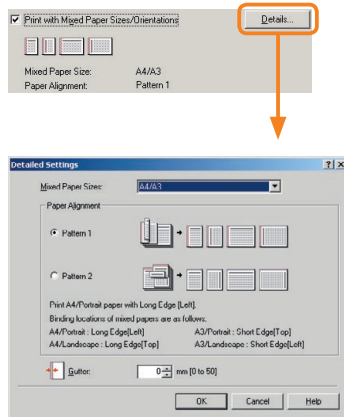
Edit Watermark
Enables you to edit the position and direction of a watermark, or create an original watermark.

* The screens shown on this page are from the iR2020 UFR II, however procedures for the iR2020/iR2016 UFR II or PCL will be the same unless otherwise noted.

Finishing

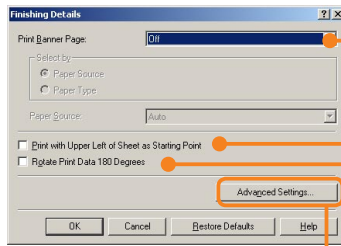
Print With Mixed Paper Sizes/Orientations

Enables you to print a document with a combination of paper sizes and orientation.



Finishing Details

Enables you to specify detailed finishing settings.



Print Banner Page

Enables you to print a banner page for each print job. A banner page shows user name, date, and file name.

Print with Upper Left of Sheet as Starting Point

Enables you to expand print area.

Rotate Print Data 180 Degrees

Enables you to rotate the image 180 degrees when printing.

Advanced Settings

When you have trouble outputting with finishing options, this enables you to display the [Advanced Settings] dialog box.



Image Refinement

Enables you to set whether to perform smoothing. Smoothing allows you to soften the jagged edges of text and figures when printing.

Shift the Position to Start Printing

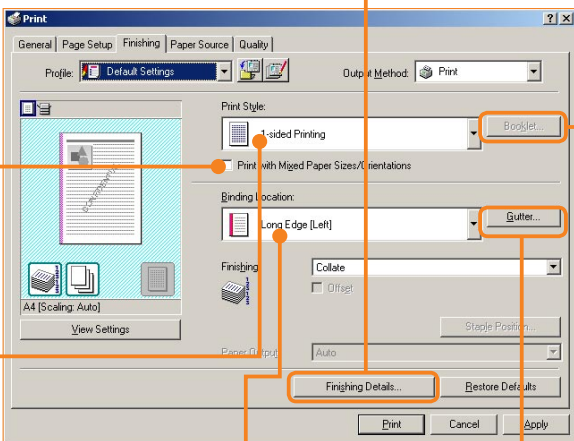
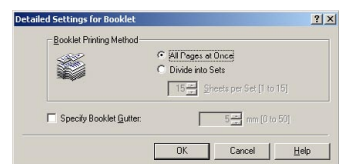
Enables you to specify the point to start printing. Depending on the application you are using, left, right, top, and bottom margins may differ, and printing may not be performed properly. In this case, use this function to shift the position to start printing. Set the position in [Upwards] and [Right]. This is useful for removing the header of a received fax document, etc.

EMF Spooling

Enables you to specify to spool the print data in the EMF (metafile) format. Select this to perform spooling in the EMF format, and make the software you are using send print data to the machine faster. Deselect this to print in the RAW format.

Detailed Settings for Booklet

Enables you to specify booklet printing options. Selectable when you have selected Booklet Printing for Print Style.



Print Style

Enables you to set the booklet mode.



Binding Location

Enables you to select long edge (left) or short edge (top) binding for prints, when you have selected 1-sided Printing or 2-sided Printing for the Print Style.



Gutter

Enables you to specify the gutter width.



* The screens shown on this page are from the iR2020 UFR II, however procedures for the iR2020/iR2016 UFR II or PCL will be the same unless otherwise noted.

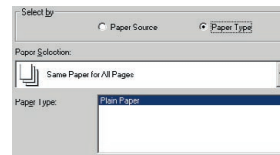
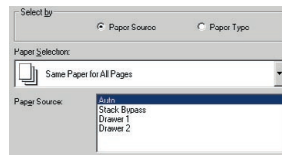
Printing from Your Computer (Printer Driver)

* The following screenshots are when the PCL/UFR II printer driver is installed, and may differ from the ones you see, depending to the driver or operating system you are using.

