KYOCERA

6500i
8000i

OPERATION GUIDE

3 Basic Operation

This chapter explains the following operations.

Login/Logout

If user login administration is enabled, it is necessary to enter the login user name and password to use the machine.

NOTE: You will be unable to login if you forget your login user name or login password. In this event, login with administrator privileges and change your login user name or login password.
If the guest authentication setting is enabled, the Authentication/Logout key must be pressed when logging in. For details, refer to the *Guest Authorization Set. on page 10-12*.

Login

1 If the screen shown appears during operations, press [Login User Name].

Press [# Keys] to enter the login data using the numeric keys.

2 Enter the login user name and press [OK].

NOTE: Refer to the *Character Entry Method on Appendix-8* for details on entering characters.

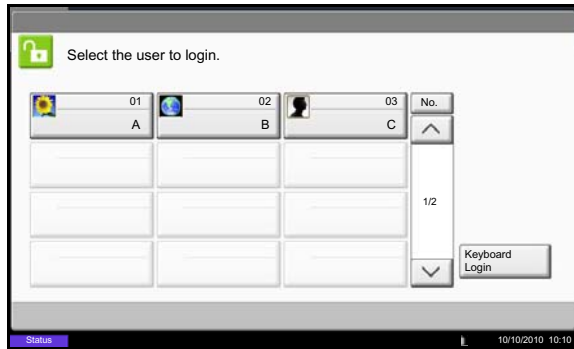**3** Press [Login Password].

Press [# Keys] to enter the login data using the numeric keys.

4 Enter the password and press [OK].

5 Check the login user name and password are correct, and press [Login].

NOTE: If *Network Authentication* is selected as the user authentication method, either Local or Network can be selected as the authentication type.

Simple Login

Select the user to login.

| 01 A | 02 B | 03 C | No. |

1/2

Keyboard Login

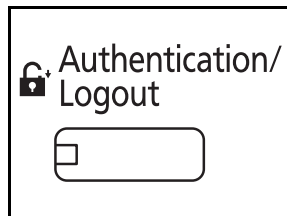Status   10/10/2010 10:10

If this screen is displayed during operations, select a user and log in.

NOTE: If a login password is required, an input screen will be displayed.

For details, refer to the *Simple Login on page 10-17*.

Logout

Authentication/ Logout

To logout from the machine, press the **Authentication/ Logout** key to return to the login user name/login password entry screen.

Users are automatically logged out in the following circumstances:

- When the machine is put to Sleep by pressing the **Power** key.
- When the Auto Sleep function is activated.
- When the auto panel reset function is activated.
- When Auto Low Power Mode is activated.
- When the machine is placed in Low Power Mode by pressing the **Energy Saver** key.

Enter key and Quick No. Search key

This section explains how to use the **Enter** key and **Quick No. Search** key on the operation panel.

Using the Enter (⏎) key

The **Enter** key works in the same way as keys displayed on the touch panel, such as [OK] and [Close].

The Enter symbol (⏎) is displayed next to the keys whose operations are carried out by the **Enter** key (e.g. [⏎ OK], [⏎ Close]).

The operation of the **Enter** key is explained below using copy paper selection as an example. For details of the procedure, refer to *Paper Selection on page 4-3*.
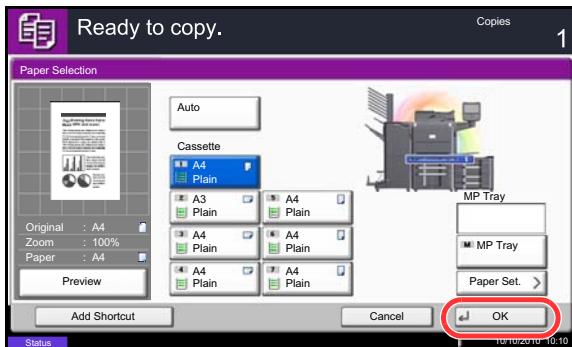
1 In the paper selection screen, press the key for the cassette containing the required paper size.

The Enter (⏎) symbol appears on the [OK] on the touch panel, indicating that the **Enter** key performs the same action as [OK].

2 To copy using the selected paper, press the **Enter** key (or [OK]).

Using the Quick No. Search (⠿) key

Use the **Quick No. Search** keys to perform an action by simply entering a number directly using the numeric keys. For example, you can specify the speed dial for a transmission destination or recall a stored program by its program number.

The **Quick No. Search** key performs the same action as the [No.] displayed on the touch panel.

The use of the **Quick No. Search** key is explained below using an example in which a speed dial number is specified and used to select a destination. For more information on speed dialing, refer to *Specifying Destination on page 3-39*.
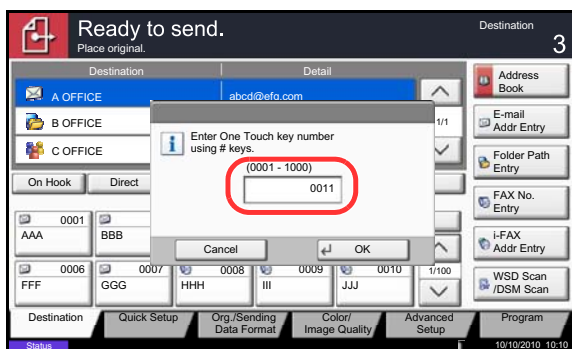
1 Press the **Quick No. Search** key (or [No.]) in the basic send screen.

2 In the number entry screen, use the numeric keys to enter the speed dial number.

3 If you entered a speed dial number between 1 and 3 digits long, press the **Enter** key (or [OK]).
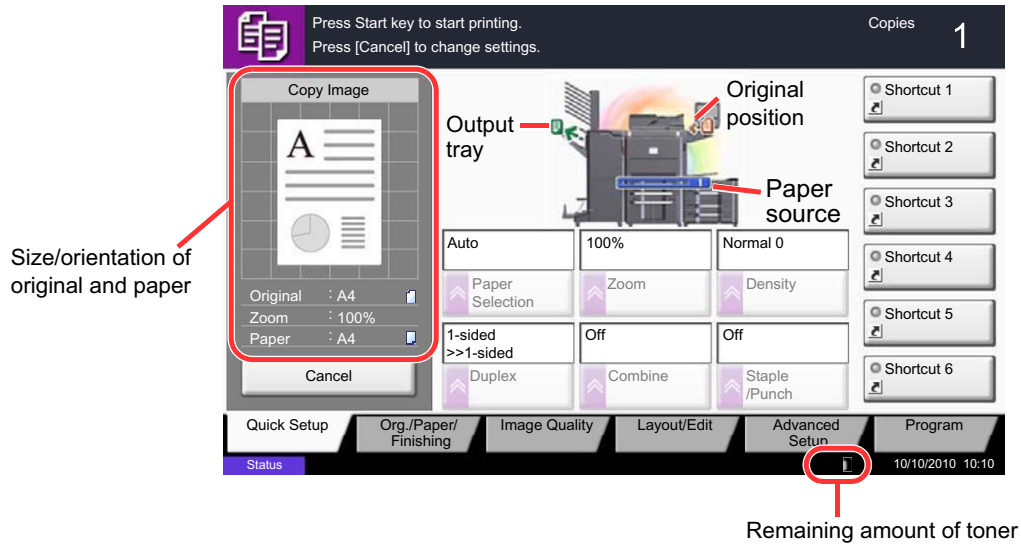
The specified destination appears in the destination list.

NOTE: If you enter a 4-digit speed dial number, the operation in step 3 can be omitted. The basic send screen appears and the specified destination appears in the destinations list.

Touch Panel Display

Display for Originals and Paper

The touch panel displays the selected paper source and output tray.

Display of keys that cannot be set

Keys of features that cannot be used due to feature combination restrictions or non-installation of options are in a non-selectable state.

Normal	Grayed out	Hidden
	  In the following cases, the key is grayed out and cannot be selected. • Cannot be used in combination with a feature that is already selected. • Use prohibited by user control. • [Preview] has been pressed. (Refer to *Original Preview on page 3-6*)	 Cannot be used because an option is not installed. Example: When a finisher is not installed, [Staple/Punch] does not appear.

NOTE: If a key that you wish to use is grayed out, the settings of the previous user may still be in effect. In this case, press the **Reset** key and try again.

If the key is still grayed out after the **Reset** key is pressed, it is possible that you are prohibited from using the function by user control. Check with the administrator of the machine.
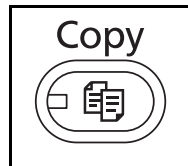
Original Preview

You can display a preview image of the scanned document on the panel.

> **NOTE:** To view a preview of an image stored in a Custom Box, refer to *Previewing Documents/Checking Document Details on page 3-48.*
> The procedure described here is for copying a single-page original.

The procedure for previewing scanned originals is explained below.

**1** Press the **Copy** key and place the original on the platen.
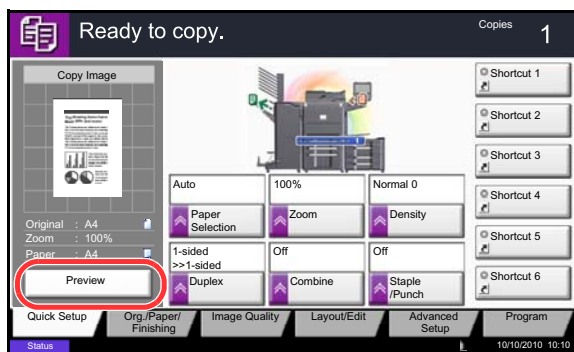
2 Press [Preview].

3 The machine starts scanning the original. When scanning is completed, the preview image appears on the panel.

4 To change the quality or the layout, press [Cancel] or the **Stop** key. Change the settings and press [Preview] again to see a preview image with the new settings.

> **NOTE:** If you scan a multi-page original, only the first page is previewed.
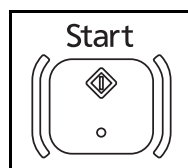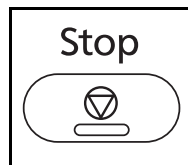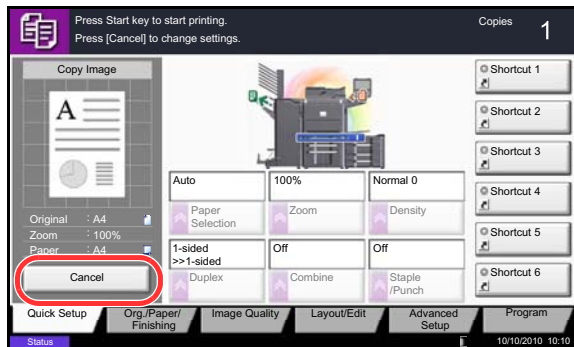
5 If there is no problem with the preview image, press the **Start** key. Copying begins.

Copying

Follow the steps as below for basic copying.
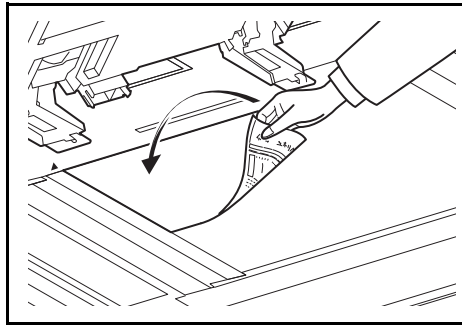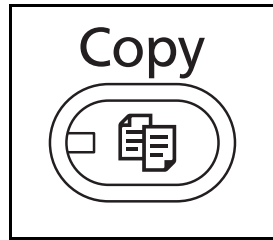
1 Press the **Copy** key.

NOTE: If the touch panel is turned off, press the **Energy Saver** key or the **Power** key and wait for the machine to warm up.

2 Place the originals on the platen or in the document processor.

NOTE: For loading instructions, refer to *Loading Originals on page 2-46*.

3 Check that [Auto] is selected of *Paper Selection* on the touch panel. Paper that matches the size of the original will be selected automatically.

To change the paper size, press, [Org./Paper/Finishing], [Paper Selection] and select the desired paper source.

4 Use the numeric keys to enter the copy quantity. Specify the desired number up to 9999.

5 Press the **Start** key to start copying.

Density

Use this procedure to adjust the density when copying.

You can adjust density using 7 or 13 levels.

The procedure for adjusting the density of copies is explained below.

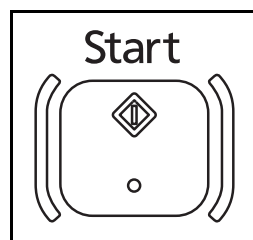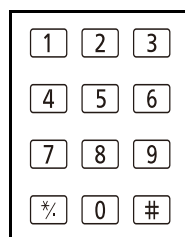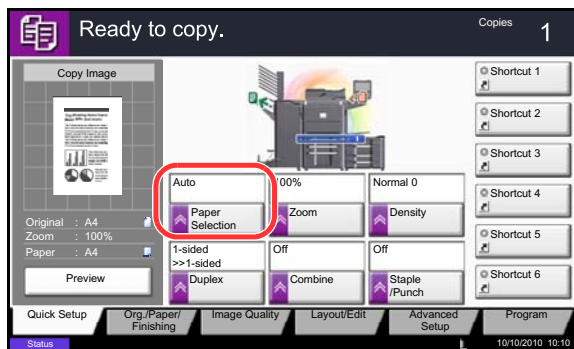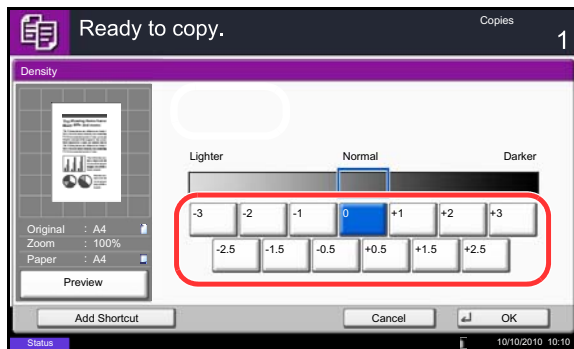**1** Press the **Copy** key.

2 Place the originals on the platen.

3 Set the original on the platen and press [Image Quality] -> [Density].

4 Adjust density pressing [-3] (Lighter) to [+3] (Darker). You can change the density level [-3] (Lighter) to [+3] (Darker) in half-steps.

5 Press [OK].

```
Ready to copy.                          Copies
                                             1
Density
                  Lighter      Normal        Darker

Original  : A4    -3   -2   -1   0   +1   +2   +3
Zoom      : 100%
Paper     : A4       -2.5  -1.5  -0.5  +0.5  +1.5  +2.5
Preview

Add Shortcut              Cancel        OK
Status                              10/10/2010 10:10
```

6 Press the **Start** key. Copying begins.

Original Image

Select image quality suited to the type of original.

The table below shows the quality options.

| Image Quality Option		Description
Original Image	**Original Type**	
Text+Photo	Printer Output	For mixed text and photo documents printed on this machine originally.
	Book/Magazine	For mixed text and photos printed in a magazine, etc.
Photo	Printer Output	For photos printed on this machine originally.
	Book/Magazine	For photos printed in a magazine, etc.
	Photo Paper	Suitable for photographs taken with a camera.
Text	Off (original type not set)	For documents that are mostly text and were originally printed on this machine.
	On (original type is set)	Sharply renders pencil text and fine lines.
Graphic/Map	Printer Output	For maps and diagrams printed on this machine originally.
	Book/Magazine	For maps and diagrams printed in a magazine.

The procedure for selecting the quality of copies is explained below.
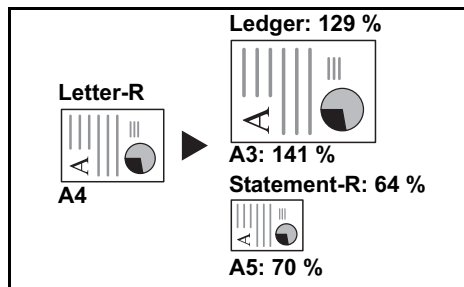
1 Press the **Copy** key.

2 Place the originals on the platen.

3 Set the original on the platen and press [Image Quality] -> [Original Image].

4 Select *Original Type*.

5 Press [OK].

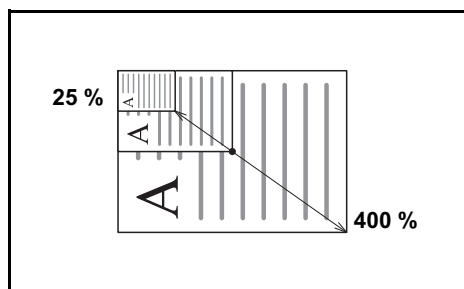**6** Press the **Start** key. Copying begins.
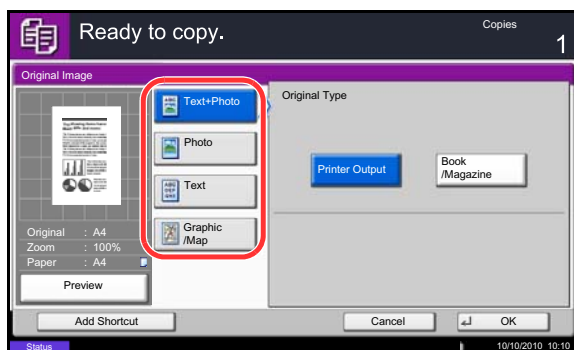
Zoom

Adjust the magnification to reduce or enlarge the original image. The following zoom options are available.

Auto Zoom

Automatically reduces or enlarges the original image suitably to the selected paper size.

Manual Zoom

Manually reduces or enlarges the original image in 1% increments between 25% and 400%.

Preset Zoom

Reduces or enlarges at preset magnifications.

The following magnifications are available.

| Model	Zoom Level (Original Copy)
Inch Models	100%, Auto, 400% (Max.), 200% (STMT >> Ledger), 154%(STMT >> Legal), 129% (Letter >> Ledger), 121% (Legal >> Ledger), 78% (Legal >> Letter), 77% (Ledger >> Legal), 64% (Ledger >> Letter), 50% (Ledger >> STMT), 25% (Min.)
Metric Models	100%, Auto, 400% (Max.), 200% (A5 >> A3), 141% (A4 >> A3, A5 >> A4), 127% (Folio >> A3), 106% (11×15" >> A3), 90% (Folio >> A4), 75% (11×15" >> A4), 70% (A3 >> A4, A4 >> A5), 50%, 25% (Min.)
Metric Models (Asia Pacific)	100%, Auto, 400% (Max.), 200% (A5 >> A3), 141% (A4 >> A3, B5 >> B4), 122% (A4 >> B4, A5 >> B5), 115% (B4 >> A3, B5 >> A4), 86% (A3 >> B4, A4 >> B5), 81%(B4 >> A4, B5 >> A5), 70% (A3 >> A4, B4 >> B5), 50%, 25% (Min.)