Paper Source

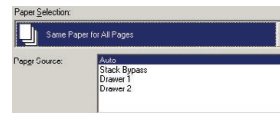
Select by

Enables you to select [Paper Source] or [Paper Type] for the selection method.



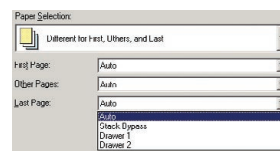
Same Paper for All Pages

Enables you to set all pages to use the same paper type. You can still select the paper sources.



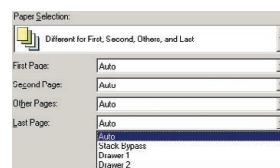
Different for First, Others, and Last

Enables you to set a different paper type for the first page, last page, and the other pages. This is useful when you want to add a cover, etc.



Different for First, Second, Others, and Last

Enables you to set a different paper type for the first page, second page, last page, and the other pages.



Transparency Interleaving

When you are printing transparencies, enables you to insert another type of paper between each transparency.



Different Cover and Others

Enables you to set a different paper type for the cover when making a booklet.



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- Additional Functions
- Troubleshooting

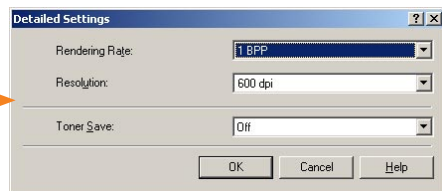
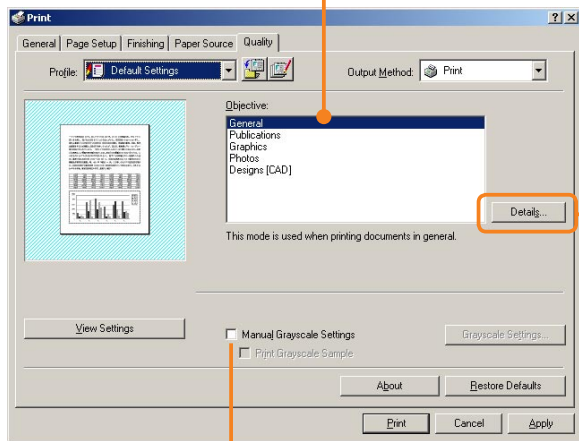
Quality

● Objective

Enables you to print a document with the ideal print settings according to its content. When you select an item, a comment is displayed below the list. To specify more detailed settings, click [Details], which is on the right.

● Details

Enables you to specify the graphics mode, rendering rate, host side rasterization and the toner save mode.

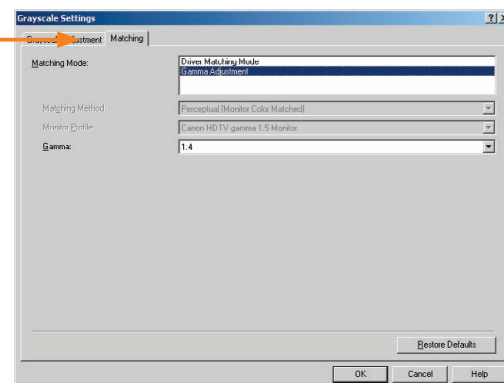
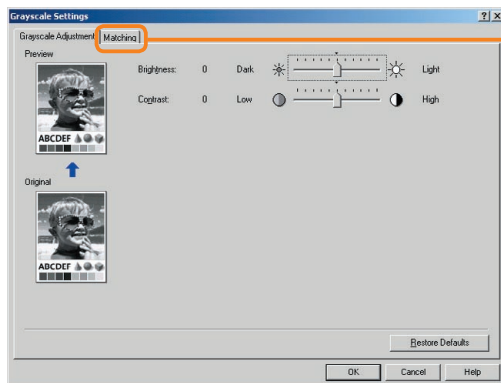


● Grayscale Adjustment

Enables you to adjust the brightness and contrast.

● Matching

Enables you to set or edit the matching mode and matching method (minimize colour difference, make colours more vibrant, and adjust colors to your monitor).