XY Zoom
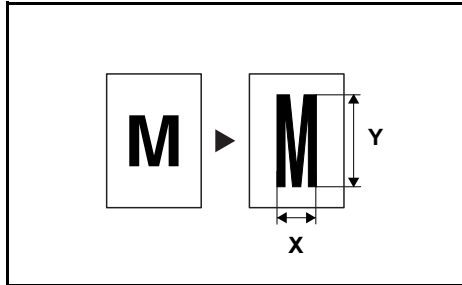
Select vertical and horizontal magnifications individually. Reduce or enlarge original images in 1% increments between 25% and 400%.

The procedure for using zoom copying is explained below.

1   Press the **Copy** key.

2   Place the originals on the platen.

3   Set the original on the platen and press [Layout/Edit] -> [Zoom].

4   Press [Standard Zoom] to use Auto Zoom.

Press [+] or [–] to change the displayed magnification as desired. You can also enter the magnification directly using the numeric keys by pressing [# Keys].

When using Preset Zoom, select the key of desired magnification.
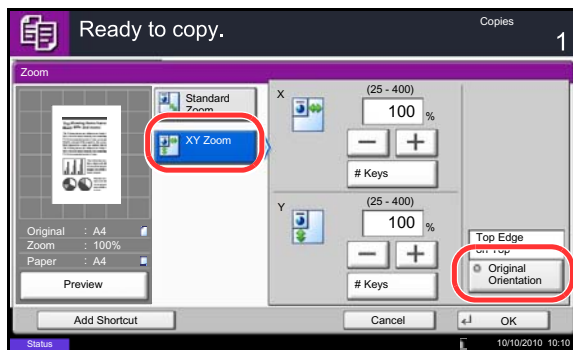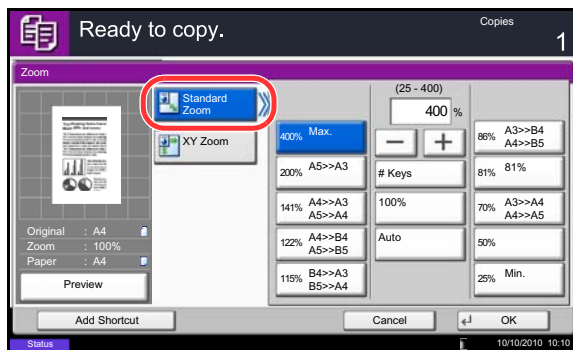
When using XY Zoom, press [XY Zoom].

Press [+] or [–] to change the displayed magnifications of X (horizontal) and Y (vertical). You can also enter the magnification directly using the numeric keys by pressing [# Keys].

Press [Original Orientation] to select orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].
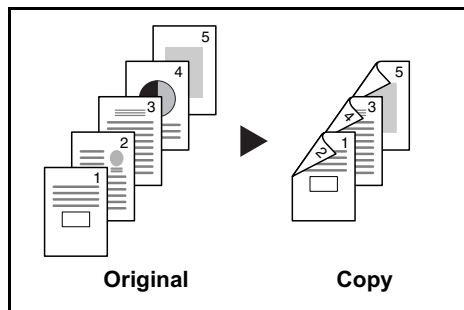
5   Press [OK].

**6**   Press the **Start** key. Copying begins.

Duplex

Produce two-sided copies. The following duplex options are available.

You can also create single-sided copies from two-sided originals or originals with facing pages such as books. The following modes are available.
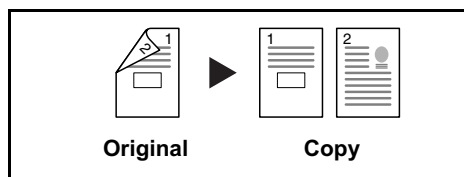
One-sided to Two-sided

Produces two-sided copies from one-sided originals. In case of an odd number of originals, the back side of the last copy will be blank.

Original **Copy**
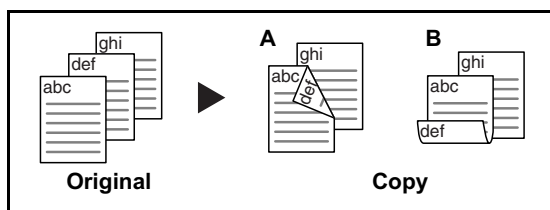
The following binding options are available.

A   Original Left/Right to *Binding Left/Right*: Images on the second sides are not rotated.

B   Original Left/Right to *Binding Top*: Images on the second sides are rotated 180°. Copies can be bound on the top edge, facing the same orientation when turning the pages.

Original **Copy**

Two-sided to One-sided

Copies each side of a two-sided original onto two individual sheets. The document processor is required.

The following binding options are available.

*   *Binding Left/Right*: Images on the second sides are not rotated.
*   *Binding Top*: Images on the second sides are rotated 180°.

Original **Copy**

Two-sided to Two-sided
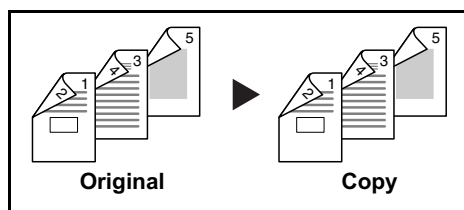
Produces two-sided copies from two-sided originals. The document processor is required.

NOTE: The paper sizes supported in Two-sided to Two-sided are A3, B4, A4, A4-R, B5, B5-R, A5-R, Ledger, Legal, Letter, Letter-R, Executive, Statement-R, Oficio II, 216×340mm and Folio.

Original **Copy**

Book to One-sided

Original　　**Copy**

Produces a 1-sided copy of a 2-sided or open book original.

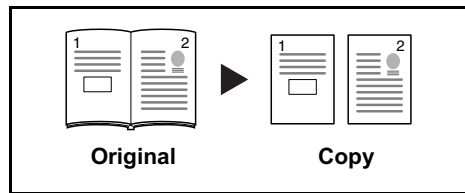The following binding options are available.

- *Binding Left*: Originals with facing pages are copied from left to right.
- *Binding Right*: Originals with facing pages are copied from right to left.

NOTE: The following sizes of originals and paper are supported in Two-sided to One-sided and Book to One-sided. Original: A3, B4, A4-R, B5-R, A5-R, Ledger, Letter-R and 8K. Paper: A4, B5, Letter and 16K. You may change paper size and reduce or enlarge copy to match that size.

Book to Two-sided

Facing pages -> Two-sided　　Facing pages -> Facing pages

Original　　**Copy**
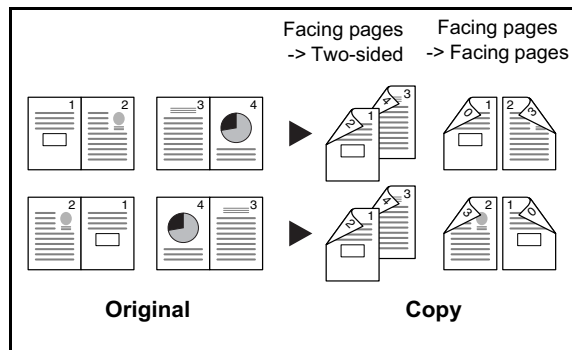
Produces two-sided copies from an open book original with facing pages.

NOTE: The following sizes of originals and paper are supported in Book to Two-sided mode. Original: A3, B4, A4-R, B5-R, A5-R, Ledger, Letter-R and 8K. Paper: A4, B5 and Letter.

The procedure for using two-sided/duplex copying is explained below.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Layout/Edit] and then [Duplex].

4 Select the desired Duplex option.

5 If you choose [1-sided>>2-sided] or [2-sided>>2-sided], select the binding edge of the finished copies of *Finishing*.

If you choose [Book>>2-sided], press [Book>>2-sided] or [Book>> Book] of *Finishing* to select the setting for duplex.
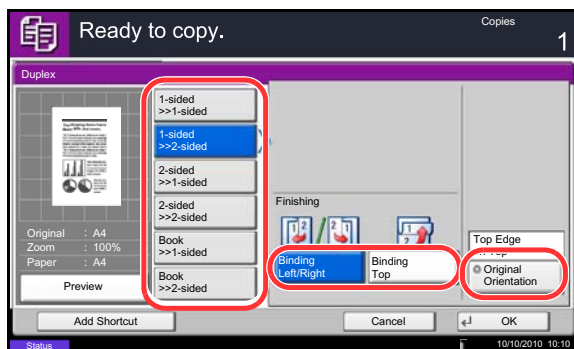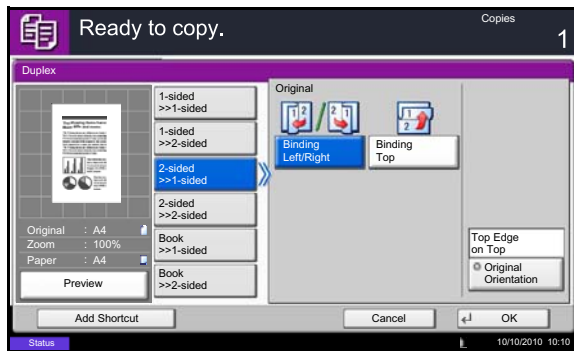
6 If you choose [2-sided>>1-sided], [2-sided>>2-sided], [Book>>1-sided] or [Book>>2-sided], select the binding edge of the originals of *Original*.

7 Press [Original Orientation] to select orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

8 Press [OK].

9 Press the **Start** key.

Once an original placed on the platen is scanned, replace it with the next one. Then, press the **Start** key.
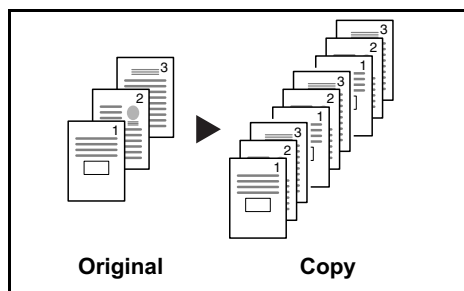
After scanning all originals, press [Finish Scan] to start copying.

Collate/Offset

The machine can collate and offset at the same time as it copies.

You can use the Collate/Offset copy function for tasks such as those shown below.

Collate

Original   Copy

Scan multiple originals and deliver complete sets of copies as required according to page number.

Offset

Without Document Finisher

Original   Copy (each set)
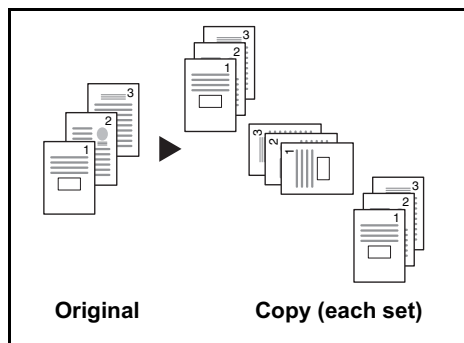
If the optional document finisher is not installed, when you use offsetting, printed copies are produced after rotating each set (or page) by 90º.

NOTE: To use sorting, the same size of paper as the selected paper tray must be loaded in a different orientation in a different paper tray. The paper sizes supported in *Offset* are A4, B5, Letter and 16K.

With Document Finisher

Original   **Copy (each set)**

When you use offsetting, printed copies are segregated after each set of copies (or after each page).

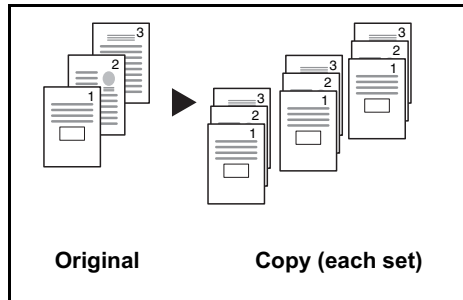**NOTE:** The optional document finisher is required. The paper sizes supported in *Offset* are A3, B4, A4, B5, Letter, Legal, Ledger, Oficio II, 8k, 16k, 216×340mm, Folio.

The procedure for using collate/offset copying is explained below.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Org./Paper/Finishing] and then [Collate/Offset].

4 To use collate copying, press [On] of *Collate*.

To use offset copying, press [Each Set] of *Offset*.

Press [OK].
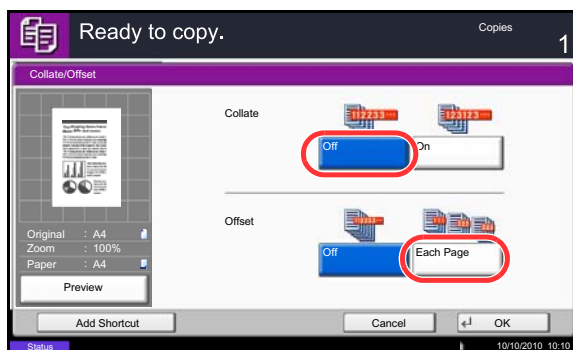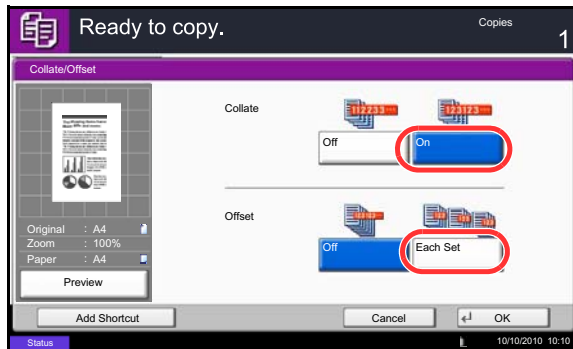
If [Off] is selected for *Collate*, press [Off] or [Each Page] of *Offset*.

5 Press [OK].

6 Press the **Start** key. Copying begins.

Reserve Next

This function allows you to reserve the next job during printing. Using this function, the original will be scanned while the machine is printing. When the current print job ends, the reserved copy job is printed. The procedure differs depending on the *Reserve Next Priority* (refer to *page 9-44*).
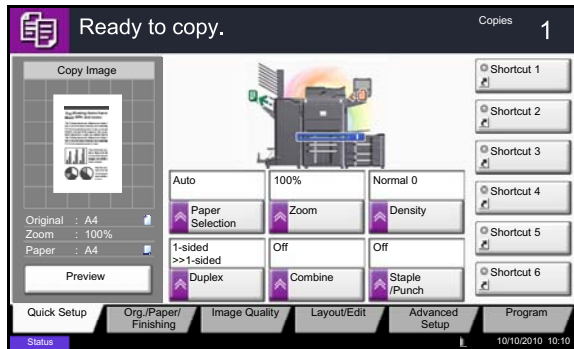
If *Reserve Next Priority* is set to [On]

The Copy function default screen appears on the touch panel during printing.

1 Place the originals onto the machine for reserving copy, and configure the copy settings.

2 Press the **Start** key.

The machine starts scanning the originals.
When the current print job ends, the reserved copy job is printed.

If *Reserve Next Priority* is set to [Off]

The Copying screen appears on the touch panel during printing.

1 Press [Reserve Next].
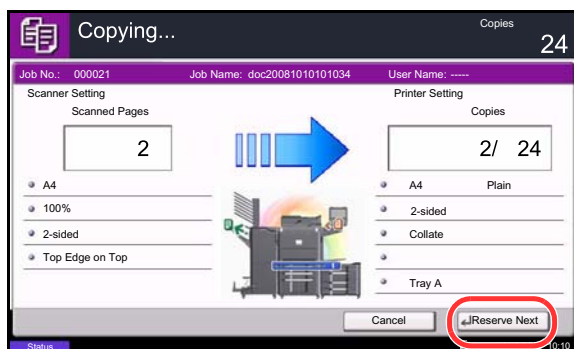
The default screen for copying appears.

2 Place the originals onto the machine for reserving copy, and configure the copy settings.

3 Press the **Start** key.

The machine starts scanning the originals.
When the current print job ends, the reserved copy job is printed.

Interrupt Copy

This function allows you to pause the current jobs in progress when you need to make copies immediately. When the interruption copy ends, the machine resumes the paused print jobs.

NOTE: If the machine is left unused for 60 seconds in interrupt copy mode, interrupt copying is automatically canceled and printing resumes. You can change the delay until interrupt copying is canceled. Change the delay as required. For more information, refer to *Interrupt Clear Timer on page 9-80*.

3
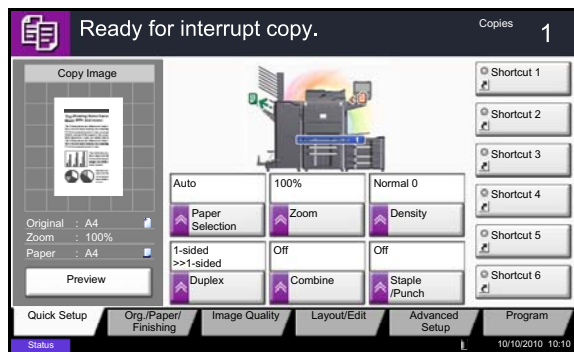
1 Press the **Interrupt** key.

The current print job is temporarily interrupted.

2 Place the originals onto the machine for interrupt copy, and configure the copy settings.

3 Press the **Start** key to start interrupt copying.

4 When interrupt copying ends, press the **Interrupt** key.
The machine resumes the paused print jobs.

Staple

Use this feature to staple your finished copies.

NOTE: Stapling requires the optional document finisher. Note also that saddle stitching (center stapling) requires the folding unit.

For details on paper sizes and numbers of sheets that can be stapled, refer to *Document Finisher (Option) on page Appendix-25*.