* The screens shown on this page are from the iR2020 UFR II, however procedures for the iR2020/iR2016 UFR II or PCL will be the same unless otherwise noted.

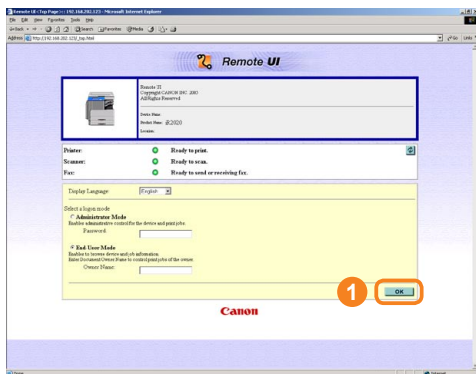
Operating the Machine from a Computer (Remote UI)

For more information, see the *Remote UI Guide*.

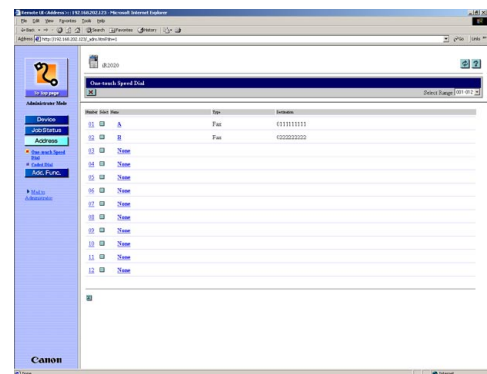
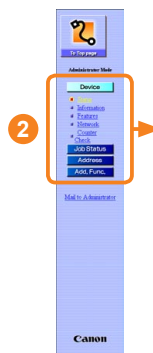
* The Remote UI function is available only if the optional UFR II Printer Driver is installed.

To Operate the Machine from Your desk

The Remote UI enables you to control functions, such as confirming the status of the machine, and job operations, all from your PC's web browser. For more information, see the *Remote UI Guide*.

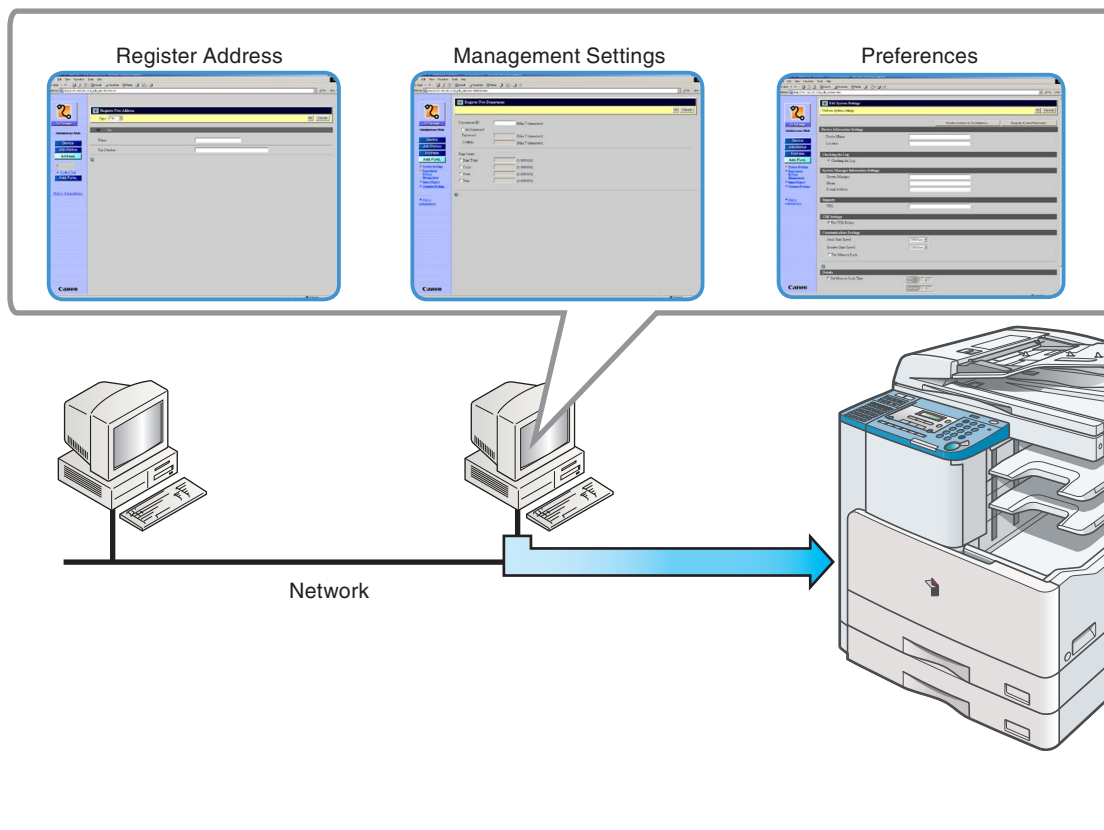


Enter the IP address of the machine into the Web browser on your computer to access the Remote UI.



You can perform various functions from the Remote UI, such as editing the Address Book.

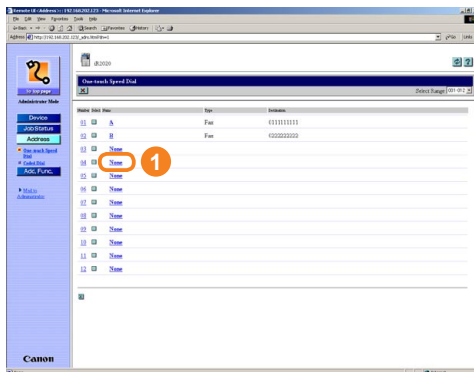
* The IP address in the above screenshot is fictitious. Ask your system administrator for the IP address of your machine.



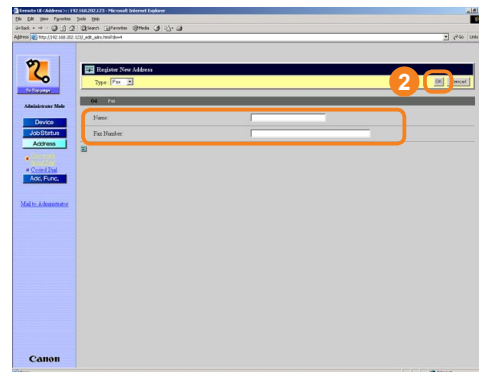
- Preface
- Facsimile Functions
- Printing Functions
- Remote UI Functions
- Additional Functions
- Troubleshooting

To Edit the Address Book from a Computer

The Remote UI enables you to edit the Address Book of the machine using the Web browser on your computer. Select the Address Book in the Remote UI, and enter a new destination. Destinations registered using the Remote UI are stored in the Address Book of the machine. For more information, see the *Remote UI Guide*.



Press [None] to display the screen for registering destinations. When the Address Details screen is displayed, press [Edit].



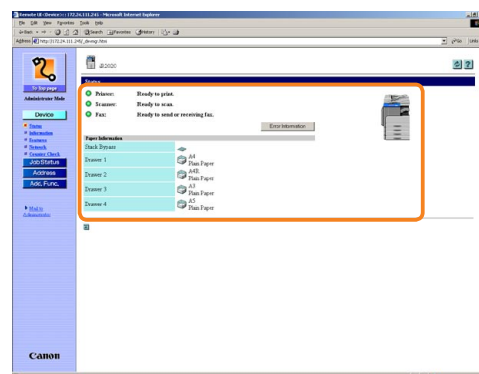
Enter the destination in <Fax Number> → enter other necessary information for the address → press [OK].

To Check the Remaining Amount of Paper and Toner from Your desk

The Remote UI enables you to check the machine's current status, such as the amount of paper remaining in the various paper sources, and the amount of remaining toner. This is useful as a guide for knowing when to load paper and toner.



Select [Device] in the Remote UI.



Check the remaining amount of paper and toner.


Additional Functions

1 Fax Settings/Address Book Set.



Facsimile Guide Chapter 6, 10

- Enables you to specify the settings for FAX or Tel registration functions.