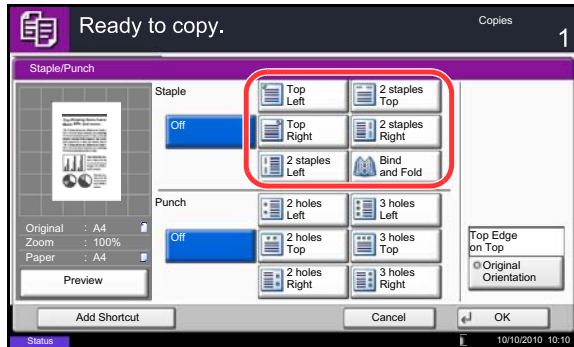The following stapling options and orientations are available.
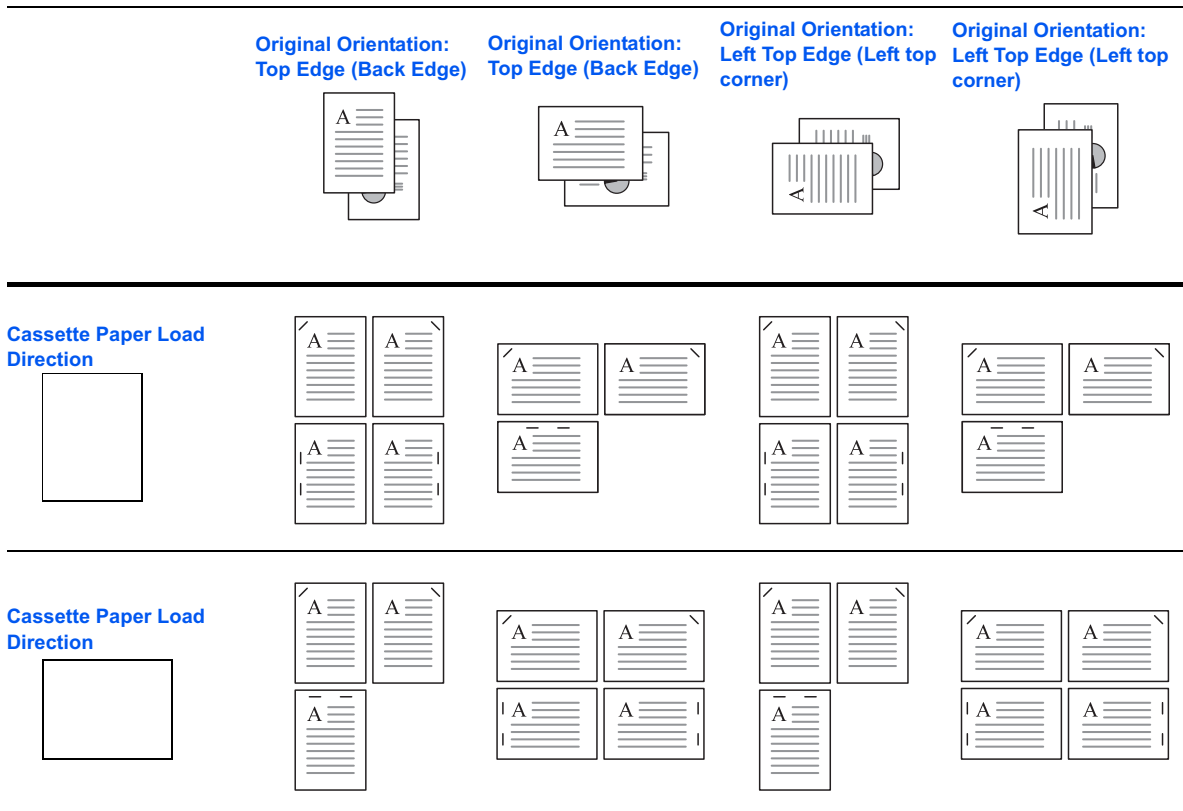
NOTE: B5-R and 16K-R "one staple" is not diagonal.

Follow the steps as below for stapling.

1 Press the **Copy** key.

2 Place the originals on the platen.

NOTE: When performing *Mixed Size Stapling*, refer to *Mixed Size Originals on page 4-6*.

3 Press [Org./Paper/Finishing] and then [Staple/ Punch].

4 Select the staple position.

NOTE: To use saddle stitching, press [Saddle Stitch]. When placing originals, be sure to place the cover page at the bottom. For more information on saddle stitching, refer to *Booklet on page 4-20*.

5 Press [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

6 Press [OK].

7 Press the **Start** key. Copying begins.

Mixed Size Stapling

Even with mixed paper sizes, if the sizes have the same width or same length as shown in the combinations below, the output can be stapled. The maximum number of sheets that can be stapled is 30.
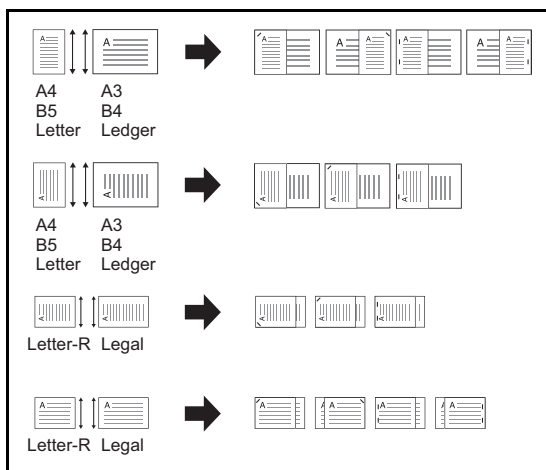
- A3 and A4
- B4 and B5
- Ledger and Letter
- Ledger and Letter-R
- 8K and 16K

Punch

Punch holes in sets of finished copies in preparation for binding.

NOTE: Requires the optional document finisher and punching unit.

For details on paper sizes that can be punched, refer to *Hole Punch Unit (Option) on page Appendix-25*.

The orientations of the original and corresponding punch positions are as follows.
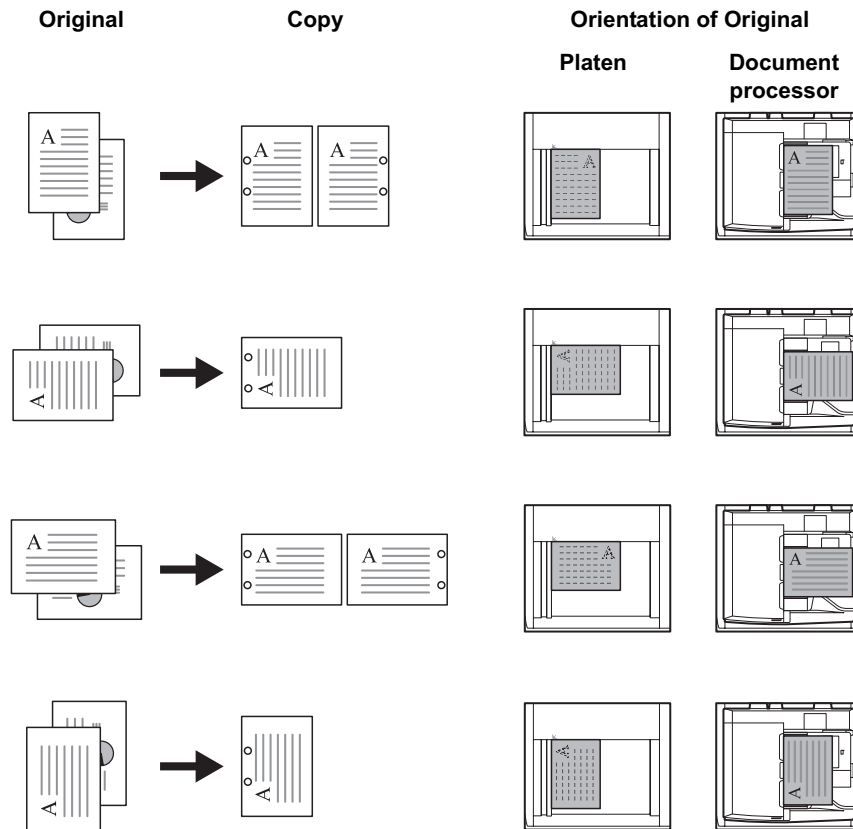
NOTE: The inch model provides two-hole and three-hole punching. The metric model provides two-hole and four-hole punching.

Follow the steps as below for punching.
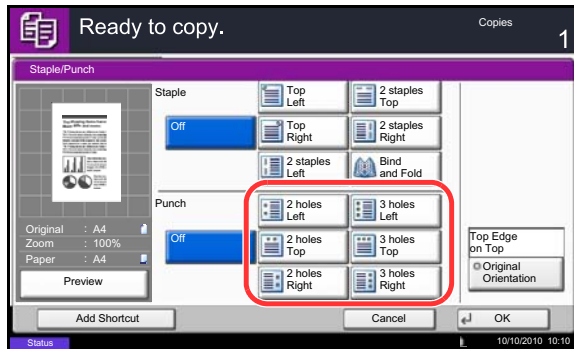
1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Org./Paper/Finishing]and then press [Staple/Punch].

4 Select the type of hole punching.

5 Press [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

6 Press [OK].

7 Press the **Start** key.

If the original is placed on the platen. Place the next original and press the **Start** key. Copying begins.

If all original pages have been scanned, press [Finish Scan]. Copying begins.

Sending

This machine can send a scanned image as an attachment of an E-mail message or to a PC linked to the network. In order to do this, it is necessary to register the sender and destination (recipient) address on the network.

A network environment which enables the machine to connect to a mail server is required. It is recommended that a Local Area Network (LAN) be used to assist with transmission speed and security issues.

At the same time as you send a scanned image, you can also print the image or send it to the Document Box.

To use the Scanning Function perform the following steps:

- Program the settings, including the E-mail setting on the machine.
- Use Command Center RX (the internal HTML web page) to register the IP address, the host name of the SMTP server, the recipient, and Settings for E-mail.
- Register the destination in the Address Book or One Touch keys.
- When the PC Folder (SMB/FTP) is selected, it is necessary to share the destination folder. To set up the PC Folder, contact your administrator.
- Create/Register a Document Box (when a Document Box is selected as the destination)
- Select detailed transmission settings (to select a Document Box as the destination or to print and send the image at the same time)

Follow the steps below for basic sending. The following five options are available.

- Send as E-mail: Sends a scanned original image as an E-mail attachment...page 3-23
- Send to Folder (SMB): Stores a scanned original image in a shared folder of any PC...page 3-25
- Send to Folder (FTP): Stores a scanned original image in a folder of an FTP server...page 3-24
- Send to Document Box: Sends a document stored in a document box on this machine...page 7-7
- Image Data Scanning with TWAIN / WIA: Scan the document using a TWAIN or WIA compatible application program...page 6-33

NOTE: Different sending options can be specified in combination. Refer to *Sending to Different Types of Destinations (Multi Sending) on page 3-41*.

The fax function can be used when the optional fax kit has been installed. For details about this function, refer to the FAX *Operation Guide*.

Send as E-mail (E-mail Addr Entry)

Sends a scanned original image as an E-mail attachment.

NOTE: Access the Command Center RX beforehand and specify the settings required for sending e-mail. For details, see *Command Center RX (Settings for E-mail) on page 2-26*.
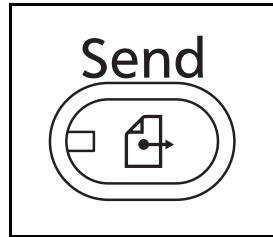
1 Press the **Send** key.

Displays the screen for sending.

NOTE: Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the screen for sending.
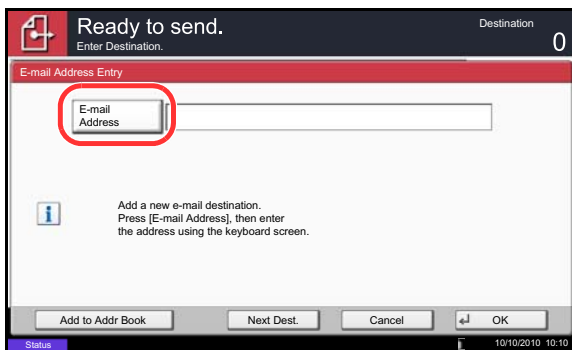
2 Place the originals on the platen.

3 Press [E-mail Addr Entry] and then [E-mail Address].

NOTE: Destinations can be specified using the Address Book or the One Touch Keys. Refer to *Specifying Destination on page 3-39*.

4 Enter destination E-mail address and press [OK].

5 Press [Next Dest.] and repeat step 3 to specify the destination. Up to 100 e-mail addresses can be specified.

NOTE: When [Add to Addr Book] is displayed, the destinations are registered in the Address Book.
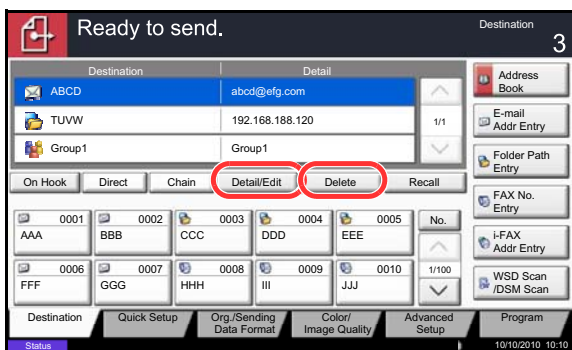
6 Press [OK]. The destinations are registered in the destination list.

7 Check the destination list.

Select a destination and press [Detail/Edit] to check and edit it.

Select a destination and press [Delete] to remove the destination from the list.
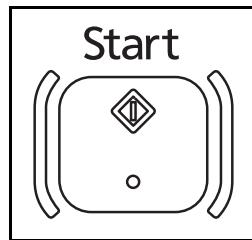
NOTE: When selecting [On] for Entry Check for New Destination (*page 9-47*), the confirmation screen appears. Enter the same destination again and press [OK].

When selecting [On] for Destination Check before Send (*page 9-46*), the confirmation screen appears after pressing the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 3-28*.

8 Press the **Start** key. Sending begins.
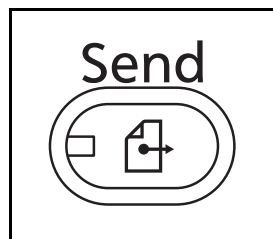
Send to Folder (Folder Path Entry)

Stores a scanned original image file in the specified shared folder of any PC.

Stores a scanned original image in a folder of an FTP server.

NOTE:

- Refer to *Creating a Shared Folder on page 3-31* for details on how to share a folder.
- Be sure that **SMB Protocol** or **FTP** in the Command Center RX is *On*. For details, refer to the *Command Center RX Operation Guide*.

1 Press the **Send** key.

Displays the screen for sending.

NOTE: Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the screen for sending.
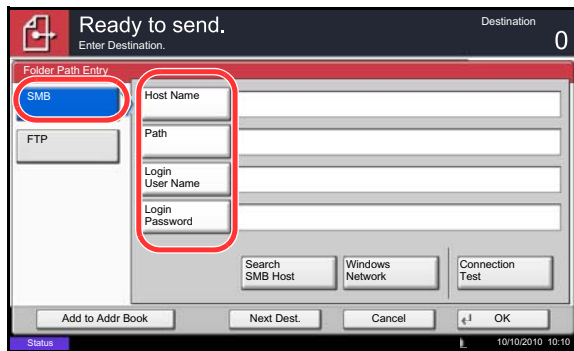
2 Place the originals on the platen.

3 Press [Folder Path Entry] and then [SMB] or [FTP].

NOTE: Destinations can be specified using the Address Book or the One Touch Keys. For details, refer to *Specifying Destination on page 3-39*.

3

4 Enter host name, path, login user name and login password. Press the key of each item to first display the entry screen.

To search for a folder on a PC on the network, press [Search SMB Host] or [Windows Network].

If you pressed [Search SMB Host], you can enter the *Domain/Workgroup*, and *Host Name* to search PCs on the network for the destination.

If you pressed [Windows Network], you can search all PCs on the network for a destination.

If you pressed [Windows Network], all PCs on the network are searched. A maximum of 500 addresses can be displayed. Select the host name (PC name) that you want to specify in the screen that appears, and press [Next]. The login user name and login password entry screen appears. After you enter the login user name and login password name of the destination PC, the shared folders appear. Select the folder that you want to specify and press [Next]. The address of the selected shared folder is set.

NOTE: Refer to the *Character Entry Method on Appendix-8* for details on entering characters.

Press [Connection Test] to check the connection to the computer you chose. If the connection fails, check the entries you made.

Select the folder from the Search Results list, and go to step 6.

5 Enter the destination data and press [OK].
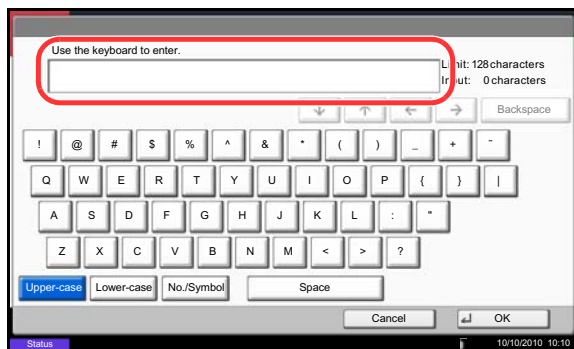
Data to be entered are as follows.

NOTE: You will be unable to send the data if you forget your login user name or login password. Contact your administrator and check your login user name or login password.

For send to folder (SMB)

Item	Data to be entered	Max. characters
Host Name*	Host name or IP address of the PC to receive the data.	Up to 64 characters
Path	Path to the receiving folder such as follows. For example, *User\ScanData*.	Up to 128 characters
Login User Name	User name to access the PC For example, *abcdnet\james.smith*	Up to 64 characters
Login Password	Password to access the PC	Up to 64 characters

* To specify a port number different from the default (139), enter using the format "host name: port number" (e.g., SMBhostname:140).
To enter the IPv6 address, enclose the address in brackets [ ].
(e.g., [3ae3:9a0:cd05:b1d2:28a:1fc0:a1:10ae]:140)

For send to folder (FTP)

Item	Data to be entered	Max. characters
Host Name*	Host name or IP address of FTP server	Up to 64 characters
Path	Path to the receiving folder. For example, *User\ScanData*. Otherwise the data will be saved in the home directory.	Up to 128 characters
Login User Name	FTP server login user name	Up to 64 characters
Login Password	FTP server login password	Up to 64 characters

* To specify a port number different from the default (21), enter using the format "host name: port number" (e.g., FTPhostname:140).
To enter the IPv6 address, enclose the address in brackets [ ].
(e.g., [3ae3:9a0:cd05:b1d2:28a:1fc0:a1:10ae]:140)
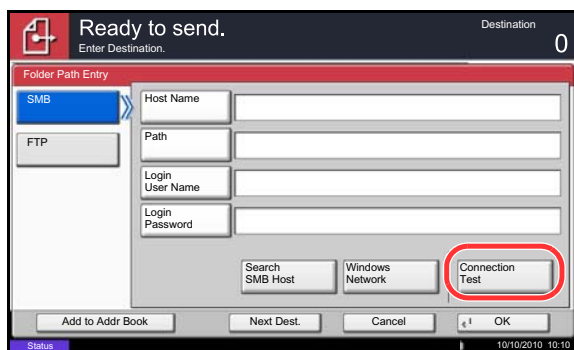
6 Upon completion of all entries, press [Connection Test] to check the connection.