1 ADD. FUNCTIONS
1.COMMON SETTINGS

Press  [Additional Functions]


2 ADD. FUNCTIONS
3.FAX SETTINGS

Press  or  and select <FAX SETTINGS> or <ADDRESS BOOK SET.>

3 FAX SETTINGS
1.USER SETTINGS

Press  or  or [OK] to change the following settings

4 100% AUTO 01
A TEXT

When you have finished making the settings, press  [Stop]

• Fax Settings

- USER SETTINGS

FAX SETTINGS
1.USER SETTINGS

You can make the following settings:

- <1.UNIT TELEPHONE #>
- <2.UNIT NAME>
- <3.TX TERMINAL ID>
- <4.SCANNING DENSITY>
- <5.TEL LINE TYPE>
- <6.VOLUME CONTROL>
- <7.FAX DEFAULT>
- <8.INIT. FAX STD SET>

- TX SETTINGS

FAX SETTINGS
2.TX SETTINGS

You can make the following settings:

- <1.ECM TX>
- <2.PAUSE TIME>
- <3.AUTO REDIAL>
- <4.TIME OUT>
- <5.STAMP DOCUMENT>
- <6.DIALING LINE CHCK>
- <7.ROTATE TX>

- RX SETTINGS

FAX SETTINGS
3.RX SETTINGS

You can make the following settings:

- <1.ECM RX>

Preface

Facsimile Functions

Printing Functions

Remote UI Functions

Additional Functions

Troubleshooting

● PRINTER SETTINGS

FAX SETTINGS
4.PRINTER SETTINGS

You can make the following settings:

- <1.SELECT DRAWER>
- <2.RECEIVE REDUCTION>
- <3.TWO-SIDED PRINT>
- <4.CONT. PRINTING>

● Address Book Set.

● 1-TOUCH SPD DIAL



ADDRESS BOOK SET.
1.1-TOUCH SPD DIAL

Register a fax/telephone number for one-touch speed dialing, then to dial the number simply press the one-touch speed dialing key assigned to that number.



ADD. FUNCTIONS
1.COMMON SETTINGS

1 Press  [Additional Functions].



ADD. FUNCTIONS
4.ADDRESS BOOK SET.

2 Press  or  to select <ADDRESS BOOK SET.> → press [OK].

ADDRESS BOOK SET.
1.1-TOUCH SPD DIAL

3 Press  or  to select <1-TOUCH SPD DIAL> → press [OK].

ADDRESS BOOK SET.
[01] NOT REGISTERED

4 Press  or  to select a one-touch speed dialing key (01 to 60) → press [OK] twice.
You can also select a key by pressing the one-touch speed dialing key.

TEL NUMBER ENTRY
_

5 Use the numeric keys to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses) → press [OK] twice.

NAME : A
_

6 Use the numeric keys to enter a name for the one-touch speed dialing key (max. 16 characters, including spaces) → press [OK].
When registering the numbers for the one-touch speed dialing, you can set the transmission feature such as international call, transmission speed, ECM transmission, etc.

100% AUTO 01
A TEXT

7 Press  [Stop] to return to the standby display.

Additional Functions

● CODED SPD DIAL



```
ADDRESS BOOK SET.
 2.CODED SPD DIAL
```

Register a fax/telephone number for coded speed dialing, then to dial the number, simply press [Coded Dial] → enter the three-digit code assigned to that number.



```
ADD. FUNCTIONS
 1.COMMON SETTINGS
```

1 Press  [Additional Functions].



```
ADD. FUNCTIONS
 4.ADDRESS BOOK SET.
```

2 Press  or  to select <ADDRESS BOOK SET.> → press [OK].

```
ADDRESS BOOK SET.
 2.CODED SPD DIAL
```

3 Press  or  to select <CODED SPD DIAL> → press [OK].

```
CODED SPD DIAL
[*000]NOT REGISTERED
```

4 Press  or  to select a coded speed dialing code (000 to 139) → press [OK] twice. You can also select a code by pressing [Coded Dial] → entering the three-digit code with the numeric keys.

```
TEL NUMBER ENTRY
_
```

5 Use the numeric keys to enter the fax/telephone number you want to register (max. 120 digits, including spaces and pauses) → press [OK] twice.

```
NAME :A
_
```

6 Use the numeric keys to enter a name for the coded speed dialing code (max. 16 characters, including spaces) → press [OK]. When registering the numbers for the coded speed dialing, you can set the transmission feature such as international call, transmission speed, ECM transmission, etc.

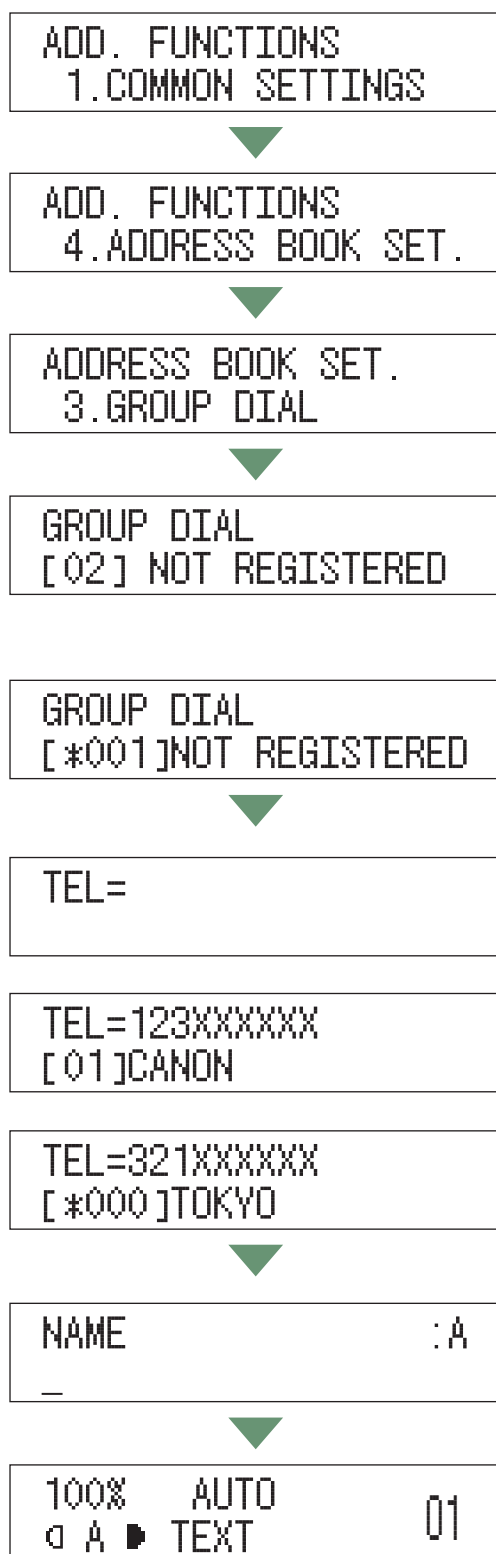
```
100% AUTO 01
◀ A ▶ TEXT
```

7 Press  [Stop] to return to the standby display.

● GROUP DIAL

```
ADDRESS BOOK SET.
 3.GROUP DIAL
```

Register a group of fax/telephone numbers for group dialing, then to send a document to all numbers in that group, simply press the one-touch speed dialing key, or press [Coded Dial] → enter the three-digit assigned to that group.



1 Press [Additional Functions].

2 Press or to select <ADDRESS BOOK SET.> → press [OK].

3 Press or to select <GROUP DIAL> → press [OK].

4 Specify an empty one-touch speed dialing key or coded speed dialing code that you want to set as the group dial.

● To register a group under a one-touch speed dialing key:

▼ Press or to select a one-touch speed dialing number (01 to 60) → press [OK] twice.

● To register a group under a coded speed dialing code:

▼ Press [Coded Dial] or [#] → press or to select a coded dialing number (000 to 139) → press [OK] twice.

5 Select the speed dialing numbers you want to register in the group → press [OK] twice.

To enter in the group a number stored under a one-touch speed dialing key, press the desired one-touch speed dialing key(s).

To enter a number stored under a coded speed dialing code, press [Coded Dial] or [#] → enter the three-digit code for the number using the numeric keys. For multiple entries, press [Coded Dial] between each entry.