NOTE: *Connected.* appears when connection to the destination is correctly established. If *Cannot connect.* appears, review the entry.

To specify another destination, go to step 7. To specify only one destination, go to step 8.

7 Press [Next Dest.] and repeat steps 4 to 6 to specify the destination. You can specify a combined total of up to 10 FTP and SMB destination folders.

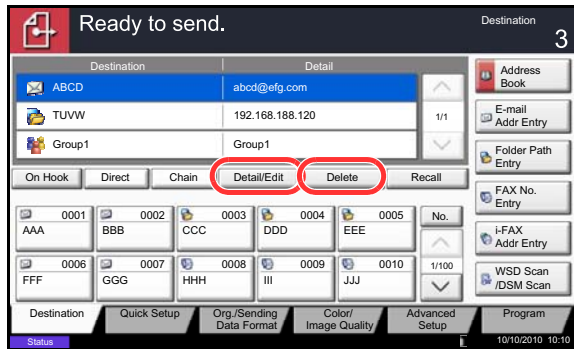**NOTE:** When [Add to Addr Book] is displayed, the entry is registered in the Address Book.

8 Press [OK] to register the entry in the destination list.

9 Check the destination list.

Select a destination and press [Detail/Edit] to check and edit it. Edit it, if necessary, referring to steps 4 to 6.

Select a destination and press [Delete] to remove the destination from the list.

NOTE: When selecting [On] for Entry Check for New Destination (*page 9-47*), the confirmation screen appears. Enter the same host name and path again, and press [OK].

When selecting [On] for Destination Check before Send (*page 9-46*), the confirmation screen appears after pressing the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 3-28*.

10 Press the **Start** key. Sending begins.

Confirmation Screen of Destinations

When selecting [On] for Destination Check before Send (*page 9-46*), the confirmation screen of destinations appears after pressing the **Start** key.

Follow the steps below to confirm the destinations.
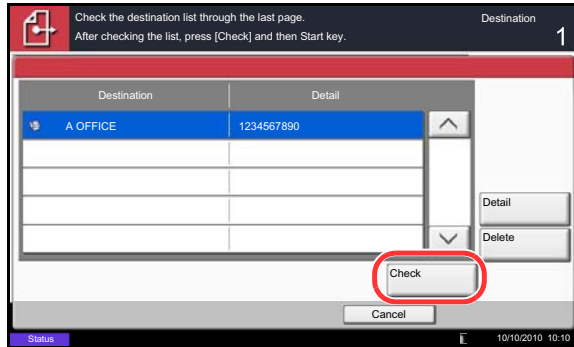
1 Press [∨] or [∧] to confirm every destination.

Press [Detail] to display the detailed information on the selected destination.

To delete the destination, select the destination you want to delete and press [Delete]. Press [Yes] in the confirmation screen. The destination is deleted.

To add the destination, press [Cancel] and then return to the destination screen.

2 Press [Check].

NOTE: Be sure to confirm every destination by displaying them on the touch panel. You cannot press [Check] unless you have confirmed every destination.

3 Press the **Start** key to start sending.

Preparation for sending a document to a PC

Check the information that needs to be set on the machine and create a folder to receive the document on your computer. Screens of Windows 7 are used in the following explanation. The details of the screens will vary in other versions of Windows.

NOTE: Log on to Windows with administrator privileges.

Checking what to enter for [Host Name]

Check the name of the destination computer.
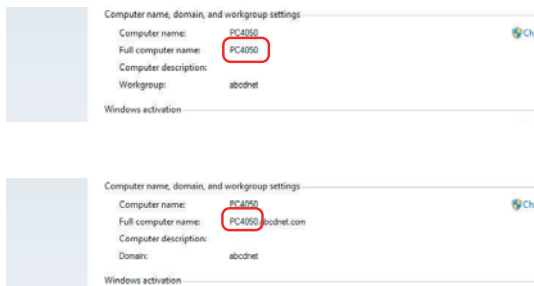
1 From the Start menu, select **Computer** and then **System Properties**.

Check the computer name in the window that appears.

In Windows XP, right-click My Computer and select **Properties**. The System Properties dialog box appears. Click the **Computer Name** tab in the window that appears and check the computer name.

If there is a workgroup

All characters appearing in "Full computer name" should be entered in **Host Name**. (Example: PC4050)

If there is a domain

The characters to the left of the first dot (.) in "Full computer name" should be entered in **Host Name**. Example: pc4050)

2 After checking the computer name, click the [X] (Close) button to close the System Properties screen.

In Windows XP, after checking the computer name, click the Cancel button to close the System Properties screen.
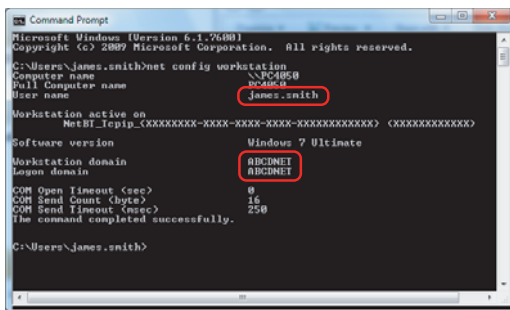
Checking what to enter for [Login User Name]

Check the domain name and user name for logging onto Windows.

1 From the Start menu, select **All Programs** (or **Programs**), **Accessories** and then **Command Prompt**.

The Command Prompt window appears.

2 At the Command Prompt, enter "net config workstation" and then click **Enter**.

Screen example: user name "james.smith" and domain name "ABCDNET"
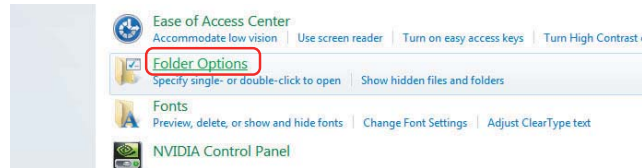
Creating a Shared Folder

Create a shared folder to receive the document in the destination computer.

NOTE: If there is a workgroup in System Properties, configure the settings below to limit folder access to a specific user or group.

1 From the Start menu, select **Control Panel, Appearance and Personalization**, and then **Folder Options**.

In Windows XP, click **My Computer** and select **Folder Options** in **Tools**.

2 Click the **View** tab and remove the checkmark from **Use Sharing Wizard (Recommended)** in **Advanced settings**.
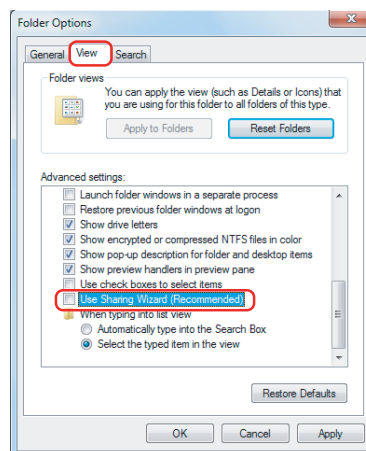
In Windows XP, click the **View** tab and remove the checkmark from **Use Simple File Sharing (Recommended)** in **Advanced settings**.

3 Click the **OK** button to close the Folder Options screen.

1 Create a folder on the local disk (C).
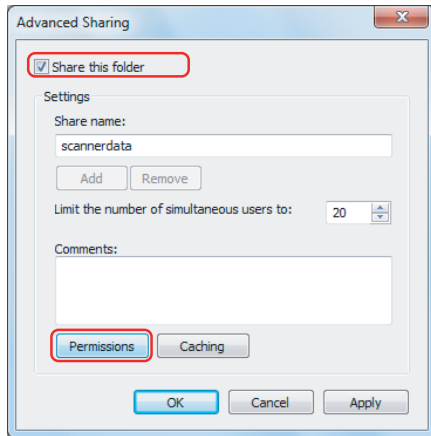
NOTE: For example, create a folder with the name "scannerdata" on the local disk (C).

2 Right-click the scannerdata folder and click **Share** and **Advanced sharing**. Click the **Advanced Sharing** button.

The scannerdata Properties dialog box appears.

In Windows XP, right-click the scannerdata folder and select **Sharing and Security...** (or **Sharing**).
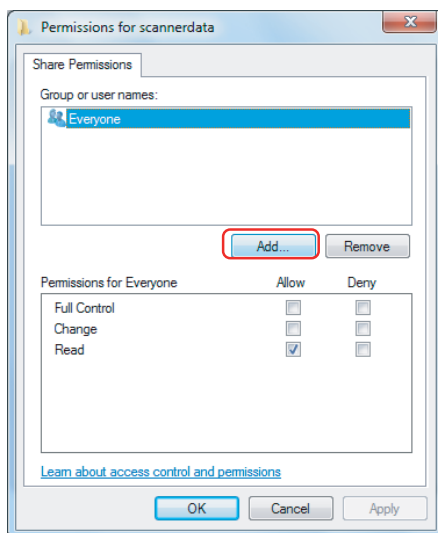
3 Select the **Share this folder** checkbox and click the **Permissions** button.

The Permissions for scannerdata dialog box appears.
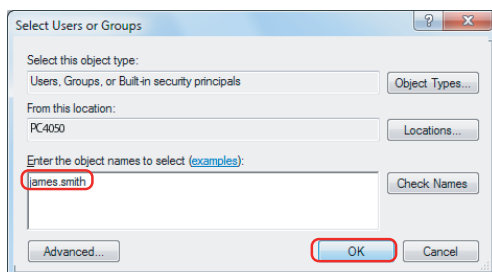
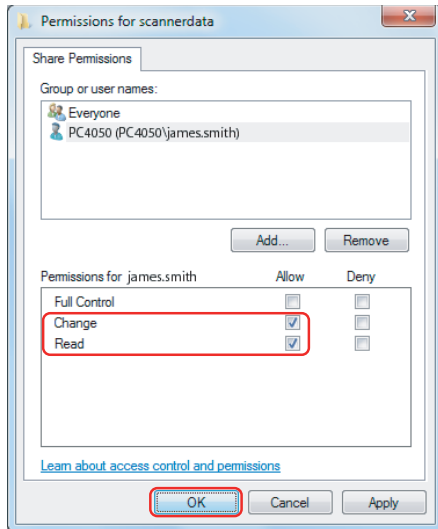In Windows XP, select **Share this folder** and click the **Permissions** button.

4 Click the **Add** button.

5 Enter the user name in the text box and click the **OK** button.

Click the location button and select the location. To select the area to be searched, select a location. If you are in a domain, your domain is selected by default as the area to be searched.

3

6 Select the entered user, select the **Change** and **Read** permissions, and click the **OK** button.

In Windows XP, go to step 8.

NOTE: "Everyone" gives sharing permission to everyone on the network. To strengthen security, it is recommended that you select Everyone and remove the **Read** permission checkmark.

7 Click the **OK** button in the Advanced Sharing screen to close the screen.

8 Click the **Security** tab and then click the **Edit** button.

In Windows XP, click the Security tab and then click the **Add** button.
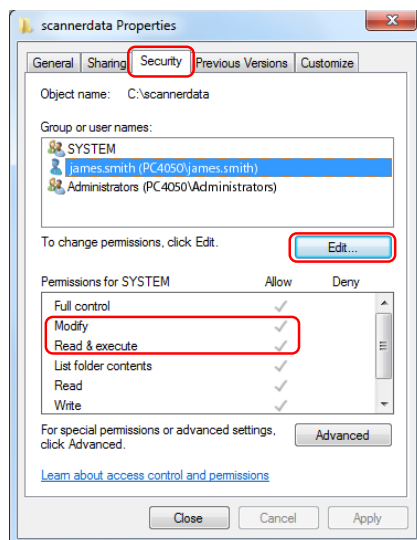
9 Select the entered user, make sure that checkmarks appear in allow **Modify** and allow **Read & execute**, and click the **close** button.

Checking the [Path]

Check the share name of the shared folder that will be the destination for the document.

1 Enter "\\pc4050" in "Program and File Search" in the Start menu.
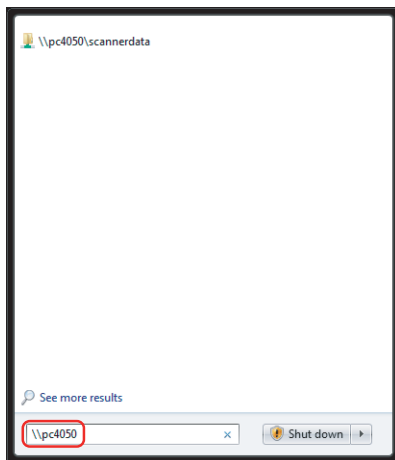
The Search Results screen opens.

In Windows XP, click Search in the Start menu, select **All files and folders**, and search for the

destination computer to which the file will be sent.

In Search Companion, click **Computers or people** and then **A computer on the network**.

In the "Computer name:" text box, enter the name of the computer that you checked (pc4050) and then click Search.

2 Click "\\pc4050\scannerdata" that appears in the search results.

In Windows XP, double-click the computer ("pc4050") that appears in the search results.

3 Click "\\pc4050\scannerdata" that appears in the search results.

Check the address bar. The third and following text strings (▶) should be entered for the path.

In Windows XP, double-click the scannerdata folder and check the address bar. The text string to the right of the third backslash (\) should be entered in **Path**.

(Example: scannerdata)
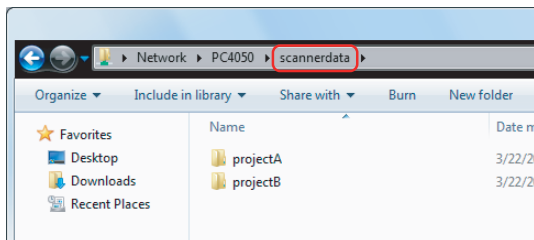
NOTE: You can also specify a subfolder in the shared folder as the location where data is to be sent. In this case, "share name\name of folder in the shared folder" should be entered for the **Path**. In the example windowabove, "scannerdata\projectA" is the **Path**.

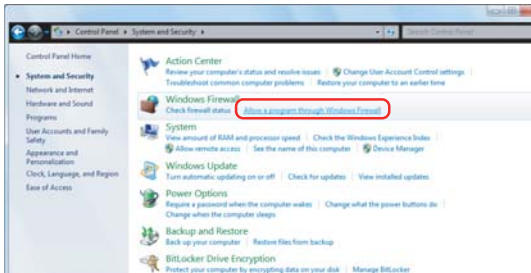## Configuring Windows Firewall (for Windows 7)

Permit sharing of files and printers and set the port used for SMB transmission.

NOTE: Log on to Windows with administrator privileges.

Checking file and printer sharing

1 From the Start menu, select **Control Panel, System and Security**, and **Allow a program through Windows Firewall**.

NOTE: If the User Account Control dialog box appears, click the **Continue** button.

---
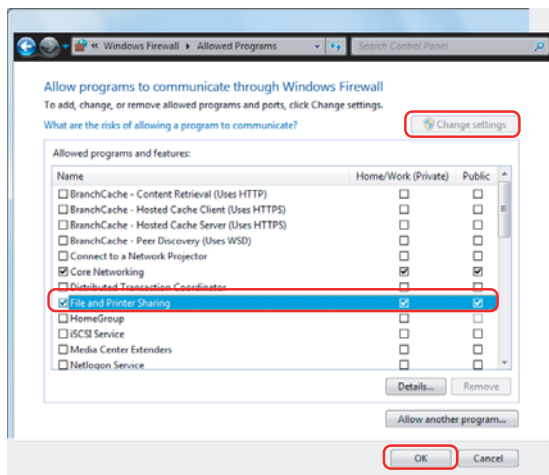
2 Click **Change settings**, select the **File and Printer Sharing** checkbox, and click **OK**.

3

Adding a port
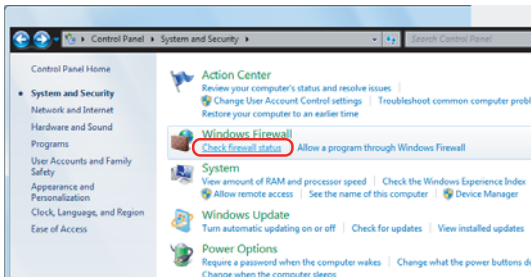
1 From the Start menu, select **Control Panel**, **System and Security**, and **Check firewall status**.
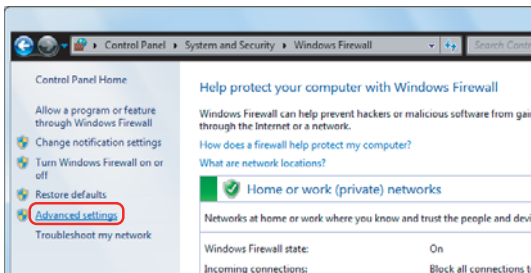
2 Click **Advanced settings**.

3 Click **Inbound Rules**.
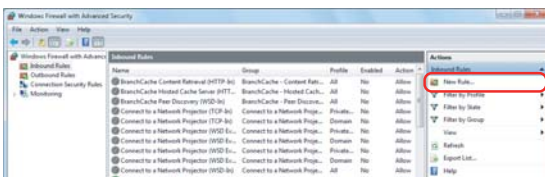
4 Click **New Rule**.
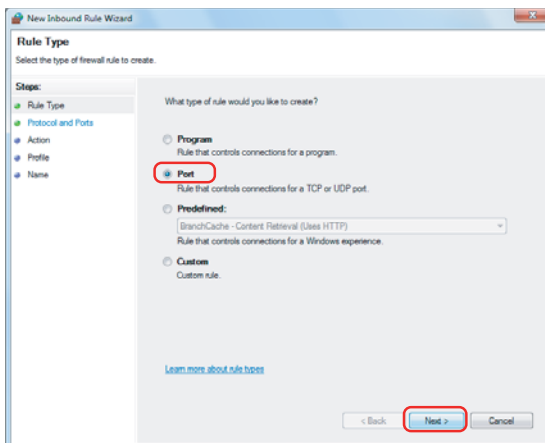
5 Select **Port** and click **Next**.
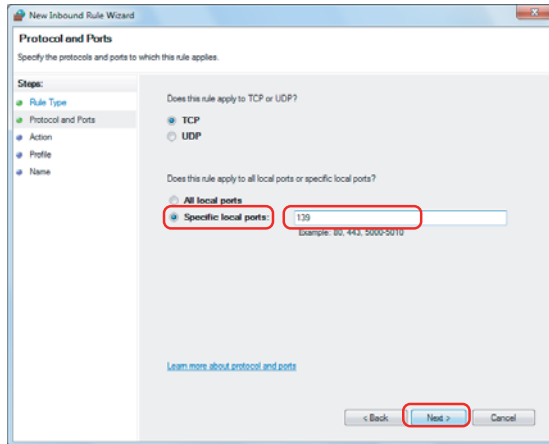
6 Select **TCP**, select **Specific local ports**, enter "139", and click **Next**.
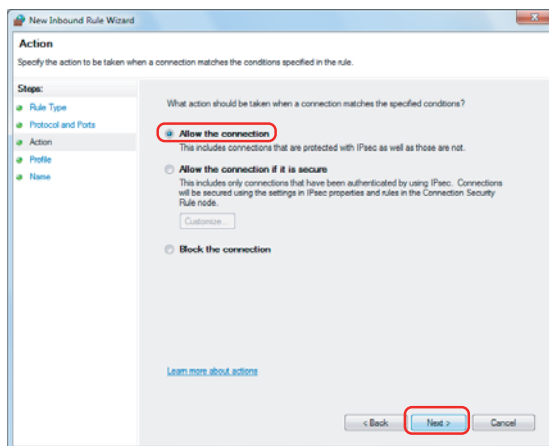
7 Select **Allow the connection** and click **Next**.
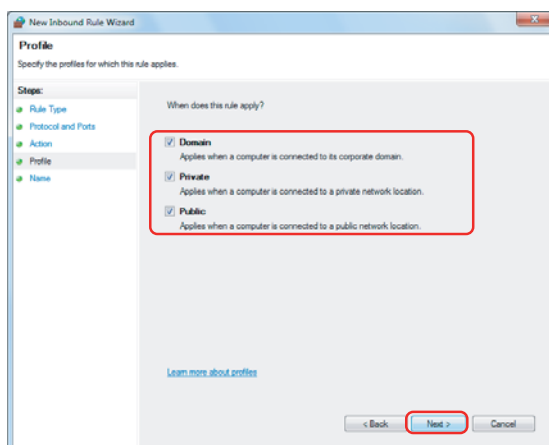
8 Make sure all checkboxes are selected and click **Next**.

9 Enter "Scan to SMB" in "Name" and click **Finish**.
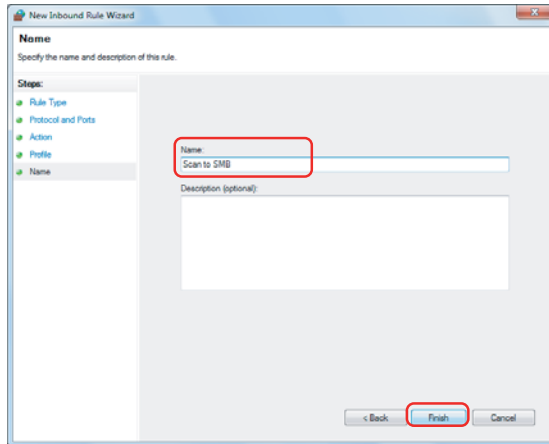
NOTE: In Windows XP or Windows Vista, follow the procedure below to set the port.

1 From the Start menu, select **Control Panel**, **System and Security** (or **Security Center**), and then Check **Firewall Status**) (or **Windows Firewall**).

If the User Account Control dialog box appears, click the **Continue** button.

2 Click the Exceptions tab and then the **Add port...** button.

3 Specify **Add a Port** settings.

Enter any name in "Name" (example: Scan to SMB). This will be the name of the new port. Enter "139" in "Port Number". Select **TCP** for "Protocol".

4 Click the **OK** button to close the Add a Port dialog box.

Specifying Destination

When specifying destination, choose from the Address Book or use the One Touch Keys.

NOTE: You can set the machine up so that the address book screen appears when you press the **Send** key. For details, refer to *Default Screen on page 9-48*.
When the optional fax kit has been installed, you can specify the fax destination. Enter the other party's number using the numeric keypad.

Address Book

Select a destination registered in the Address Book.

For more information about how to register destinations in the Address Book, refer to *Edit Destination (Address Book/Adding One Touch Keys) on page 9-81.*
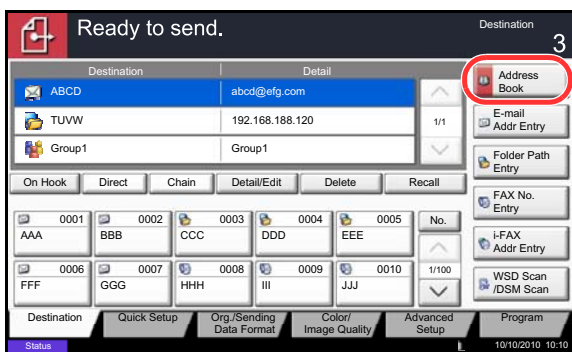
1 In the basic screen for sending, press [Address Book].
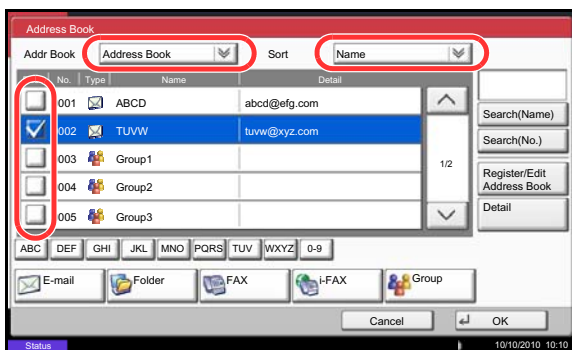
2 Press the checkbox to select the desired destination from the list. You may choose multiple destinations. The selected destinations are indicated by a checkmark in the check box. To use an address book on the LDAP server, select [Ext Address Book] from the *Addr Book* pull-down menu.

You can change the order in which the destinations are listed by selecting [Name] or [No.] from the *Sort* pull-down menu.

NOTE: To cancel the selection, press the check box and remove the checkmark. For details on the external address book, refer to *Command Center RX Operation Guide*.

3 Press [OK] to register the selected destination in the destination list.

NOTE: To delete a destination in the list, select the destination and press [Delete].
To change the default setting for *Sort*, refer to *Sort on page 9-87*.

Destination Search

Destinations registered in the Address Book can be searched.
Advanced search by type or by initial letter is also available.

The procedures for using the different search modes are explained below.

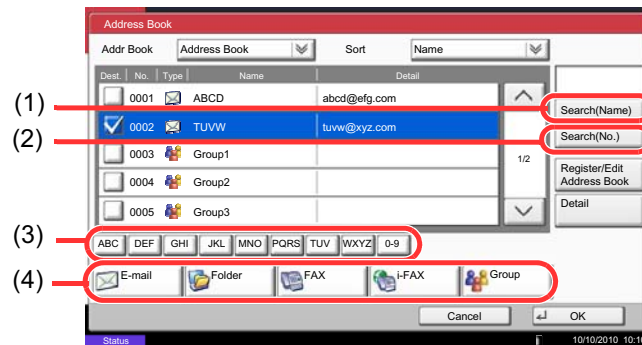| Keys used	Search type	Subjects searched
1	Search by name	Search by registered name.
2	Search by address number	Search by registered address number.
3	Advanced search by initial letter	Advanced search by initial letter of registered name.
4	Advanced search by destination	Advanced search by type of registered destination (E-mail, Folder (SMB/FTP), FAX, i-FAX or Group). (FAX: Only when the optional fax kit is installed. i-FAX: Only when the optional internet fax kit is installed). You can set this function up so that destination types are selected when the address book is displayed. For more information, refer to *Narrow Down on page 9-87*.

The procedures for using the different search modes are explained below.

Search by name

Press [Search(Name)] and enter the required name.

Search by address number

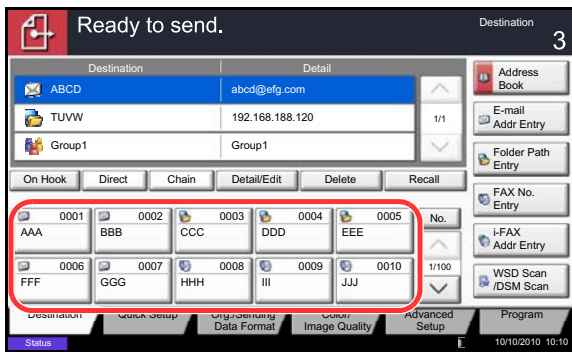Press [Search(No.)] and enter the address number you wish to search.

Advanced search by initial letter

Press the key for the required initial letter.

Advanced search by destination

Press any of [E-mail], [Folder], [FAX], [i-FAX] or [Group]. The destinations registered by that type are displayed.

One Touch Key

Select the destination using the One Touch Keys.

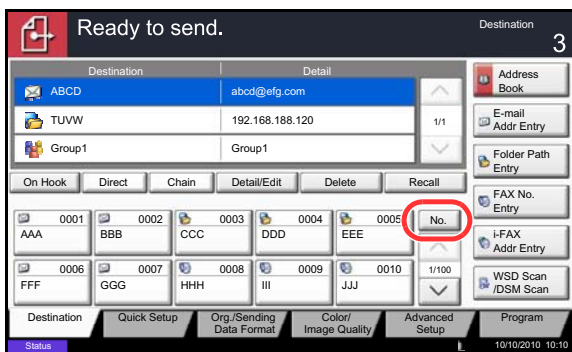In the basic screen for sending, press the One Touch Keys where the destination is registered.

NOTE: If the One Touch Keys for the desired destination is hidden on the touch panel, press [∨] or [∧] to scroll and view next or previous One Touch Keys.
This procedure assumes that One Touch Keys have already been registered.
Refer to *Adding a Destination on One Touch Key (One Touch Key) on page 9-85* for more information on adding One Touch keys.

Speed Dial

Access the destination by specifying the 4-digit (0001 to 1000) One Touch Key number (speed dial).

In the basic screen for sending, press the **Quick No. Search** key or [No.] and use the numeric keys to enter the **One Touch** key number in the numeric entry screen.

NOTE: if you entered the speed dial in 1 to 3-digit, press [OK].

Sending to Different Types of Destinations (Multi Sending)

You can specify destinations that combine e-mail addresses, folders (SMB or FTP) and fax numbers (optional). This is referred to as *Multi Sending*. This is useful for sending to different types of destination (e-mail addresses, folders, etc.) in a single operation.

No. of broadcast items   E-mail   : Up to 100
Folders (SMP, FTP) : Total of 10 SMB and FTP
FAX   : Up to 500
i-FAX   : Up to 100

Also, depending on the settings, you can send and print at the same time.

Procedures are the same as used in specifying the destinations of respective types. Continue to enter E-mail address or folder path so that they appear in the destination list. Press the **Start** key to start transmission to all destinations at one time.

NOTE: If the destinations include a fax, the images sent to all destinations will be black and white.

Using the Document Box

What is Document Box?

Document Box is an area in the hard disk in which you can save documents for later retrieval or sharing among multiple users.

Document Box contains four types of component boxes which provide the following functions.

Custom Box...page 7-2

Custom Box is a component box which you can create within the Document Box and store data for later retrieval. You can create or delete a Custom Box, and manipulate data in various ways as described below:

- Creating a box...page 7-2
- Storing Documents in a Custom Box...page 7-4
- Printing a Document in a Custom Box...page 7-5
- Sending a Document from a Custom Box...page 7-7
- Moving/ Copying /Joining Documents in a Custom Box...page 7-10
- Deleting Documents in a Custom Box...page 7-13

Job Box

Job Box holds temporary or permanent print data for use with job options including Private Print, Stored Job, Quick Copy, Proof and Hold, Repeat copy and Form Overlay which will be discussed later.
Four individual Job Boxes corresponding to these job options are already provided in the Document Box. These Job Boxes cannot be created or deleted by a user.

NOTE: You can set up the machine so that temporary documents in job boxes are automatically deleted. For details, refer to *Deletion of Job Retention on page 7-19*.

Private Print/Stored Job Box...page 7-14

In Private Printing, you can specify that a job is not printed until you release the job at the operation panel. When sending the job from the application software, specify a 4-digit access code in the printer driver. The job is released for printing by entering the access code on the operation panel, ensuring confidentiality of the print job. The data will be deleted upon completion of the print job or after the main power switch is turned off.

In Hold Job, access codes are not mandatory, but can be set on the printer driver if printing with PIN security is required. In this event, you need to enter the access code to print the stored jobs. Print data will be stored in the hard disk after printing. This will allow printing of the same print data repeatedly.

Quick Copy/Proof and Hold Box...page 7-15

Quick Copy feature facilitates additional prints of a document already printed. Activating Quick Copy and printing a document using the printer driver allow the print data to be stored in the Quick Copy Job Box. When additional copies are required, you can reprint the required number of copies from the operation panel. By default, up to 32 documents can be stored. When power is turned off, all stored jobs will be deleted.

NOTE: When you attempt to store documents in excess of the above maximum, the oldest document data will be overwritten by the latest document data.

The Proof and Hold feature produces only a single proof print of multiple-print job and holds printing of the remaining copies. Printing a multiple-print job in Proof and Hold using the printer driver allows only a single copy to be printed while maintaining the document data in the Job Box. To continue to print the remaining copies, use the operation panel. You can change the number of copies to print.

Repeat Copy Box...page 7-18

Repeat Copy feature stores the copied original document data in the Job Box and allows you to print additional copies later. By default, up to 32 documents can be stored. When power is turned off, the original data will be deleted.

NOTE: Repeat Copy function is not available when the optional Data Security Kit is installed.

Form for Form Overlay Box...page 7-20

Image Overlay feature copies the original document overlaid with a form or image. This Job Box is used to store the forms or images for overlaying.

Removable Memory Box

A USB memory inserted into the USB Port (A1) of the machine is also recognizable as a Job Box. This allows printing of the PDF data stored in the USB memory. You can print PDF data directly from the USB memory without a PC. Image files scanned using this machine can also be saved to USB memory in the PDF, TIFF, JPEG, XPS or high compression PDF format (Scan to USB).

Fax Box

Fax Box stores the fax data received. For details, refer to the *Operation Guide* supplied with the fax kit.

Basic Operation for Document Box

This section explains basic operations for document boxes, using examples where tasks are carried out with custom boxes.

NOTE: In the following explanation, it is assumed that user login administration is enabled. For details on User Logon privileges, refer to *User Privileges on page 3-49*.

The basic procedure for using document boxes is explained below.

1 Press the **Document Box** key.

The default document box screen appears.
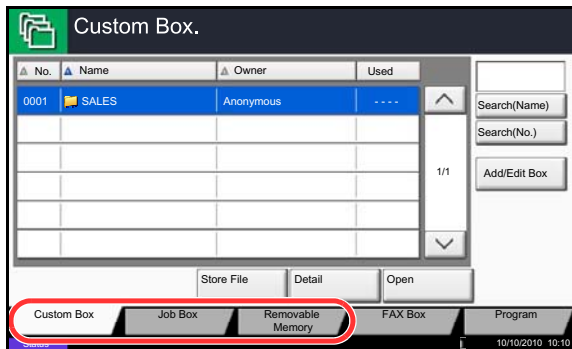
2 Press [Custom Box], [Job Box] or [Removable Memory] to select the type of document box you want to work with.
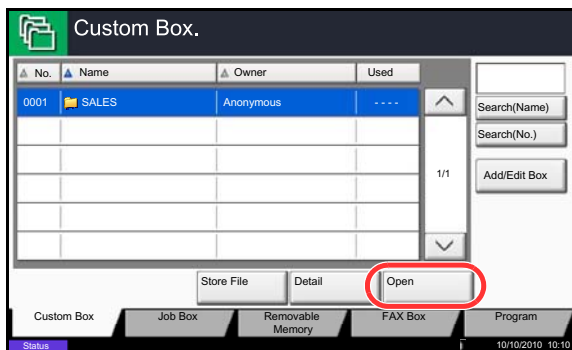
In this example, press [Custom Box].

The box list screen appears.

You can use this screen for tasks such as registering and editing boxes. For more information on using the box list, refer to *Custom Box List on page 3-45*.

NOTE: For more information on registering boxes, refer to *Creating a New Custom Box (Add/Edit Box) on page 7-2*.

You cannot access boxes if you forget your password. In this event, access the machine using administrator privileges and overwrite your box password.

Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

---

3 Select the box containing the document you want to work with and press [Open].

The document list screen appears.

You can use this screen for tasks such as printing and sending documents. For more information on using the document list, refer to *Document List on page 3-46*.

NOTE: If a custom box is protected by a password, enter the correct password.

Custom Box List

The box list shows the registered custom boxes. The custom boxes can be listed by box number or by box name. You can manipulate the list in a range of ways, as shown below.

Listing the boxes by number in ascending/descending order.

Listing the boxes by name in alphabetical order.

Listing the boxes by owner in alphabetical order.

A box can be searched for by Box Name.

A box can be searched for by Box No.

Registers new boxes and checks, modifies or deletes box information.

Saves the document in the selected box.

Opens the selected box.

Displays the details for the selected box.

Document List

The document list is a list of the documents stored in the custom box. Documents can be listed either by name or as thumbnails. The list can be used as shown below.
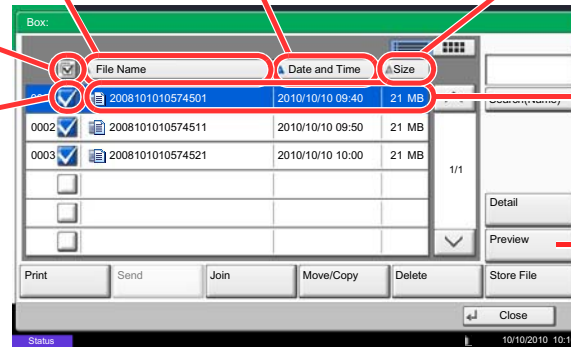
List

Listing the documents by name in alphabetical order.