6 Use the numeric keys to enter a name for the group (max. 16 characters, including spaces) → press [OK].


7 Press [Stop] to return to the standby display.

2 Printer Settings


PCL/UFR II Printer Guide Chapter 2
UFR II Printer Guide Chapter 2

- Enables you to specify the settings for printer functions.



1 ADD. FUNCTIONS
1.COMMON SETTINGS

Press  [Additional Functions]


2 ADD. FUNCTIONS
5.PRINTER SETTINGS

Press  or  and select <PRINTER SETTINGS>

3 PRINTER SETTINGS
1.DEFAULT PAPERSIZE

Press ,  or [OK] to change the following settings

4 100% AUTO 01
A TEXT

When you have finished making the settings, press  [Stop]

• Printer Settings

- DEFAULT PAPERSIZE

PRINTER SETTINGS
1.DEFAULT PAPERSIZE

This parameter defines the default paper size used when the paper size cannot be set within the application software, when no paper source is specified.

- DEFAULT PAPERTYPE

PRINTER SETTINGS
2.DEFAULT PAPERTYPE

This parameter sets the default paper type to be used for print jobs. If a paper source has not been selected through the application, the machine automatically selects the default print settings for the paper type and size.

- COPIES

PRINTER SETTINGS
3.COPIES

This setting enables you to specify the number of copies printed. The default setting is '1', but you can specify up to 999 copies.

- 2-SIDED PRINTING

PRINTER SETTINGS
4.2-SIDED PRINTING

This parameter selects one-sided or two-sided printing. When two-sided printing is specified, the document is printed on both sides of the paper.

- PRINT QUALITY

PRINTER SETTINGS
5.PRINT QUALITY

You can make the following settings:

- <1.IMAGE REFINEMENT>
- <2.DENSITY>
- <3.TONER SAVER>

● PAGE LAYOUT

```

PRINTER SETTINGS
6.PAGE LAYOUT

```

You can make the following settings:

```

<1.BINDING>
<2.MARGIN>

```

● ERROR TIME OUT

```

PRINTER SETTINGS
7.ERROR TIME OUT

```

If the data for a job does not end, the machine will not start the next job even if it receives other print commands. In cases like this, use the Error Time Out setting to force jobs to finish if no data is received during the set period of time.

● COLLATE

```

PRINTER SETTINGS
8.COLLATE

```

This setting enables you to select the collating methods of the printing pages.

● INIT. PRINTER SET

```

PRINTER SETTINGS
9.INIT. PRINTER SET

```

The menu settings can be reset to the factory defaults by initializing the printer settings.

● PCL SETTINGS

```

PRINTER SETTINGS
10.PCL SETTINGS

```

To display the PCL menu, the optional PCL Printer Kit-J1 must be installed.

You can make the following settings:

```

<1.ORIENTATION>
<2.FONT NUMBER>
<3.POINT SIZE>
<4.PITCH>
<5.FORM LINES>
<6.SYMBOL SET>
<7.CUSTOM PAPER>
<8.APPEND CR TO LF>
<9.ENLARGE A4>

```

● RESET PRINTER

```

PRINTER SETTINGS
11.RESET PRINTER

```

If you want to clear all print jobs in progress as well as data that has been received in the memory, you must reset the printer function. Resetting the printer deletes print jobs in the machine's memory and the print data that has been received by all interfaces.

Additional Functions

3 Timer Settings & Report Settings & ADJUST./CLEANING Reference Guide Chapter 5, 7

● Enables you to specify the settings for timer, reports, or cleaning functions.

1 ADD. FUNCTIONS
1.COMMON SETTINGS

Press [Additional Functions]



2 ADD. FUNCTIONS
6.TIMER SETTINGS

Press or and select <TIMER SETTINGS> or <REPORT SETTINGS> or <ADJUST./CLEANING>



3 TIMER SETTINGS
1.DATE&TIME SETTING

Press , or [OK] to change the following settings



4 100% AUTO 01
A TEXT

When you have finished making the settings, press [Stop]

● Timer Settings

● DATE&TIME SETTING

TIMER SETTINGS
1.DATE&TIME SETTING

You can set the current date and time. The date and time set here is when required for other functions.