Listing the documents by time of update in ascending/descending order.

Listing the documents by size in ascending/descending order.

Selecting more than one document at a time.

Selecting documents by checking checkboxes.

Highlighting a document to display its details with [Detail].
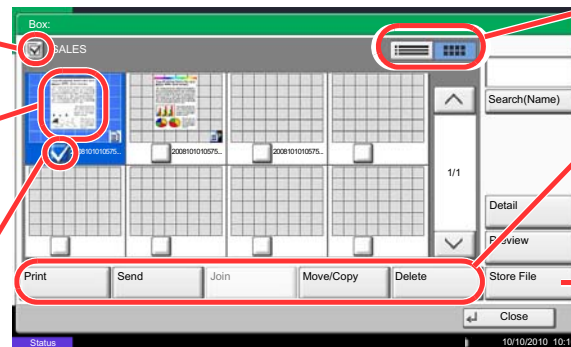
Previews the selected document.

▼   ▲

Thumbnail

Selecting more than one document at a time.

Highlighting a document to display its details with [Detail].

Selecting documents by checking checkboxes.

Switches between list display and thumbnail display.

Prints, sends, joins, moves, copies or deletes the selected documents.
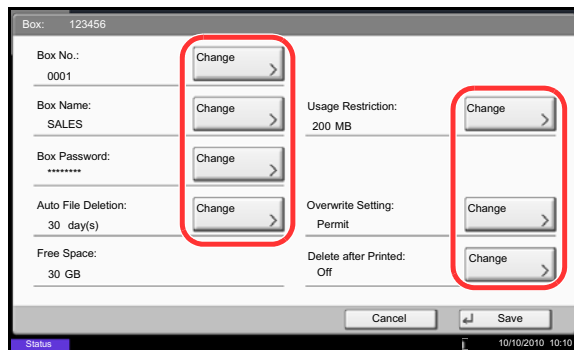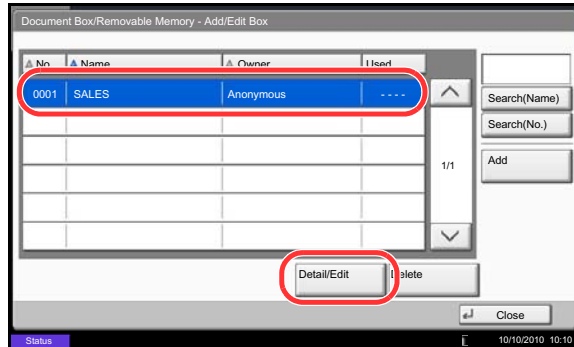
Saves the document in the open box.

NOTE: You can select multiple documents by pressing the respective document checkboxes. However, note that you cannot select multiple documents when you are sending documents.

Viewing/Editing Box Details

You can check and modify box information.

Use the procedure below.

1 Press [Add/Edit Box] in the box list screen.

2 Highlight the box whose details you wish to check or edit and press [Detail/Edit].

3

NOTE: If a custom box is protected by a password, enter the correct password.

3 Check the box details.

To edit details, press [Change] of the detail you wish to edit. Edit the detail as desired and press [OK].

4 If you have changed the details, press [Save] and then press [Yes] in the confirmation screen.

If you did not change the details, press [No].

5 Press [Close]. The display returns to the default Document Box screen.

Previewing Documents/Checking Document Details

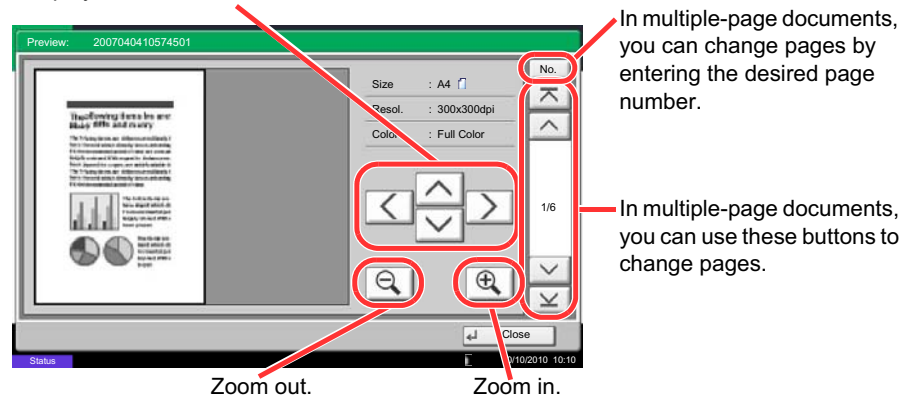You can use this function to preview the documents stored in a document box or display the document details for checking.

Use the procedure below.

1 Select (highlight) a document to preview and then press [Preview] or [Detail].

2 Preview the document or check the document details.

The operations available in the preview screen are shown below.

When you have zoomed in, you can use these keys to move the displayed area.

In multiple-page documents, you can change pages by entering the desired page number.

In multiple-page documents, you can use these buttons to change pages.

Zoom out.　　　Zoom in.

3 When you have finished previewing documents or checking document details, press [Close].

User Privileges

When user login administration is enabled, accessibility to the Document Box components will vary depending on the given user privilege.

Accessibilities vary depending on user privilege as follows:

Accessibility	Access level		Administrator	User
Operation	Creating a box		Yes	No
	Changing box owner		Yes	No
	Deleting a box	Others	Yes	No
		Owner	Yes	Yes
Box information	Changing box number	Others	Yes	No
		Owner	Yes	No
	Renaming a box	Others	Yes	No
		Owner	Yes	Yes
	Changing the password to a box	Others	Yes	No
		Owner	Yes	Yes
	Adjusting the box capacity	Others	Yes	No
		Owner	Yes	No
	Changing the owner	Others	Yes	No
		Owner	Yes	No
	Changing the permission	Others	Yes	No
		Owner	Yes	Yes
	Changing the period of using a box	Others	Yes	No
		Owner	Yes	Yes

Restricting the Accessibility to a Box

The accessibility to a Custom Box differs depending on the level of privileges as follows:

Administrator: An administrator can gain access and manipulate all boxes.
User: A user can gain access and manipulate his/her own boxes and the shared boxes.

Password Entry Requirement

When user login administration is enabled, requirement of a password differs depending on the level of privileges as follows:

Administrator:	The administrator is not required to enter a password to gain access to any box.
User:	The user is required to enter a password to gain access to a box which is protected by a password. The user is not required to enter a password to gain access to his/her own boxes.

Creating new Custom Boxes when user login administration is enabled

If you create a new Custom Box when user login administration is enabled, the screen appears and you can change the owner and permission settings. Only administrators and machine administrators can create new Custom Boxes.

Changing the owner:	Press [Change] of *Owner* and select the new owner for the box from the displayed list. Then press [OK].
Changing the permission:	Press [Change] of *Permission* and select either [Private] or [Shared]. Then press [OK].

NOTE: For information on specifying other settings, refer to *Creating a New Custom Box (Add/Edit Box) on page 7-2*.

Working With User Privileges When User Login Administration is Enabled

When user login administration is enabled, the owner of a box with user privileges set can change the following box information: the box name, the box password, the permission, the auto file deletion and the overwrite setting.

Canceling Jobs

Follow the steps below to cancel any print or send job being executed.

Canceling Jobs

You can also cancel jobs by pressing the **Stop** key.

Printing jobs

1 Press the **Stop** key with the copy screen or send screen displayed.

Cancelling job screen appears.

The current print job is temporarily interrupted.

**2** Select the job you wish to cancel and press [Cancel]. And then press [Yes] in the confirmation screen.

Sending jobs

1 Press the **Stop** key with the copy screen or send screen displayed.

Job Cancel appears.

NOTE: Pressing the **Stop** key will not temporarily stop a job that you have already started sending.

2 To cancel printing, select [Cancel], and then press [Yes] in the confirmation screen.
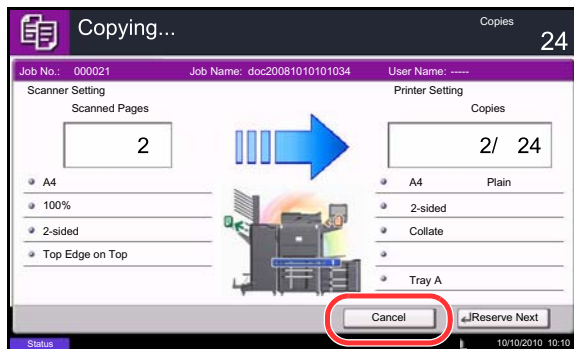
NOTE:

If *Reserve Next Priority* (refer to *page 9-44*) is set to [Off]

The Copying screen appears in the touch panel during printing.

1 Press the **Stop** key or [Cancel].

The current print job is canceled.

Canceling printing from a computer

To cancel a print job executed using the printer driver before the printer begins printing, do the following:

1 Double-click the printer icon (🖨) displayed on the taskbar at the bottom right of the Windows desktop to display a dialog box for the printer.

2 Click the file for which you wish to cancel printing and select **Cancel** from the **Document** menu.

Quick Setup Screen

In the initial screen for copying and sending (the screen which appears immediately after the **Copy** or **Send** key is first pressed after power-on), important and generally often used functions are registered from among the versatile functions of this machine. This initial screen is called *Quick Setup* Screen. Registration of functions in the Quick Setup Screen can be adjusted to suit your work environment for better efficiency.

Functions Available for Registration in the Quick Setup Screen

Default registrations and the functions available for registration are as follows.
For details on Quick Setup Screen for FAX, refer to the *Fax System (V) Operation Guide.*

| Function	Default Registration	Functions Available for Registration
Copying	1: Paper Selection 2: Zoom 3: Density 4: Duplex 5: Combine 6: Staple/Punch	• Paper Selection • Zoom • Density • Duplex • Combine • Staple/Punch • Original Orientation • Collate/Offset • Original Image • Original Size • Continuous Scan • Background Density Adj.
Sending	1: Color Selection 2: Scan Resolution 3: Density 4: 2-sided/Book Original 5: Continuous Scan 6: File Format	• Zoom • Scan Resolution • FAX TX Resolution • Density • 2-sided/Book Original • File Format • Original Size • Sending Size • Original Orientation • Original Image • Color Selection • Continuous Scan • Background Density Adj.

Function		Default Registration	Functions Available for Registration
Document Box	Document Storage	1: Color Selection 2: Resolution 3: Density 4: 2-sided/Book Original 5: Original Orientation 6: Original Image	• Color Selection • Resolution • Density • 2-sided/Book Original • Original Orientation • Original Image • Original Size • Zoom • Continuous Scan • Storing Size • Background Density Adj.
	Sending From Box	1: File Format 2: Delete after Transmitted 3: FAX TX Resolution 4: Sending Size	• File Format • Delete after Transmitted • FAX TX Resolution • Sending Size
	Printing From Box	1: Paper Selection 2: Delete after Printed 3: Collate/Offset 4: Duplex 5: Combine 6: Staple/Punch	• Paper Selection • Delete after Printed • Collate/Offset • Duplex • Staple/Punch • Combine

Changing Registration
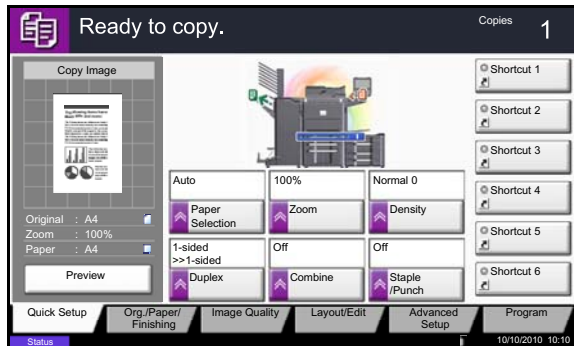
The following procedure is one example for replacing the registration of *Density* with *Original Image* in the *Quick Setup* Screen for copying.

1 Press the **System Menu** key.

2 Press [Copy], [Next] of *Quick Setup Registration*, and then [Change] of *Original Image*.
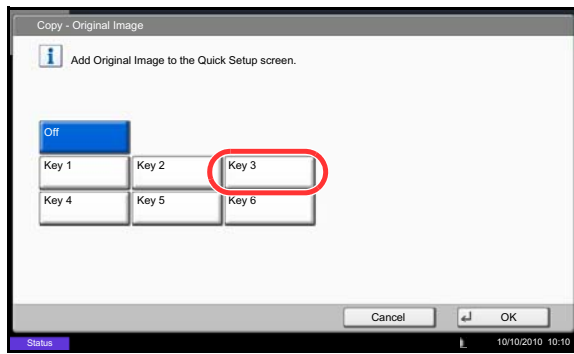
3 Press [Key 3] here as the key to set replacement location.

4 Press [OK]. A confirmation screen appears. Press [Yes]. The Original Image Quality function will be newly registered.

Program

By registering sets of frequently used functions as a single program, you can simply press the program number as needed to recall those functions. You can also name the programs for easy identification when recalling. The programs below have been preregistered. The registered contents can be re-registered for easier use in your environment.

Number	Program name	Default Registration
01	ID Card Copy	Copying function Color: Black & White Combine: [2 in 1] Continuous Scan: [On] Original Size: Statement (A5-R) Paper Selection: Cassette 1 Zoom: Auto Zoom
02	Eco Copy	Copying function Color: Black & White EcoPrint: [On] (Level [5])
03	Confidential Stamp	Copying function Color: Black & White Prevent Bleed-thru: [On] Stamp: Confidential Font Size: middle Font Color: [Black] Stamp Position: [Center] Display Pattern: [Transparent]

NOTE: Up to 50 functions combining copying and sending can be registered in the program.

If user login administration is enabled, you can only register functions by logging in with administrator privileges.

Registering Programs

Use the procedure below to register a program.

The following procedure is an example of registering the copying function.

1 Press the **Program** key while the copy mode is accessed.

2 Press [Add] and press a number (01 to 50) for the program number.
If entering Program screen from the Copy screen, Send screen or Document Box screen, go to step 4.

NOTE: If you select a program number already registered, the currently registered functions can be replaced with a new set of functions.
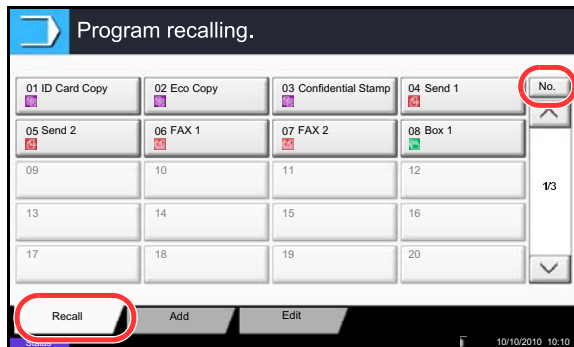
3 Check that [Copy] is selected, and press [Next].

4 Enter the new program name and press [Save] to register the program.
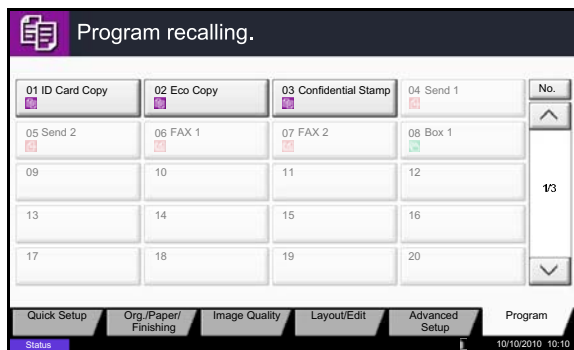
Recalling Programs

Use the procedure below to recall a registered program.

If the Program key is pressed

```
Program recalling.

01 ID Card Copy   02 Eco Copy   03 Confidential Stamp   04 Send 1   [No.]

05 Send 2   06 FAX 1   07 FAX 2   08 Box 1

09   10   11   12

13   14   15   16          1/3

17   18   19   20

Recall   Add   Edit

Status                              10/10/2010  10:10
```

1 Press the **Program** key.

2 Press [Recall] and press the key corresponding to the program number (01 to 50) to recall. Press the **Quick No. Search** key or [No.] to enter the program number directly for recalling.

If [Program] is pressed in the copy function screen

```
Program recalling.

01 ID Card Copy   02 Eco Copy   03 Confidential Stamp   04 Send 1   No.

05 Send 2   06 FAX 1   07 FAX 2   08 Box 1

09   10   11   12

13   14   15   16          1/3

17   18   19   20

Quick Setup   Org./Paper/   Image Quality   Layout/Edit   Advanced   Program
              Finishing                                    Setup

Status                              10/10/2010  10:10
```

NOTE: If the program cannot be recalled, the Document Box or the form overlay specified in the program might have been deleted. Check the Document Box.
[Program] can be pressed in each function to call up the program registered for the function.

3 Place the originals and press the **Start** key. Copying is performed according to the registered program.

Editing and Deleting Programs

You can change program number and program name, or delete program.

Use the procedure below to edit or delete a program.

1 Press the **Program** key.

2 Press [Edit] and press the key(s) corresponding to the program number (01 to 50) to change or delete.

3 To edit a program, use the procedure for registering a program and press [Change]. Then change the program number and program name and press [Save]. Choose [Yes] in the confirmation screen to change the program.

To delete the program, press [Delete this Program]. Choose [Yes] in the confirmation screen to finally delete the program.

Registering Shortcuts (Copy, Send, and Document Box Settings)

Add shortcuts in the Quick Setup screen for easy access to the frequently used functions. A function name linked to a registered shortcut can be changed as necessary. You can register up to 6 shortcuts for copying functions, sending functions, and functions set for document box.

Adding Shortcuts

Shortcut registration is performed in the setup screen of each function. Shortcuts can be registered for all functions in which [Add Shortcut] appears on the screen.

Use the procedure below to register a shortcut.
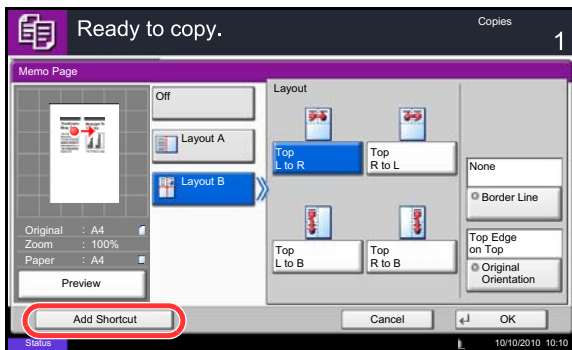
1 After making the desired settings in the setup screen of each function, press [Add Shortcut].

2 Press the keys corresponding to the shortcut number (01 to 06) to register.

NOTE: If you select a shortcut number already registered, the currently registered shortcut can be replaced with a new one.

3 Enter the shortcut name and press [Save] to add the shortcut.

Editing and Deleting Shortcuts

Follow the steps shown below to change a shortcut number/name or delete a shortcut.

1 In the setup screen of each function, press [Add Shortcut] in the bottom of the screen.

2 Press [Edit] and press the keys corresponding to the shortcut number (01 to 06) to change or delete.

3 To edit a shortcut, press [Change] to change the shortcut key number and name and press [OK] and then [Save]. Choose [Yes] in the confirmation screen to change the shortcut.

To delete the shortcut, press [Delete this Shortcut]. Choose [Yes] in the confirmation screen to delete the shortcut.

Using the Internet Browser

This section explains how to use the Internet browser.

NOTE: To use the internet browser, internet browser must be set to [On] in *Internet Browser Setting on page 9-88*.

Launching and Exiting the Browser

Use the procedure below to launch and exit the Internet browser.
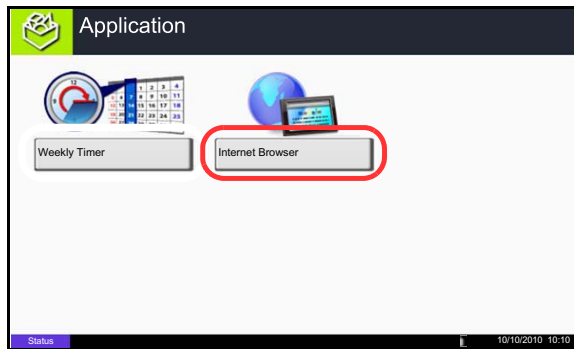
1 Press the **Application** key.

The application list screen appears.

2 Press [Internet Browser].

The Internet browser starts up.

3 Use the browser screen to browse web pages.

For information on how to use the browser screen, refer to *Using the Browser Screen on page 3-59*.

4 To exit the browser, press [X] (Close) and then press [Yes] in the exit confirmation screen.

The application list screen reappears.

NOTE: You can specify preferences such as the way the Internet browser screen is displayed. For details, refer to *Internet (page 9-88)*.

Using the Browser Screen

The operations available in the Internet browser screen are shown below.

Search box
Pressing the text box displays a keyboard. You can then perform a search by entering a keyword and pressing the [Search].

Title bar
Displays the page title.

Close
Closes the Internet browser and returns you to the application list screen.

3

Scroll bars
These allow you to scroll the displayed page up, down, left and right by pressing [∧], [∨], [⟨] or [⟩] or by moving one of the slide bars with your finger.

Security lock icon
Displayed when you are viewing a protected page.

Loader/Progress bar
Shows the status of page loading. When the browser is loading a web page, the loader changes to an animated display.

Menu
Displays the browser setup menu. You can use this menu to specify the browser's display magnification, set the text encoding scheme and check the server certificate.

Search (Search Internet/Retrieval in page)
Displays a search menu in which you can select [Retrieval in page] or an Internet search site.

Search Internet:	Use the selected search site to search with the entered keyword.
Retrieval in page:	Search from the entered keyword in the currently displayed page. You can continue your search by pressing [SearchUp] or [SearchDown].

Enter URL
Use this to display a desired web page by entering the URL for that page.

Home page
Displays your specified home page. You can set your home page in the *Browser Preferences on page 9-88*.

Reload
Updates the page.

Back/Forward
Displays the previous page or the next page.

NOTE: Pressing the **Reset** key while the Internet browser is displayed will exit the browser and return you to the application list screen without displaying the browser exit.

Using Weekly Timer

"Weekly Timer" is installed on the machine as a standard application. Weekly Timer allows you to store machine on/off times for each day of the week and set the machine to automatically turn on and off at those times.

IMPORTANT: On/off using Weekly Timer puts the machine in the same state (sleep) as when the power key is pressed on the operation panel. When using Weekly Timer, do not turn off the main power switch.

NOTE: When user management is enabled, you must log in with administrator authority to use this feature.

Be sure to set the time before using Weekly Timer. For details, see *Setting Date and Time on page 2-14*

Setting Weekly Timer

1 Press the **Application** key.

The application list screen appears.

2 Press [Weekly Timer].

Weekly Timer starts up.

3 Press the [Enable the Application] checkbox so that a checkmark appears.

4 Select the day you want to set and press [Edit].

5 Press the [Enable] checkboxes for power ON/OFF so that checkmarks appear, press [+] or [-] to enter the times, and press [OK].

[# Keys] can be pressed to enter the time with the numeric keys on the operation panel.

6 If you need to change the number of retries made when the power is not successfully turned off, press [Retry Times].

7 Set the *Retry Times* and the *Retry Interval*, and press [OK].

To have retries made continuously until the machine power turns off, press the [Continue to Retry] checkbox so that a checkmark appears.

8 To close, press [End].

You will return to the application list screen.

Checking Counter
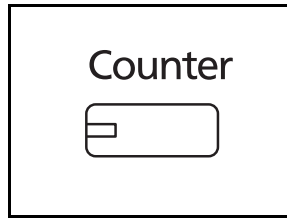
Press the **Counter** key to check the number of sheets printed and scanned.

Counter				
Printed Pages				
	Copy	Printer	FAX	Total
Black&White:	300	600	100	1000
Scanned Pages				
	Copy	FAX	Others	Total
Originals:	600	200	1000	1800

Print Status Page   Printed Pages by Paper Size   Close

Status   10/10/2010 10:10
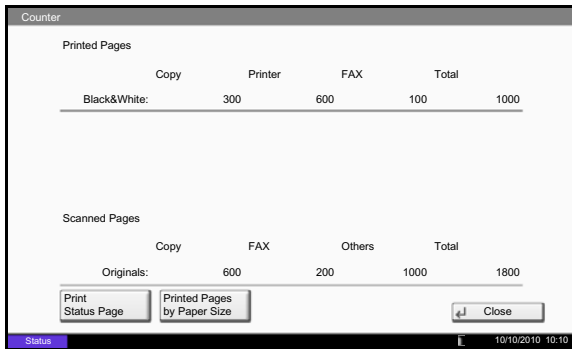
For details, refer to *Checking and Printing Counter on page 10-33.*

Help Screen

If you have difficulty operating the machine, you can check how to operate it using the touch panel.
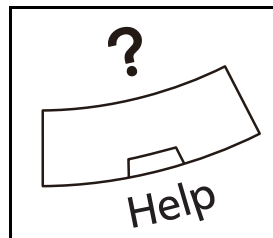
To show the Help screen, press the **Help** key on the operation panel. The Help screen shows explanations of functions and how to use them.

Help Screen Display

Help titles — Selecting Paper Source

Displays information about functions and machine operation.

Select paper source by choosing a Cassette or MP Tray.

Setting Procedure
1. Press [Org./Paper/Finishing].
2. Press [Paper Selection].

Show the screen of the tab that includes the function explained in Help. (In the case of this screen, the screen that appears after step 1 of *Setting Procedure* is performed will appear.)

Try It   Display List   End

Status   10/10/2010 10:10

Scrolls up and down by pressing [∧] or [∨] when the help text cannot be displayed in its entirety on a single screen.

1/2

Closes the Help screen and returns to the original screen.

Displays the Help list.

4 Copying Functions

This chapter explains the functions available for copying.

Original Size

Specify the size of originals being scanned. Be sure to specify the original size when copying non-standard sizes.

The following options are available.

Item	How to Select	Sizes
Standard Sizes 1	Have the size of original detected automatically, or select from the standard sizes.	Inch models: Auto, Ledger, Legal, Letter, Letter-R, Statement, Statement-R, Oficio II and 11×15"
		Metric models: Auto, A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R, Folio and 216×340mm
Standard Sizes 2	Select from the standard sizes not included in the Standard Sizes 1.	Inch models: A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R, Folio, 8K, 16K, 16K-R and 216×340mm
		Metric models: Ledger, Legal, Letter, Letter-R, Statement, Statement-R, Oficio II, 11×15", 8K, 16K and 16K-R
Others	Select from envelope, postcard or the custom sized originals*.	Hagaki, Oufuku hagaki, Custom 1 to 4
Size Entry	Enter the size not included in the standard sizes 1 and 2**.	Inch models Horizontal: 2.00 to 17.00" (in 0.01" increments), Vertical: 2.00 to 11.69" (in 0.01" increments)
		Metric models Horizontal: 50 to 432 mm (in 1 mm increments), Vertical: 50 to 297 mm (in 1 mm increments)

* For instructions on how to specify the custom original sizes (Custom 1 to 4), refer to *Custom Original Size on page 9-4*.

** The input units can be changed in the System menu. Refer to *Measurement on page 9-12*.

Use the procedure below to select the original size.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Org./Paper/Finishing] and then [Original Size].

4 Press [Standard Sizes 1], [Standard Sizes 2], [Others] or [Size Entry] to select the original size.
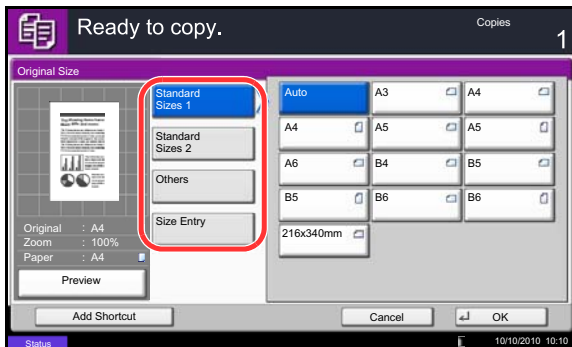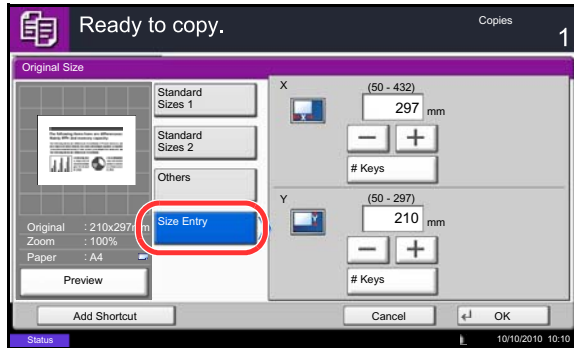
If [Size Entry] is selected, press [+] or [-] to specify the horizontal size (X) and the vertical size (Y). Press [# Keys] to enter the size directly using the numeric keys.

5 Press [OK].

6 Press the **Start** key to start copying.

Paper Selection

Select the paper source that contains the required paper size.

NOTE: Specify in advance the size and type of the paper loaded in the cassette (refer to *Original/Paper Settings on page 9-4*).

When printing on paper that is wider than the paper previously used, dirt on the conveying guide may soil the edges of the paper infrequently. If you find that the paper is soiled, use the provided cleaning cloth to clean the conveying guide. (refer to *Conveying Guide on page 11-14*)

Selecting the Cassette

Use the procedure below to select the paper supply cassette.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Org./Paper/Finishing] and then [Paper Selection].

4 Press the key of the paper source corresponding to the required paper size. The cassette in which the paper is loaded is selected.

If [Auto] is selected, the paper matching the size of the original is selected automatically.

5 Press [OK].

6 Press the **Start** key to start copying.
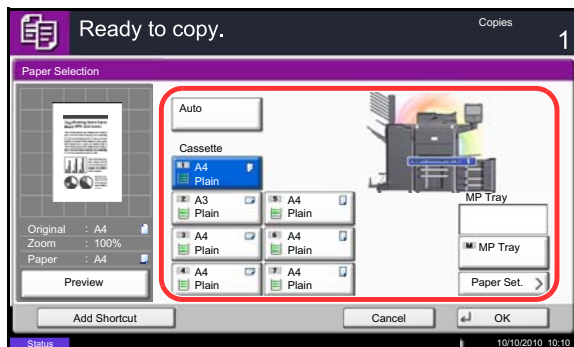
Selecting the Multi Purpose Tray

Change the paper size and media type.

The available paper sizes and media types are shown in the table below.

Category	Item	How to Select	Sizes
Paper Size	Standard Sizes 1	Choose from the standard size.	Inch models: Ledger, Legal, Letter, Letter-R, Statement, Oficio II and Executive
			Metric models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6, B6-R, A6-R, Folio and 216×340mm
	Standard Sizes 2	Choose from the standard sizes not included in the Standard Sizes 1.	Inch models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6-R, A6-R, Folio, 8K, 16K, 16K-R and 216×340mm
			Metric models: Ledger, Legal, Letter, Letter-R, Statement-R, Oficio II, Executive, 8K, 16K and 16K-R
	Others	Choose from non-standard sizes and custom sizes.	ISO B5, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6 3/4), Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufuku hagaki, Youkei 4, Youkei 2 and Custom 1 to 4*
	Size Entry	Enter the size not included in the standard sizes 1 and 2**.	Inch models Horizontal: 5.83 to 17" (in 0.01" increments), Vertical: 3.86 to 11.69" (in 0.01" increments)
			Metric models Vertical: 98 to 297 mm (in 1 mm increments), Horizontal: 148 to 432 mm (in 1 mm increments)
Media Type	Plain (105 g/m^2 or less), Transparency, Rough, Vellum (60 to 105 g/m^2 or less), Labels, Recycled, Preprinted***, Bond, Cardstock, Color, Prepunched***, Letterhead***, Thick (106 g/m^2 or more), Envelope, Coated, High Quality, Custom 1 to 8***		

*   For instructions on how to specify the custom paper sizes (Custom 1 to 4), refer to *Custom Paper Size on page 9-5*.

**   The input units can be changed in the System menu.
Refer to *Measurement on page 9-12*.

***   For instructions on how to specify the custom paper types 1 to 8, refer to *Media Type Setting on page 9-8*.
To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action on page 9-11*.

NOTE: You can conveniently select in advance the size and type of paper that will be used often and set them as default (refer to *Paper Size and Media Type Setup for Multi Purpose Tray (MP Tray Setting) on page 9-7*).

Use the procedure below to select the paper size and media type.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Org./Paper/Finishing], [Paper Selection] and then [Media Type].

4 Press [Standard Sizes 1], [Standard Sizes 2], [Others] or [Size Entry] to select the paper size.
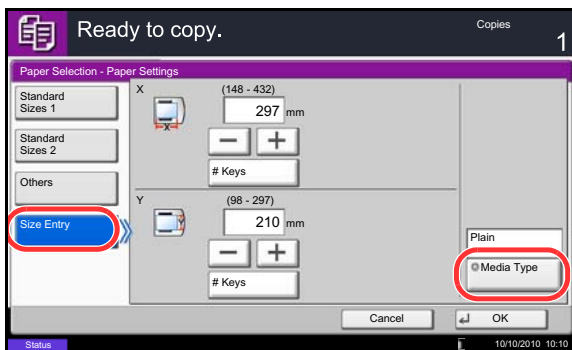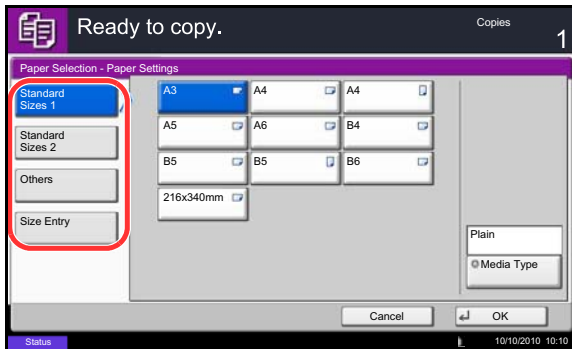
If you select [Size Entry], press [+] or [–] to specify *X* (horizontal) and *Y* (vertical) sizes. You can enter the size directly using the numeric keys after pressing [# Keys].

5 Press [Media Type].

6 Select paper type, and press [OK].

7 Press [OK].

8 Press [OK].

9 Press the **Start** key to start scanning the originals.

10 If the specified size of paper is not loaded in the paper source cassette or multi purpose tray, a confirmation screen appears. When [Auto] is used and the same size of paper as the detected original size is not loaded, a paper confirmation screen appears.

Load the required paper in the multi purpose tray and press [Continue] to start copying.

Mixed Size Originals

Using the document processor, the originals of different sizes can be loaded in a batch and copied. In this operation, up to 30 originals of different sizes can be placed in the document processor at the same time.

Supported Combinations of Originals

Originals of the Same Width

The supported combinations of originals are as follows.

Ledger and Letter (A3 and A4)
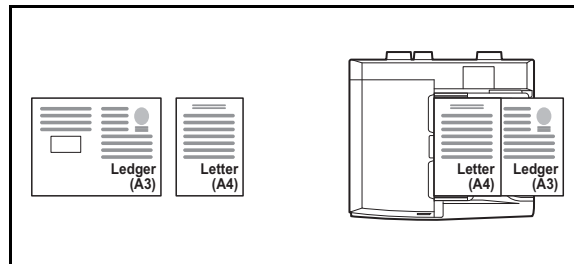
Ledger and Letter-R (Folio and A4-R)
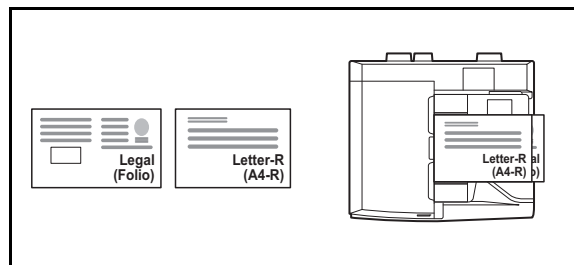
B4 and B5
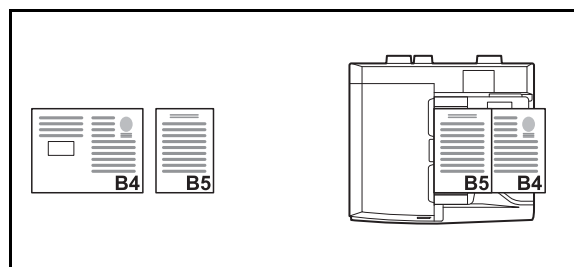
Originals of Different Widths (Available for metric models only)

Place all originals of different widths. The supported combinations of originals are as follows.