● DATE TYPE SELECT

TIMER SETTINGS
2.DATE TYPE SELECT

You can set the date format to be used on the LCD display.

● AUTO SLEEP TIME

● AUTO CLEAR TIME

● DAYLIGHT SV.TIME

TIMER SETTINGS
5.DAYLIGHT SV.TIME

In some countries, clocks are put forward throughout the summer season. The period in which this is applied is called "Daylight Saving Time."

● Report Settings

You can print the contents of the machine settings. These reports are useful when you want to check the current settings.

● SETTINGS

```
REPORT SETTINGS
1.SETTINGS
```

```
<1.TX REPORT>
<2.RX.REPORT>
<3.ACTIVITY REPORT>
```

● LIST PRINT

```
REPORT SETTINGS
2.LIST PRINT
```

```
<1.ACTIVITY REPORT>
<2.SPEED DIAL LIST>
<3.ADD BOOK DETAILS>
<4.USER DATA LIST>
```

● ADJUST./CLEANING

When you load paper, replace toner cartridge, drum cartridge, stamp cartridge, and staple cartridge, and perform routine cleaning, the following functions are used.

● TRANS. ROLR CLEAN

● DRUM CLEANING

● FIX.UNIT CLEANING

● FEEDER CLEANING

● SPECIAL MODE M

● SPECIAL MODE N

● SPECIAL MODE O

● SPECIAL MODE P

● BOND SP.FIX. MODE

● FIX. UNIT OFFSET

● AUTO ADF DRTY ADJ

● MAINTENANCE CODE

4 System Settings Reference Guide Chapter 6

• Enables you to specify the settings for system functions.

1 ADD. FUNCTIONS
1.COMMON SETTINGS

Press [Additional Functions]



2 ADD. FUNCTIONS
9.SYSTEM SETTINGS

Press or and select <SYSTEM SETTINGS>



3 SYSTEM SETTINGS
1.SYS. MANAGER INFO

Press , or [OK] to change the following settings



4 100% AUTO 01
A TEXT

When you have finished making the settings, press [Stop]

• System Settings

- SYS. MANAGER INFO
- DEVICE INFO
- MANAGE DEPT. ID
- MANAGE USER ID

SYSTEM SETTINGS
4.MANAGE USER ID

You can set whether or not to use the User ID Management.

- NETWORK SETTINGS

SYSTEM SETTINGS
5.NETWORK SETTINGS

You can specify the interface settings for communication between the machine and computers on your network. You can specify the machine's protocol settings for communication between the machine and computers using the machine.

- COMMUNICATIONS

SYSTEM SETTINGS
6.COMMUNICATIONS

You can make the following settings:

- <1.TX START SPEED>
- <2.RX START SPEED>
- <3.MEMORY LOCK>
- <4.R-KEY SETTING>

- REMOTE UI

```
SYSTEM SETTINGS
7.REMOTE UI
```

You can set whether to enable the Remote UI to operate the machine and change settings.

- ACCESS TO DEST.

```
SYSTEM SETTINGS
8.ACCESS TO DEST.
```

You can make the following settings:

```
<1.RESTRICT NEW ADD.>
<2.FAX DRIVER TX>
```

- CHECKING THE LOG

- USE DEVICE USB

Troubleshooting

When problems have occurred when using the machine, and you want to know how to solve them, see the following references to the other guides.

Symptom	Guide	Chapter	Title
Scanning trouble			
When memory becomes full during scanning	Facsimile	9	LCD Messages
Printing trouble			
When the density of a copy or print is different to the original	Reference	5	Adjusting the Printer Density
When a print is dirty	Reference	7	Routine Cleaning
Communications problems			
When you cannot send	Facsimile	9	Sending Problems
When you cannot receive	Facsimile	9	Receiving Problems
When communications are slow	Facsimile	9	Faxing Problems
Other problems			
When the power does not turn ON	Reference	8	List of Error Message
When the Error code message is displayed.	Reference	8	Service Call Message

When an error message is displayed that is not covered by the above, see Chapter 8, "List of Error Message," in the *Reference Guide*, and see Chapter 9, "LCD Messages," in the *Facsimile Guide*.

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