NOTE: When mixing the original sizes as using the following combination: A4-R, B5-R, and Folio, make sure to set the **System Menu** key -> *Common Settings -> Original / Paper Settings -> Original Auto Detect* to [On] for [Folio].
For more information, refer to *Original Auto Detect (Available for metric models only) on page 9-10*.

A3, B4, A4 and B5
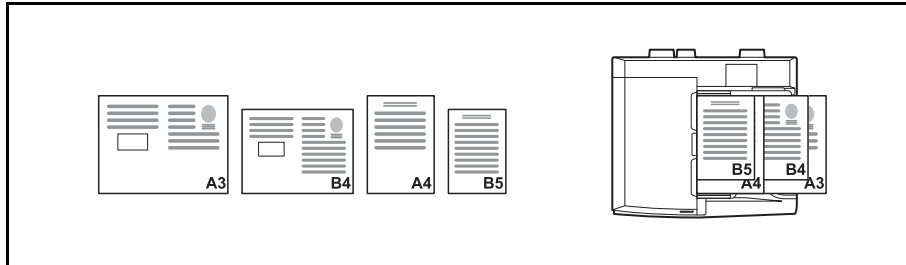
B4, A4-R and B5
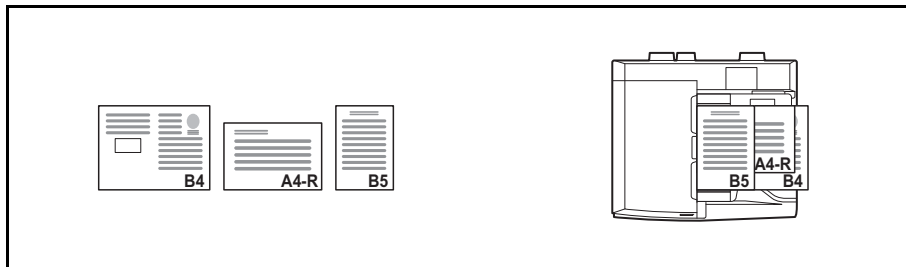
A4-R, B5-R and Folio
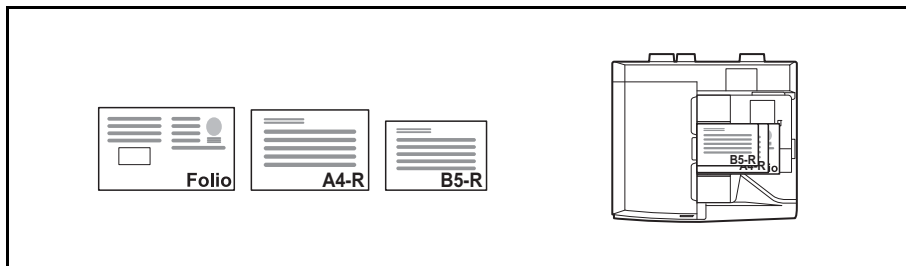
Selecting How to Copy Originals

Select whether you wish to create individual copies on different size paper matching the original sizes or to produce all copies on the same size paper.

NOTE: This function is available regardless of whether originals have the same width or not.

The table below shows the finished document sizes for the different original size options.

Option	Description
Mixed Size Copies	Originals are detected individually for size and copied to the same size paper as originals.
Same Size Copies	Originals are all copied to the same size paper.

Use the procedure below to copy mixed size originals.

1 Press the **Copy** key.

2 Place originals on the document processor.

IMPORTANT: When placing originals of different width, arrange the originals so that their left sides and top sides are aligned, and place the originals in alignment with the far width guide. If the originals are not aligned in this way, they may not be scanned correctly, and skewing or original jams may result.

3 Press [Org./Paper/Finishing] and then [Mixed Size Originals].

4 Select [Mixed Size Copies] or [Same Size Copies] as finish size.

5 Select the combination of originals from [Same Width] and [Different Width].
When [Same Size Copies] is selected, select [Long Edge Left] or [Short Edge Left] as the first original orientation.

6 Press [OK].

7 Press the **Start** key to start copying.
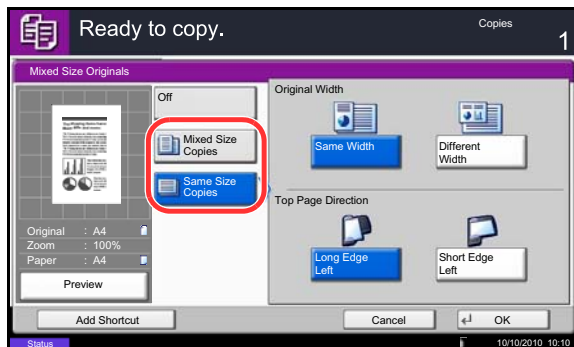
Original Orientation

Select the original orientation to use the following functions.

- Zoom (XY Zoom)
- Duplex
- Margin/Centering originals
- Border erase
- Combine mode
- Memo mode
- Page numbering
- Booklets
- Stapling/Punch (optional feature)
- 2-sided/Book Original
- Text Stamp
- Bates Stamp

NOTE: If [On] is selected as the *Orientation Confirmation on page 9-16* setting in the System Menu, the selection screen for original orientation appears when you select any of the above functions.

When placing originals on the platen

Original   [Top Edge on Top]   [Top Edge on Left]

When placing originals on the document processor

Original   [Top Edge on Top]   [Top Edge on Left]
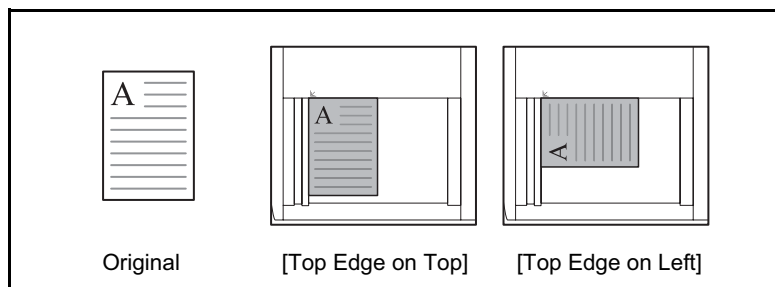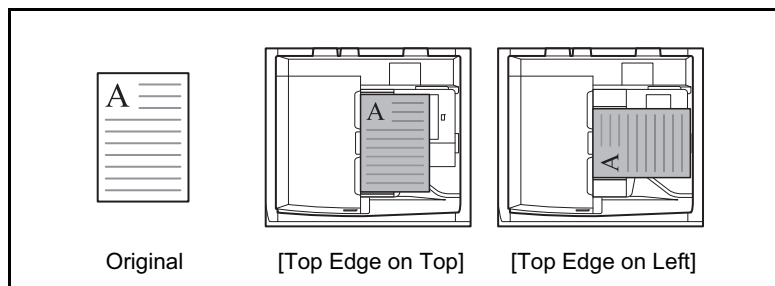
NOTE: To change the default setting for the original orientation, refer to *Original Orientation on page 9-16*.

Use the procedure below to select the orientation when placing the originals on the platen.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Org./Paper/Finishing] and then [Original Orientation].

4 Select [Top Edge on Top] or [Top Edge on Left] as the way the original is oriented.

5 Press [OK].

6 Press the **Start** key to start copying.
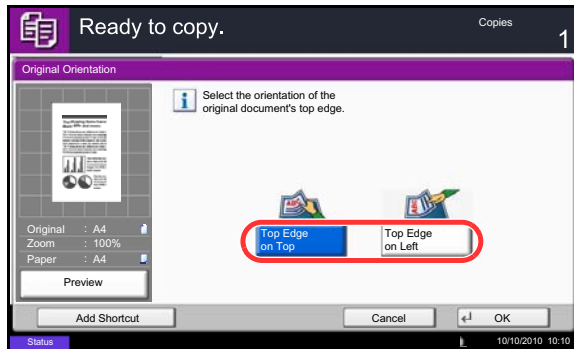
Fold

You can fold finished copies.

NOTE: Folding requires the document finisher and the folding unit.

For details on paper sizes and numbers of sheets that can be folded, refer to *Center-Folding Unit (Option) on page Appendix-26*.

The following folding options and orientations are available.

			Orientation: Landscape	**Orientation: Portrait**
Bi-Fold				
Tri-Fold	**Inside**	**R to L / B to T**		
		L to R / T to B		
	Outside	**R to L / B to T**		
		L to R / T to B		

4-11

The procedure for using fold copying is explained below.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Org./Paper/Finishing] and then [Fold].

4 Select the fold method.
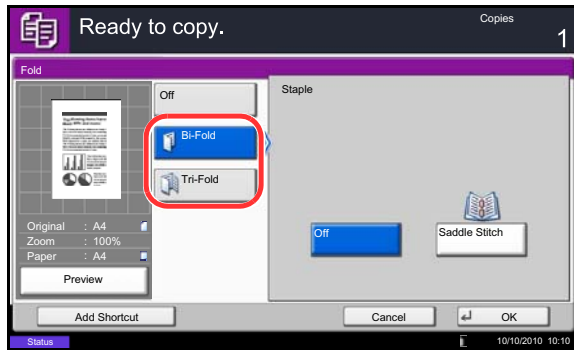
NOTE: To use saddle stitching, press [Bi-Fold] and then [Saddle Stitch]. For more information on saddle stitching, refer to *Booklet on page 4-20*.

5 Press [OK].

6 Press the **Start** key to start copying.

Paper Output

You can use the procedure below to select an output destination such as the optional document finisher for your copies.

NOTE: Optional output destinations include the job separator, 1,000 sheet document finisher, 4,000 sheet document finisher, and mailbox.

The table below shows the available output destinations.

Destination	Description
Lower Left Tray* Upper Left Tray*	Left side tray of the machine
Tray A, Tray B, Tray C	Trays A to C in the optional document finisher
Right Tray	Right side tray of the machine
Tray 1 to 7	Trays 1 to 7 in the optional mailbox (tray 1 is the top tray)

*   This cannot be selected when the optional document finisher is installed.

NOTE: To change the default destination for copies, refer to *Paper Output on page 9-15* for details. When [Heavy 3] (164 g/m^2 -) or higher is set in Paper Weight and Mailbox (Option) is set for the output destination, the output destination is automatically changed to a tray that can be used.

Use the procedure below to select the output destination.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Org./Paper/Finishing] and then [Paper Output].

4 Select the output destination for finished copies.

5 Press [OK].

6 Press the **Start** key to start copying.
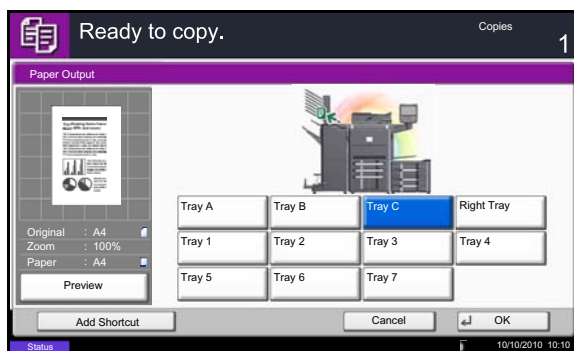
Combine

This mode allows you to copy 2 or 4 originals combined onto a single page. 2-in-1 mode or 4-in-1 mode. The page boundary of each original can be indicated.

NOTE: Combine mode is available for the copy paper sizes of A3, B4, A4, A4-R, B5, B5-R, A5-R, Folio, Ledger, Legal, Oficio II, 216×340mm Letter, Letter-R, Statement-R, 8K, 16K and 16K-R.

2-in-1 Mode

For copying two originals onto a single sheet. This mode can be used with Duplex mode to copy four originals onto one sheet.
The following 2-in-1 options and output orientations are available.
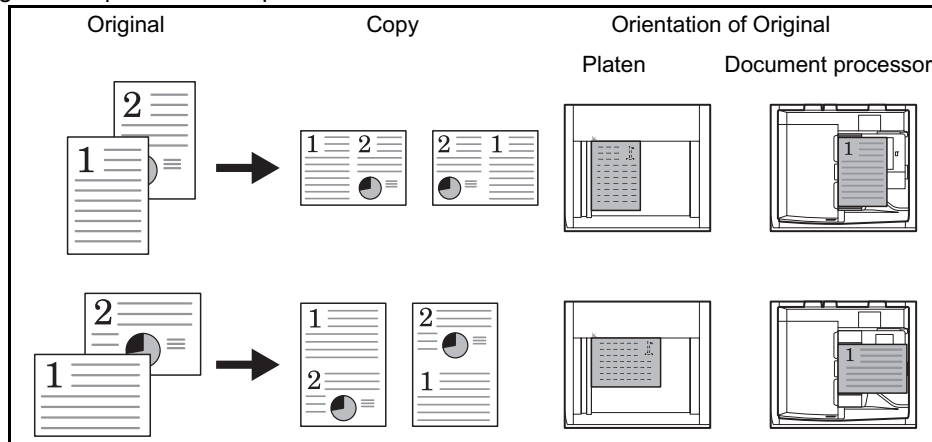
NOTE: When placing the original on the platen, be sure to copy the originals in page order.

4-in-1 Mode

For copying four originals onto a single sheet. This mode can be used with Duplex mode to copy eight originals onto one sheet.
The following 4-in-1 options and output orientations are available.
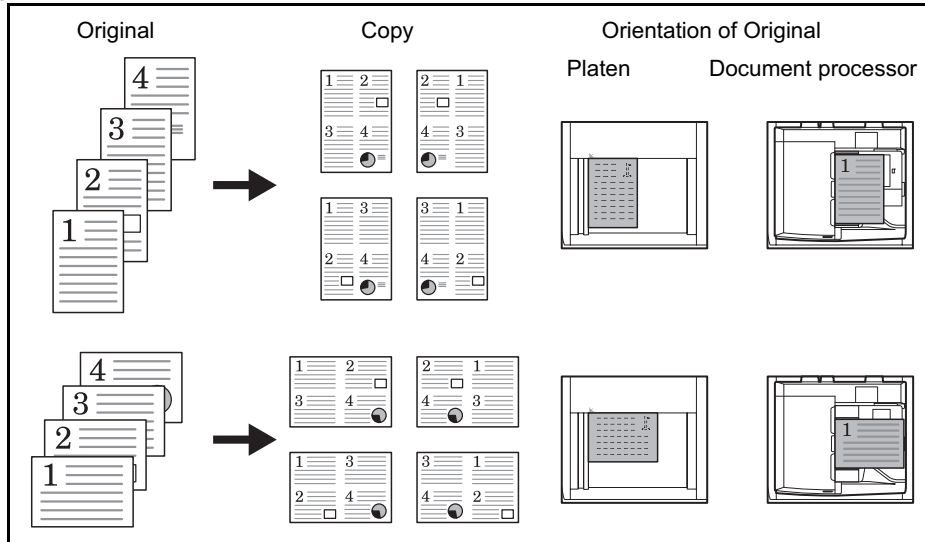
NOTE: When placing the original on the platen, be sure to copy the originals in page order.

Types of Page Boundary Lines

The following types of the boundary lines are available.
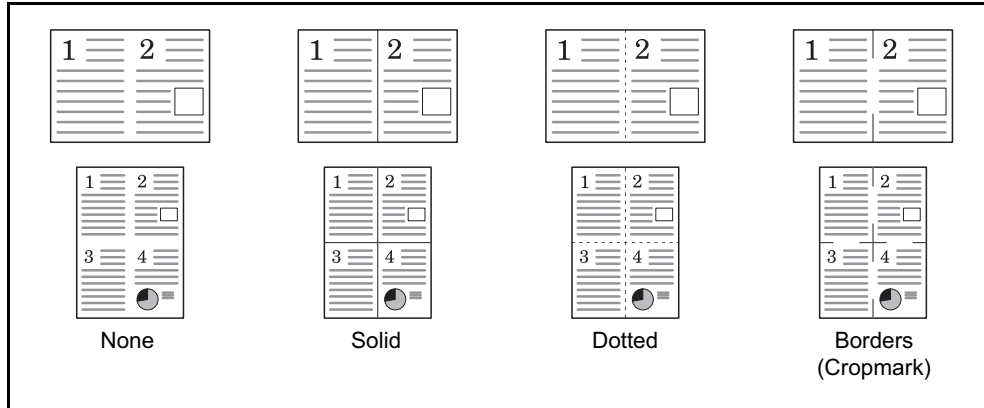
The procedure for using Combine mode copying is explained below.
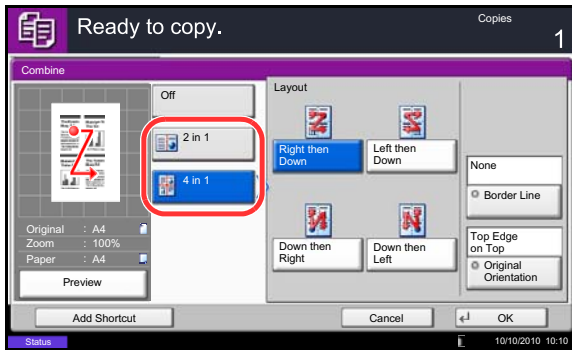
1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Layout/Edit] and then [Combine].

4 Press [2 in 1] or [4 in 1], and choose the page layout of Layout.

**5** Press [Border Line] to choose the type of the lines to indicate page boundaries. Press [OK].

6 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

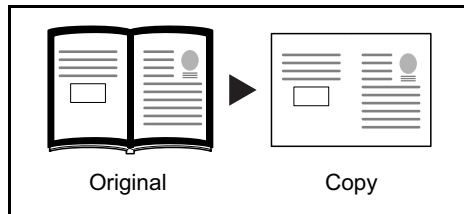**7** Press [OK].

8 Press the **Start** key. Copying begins.

If the original is placed on the platen, replace the original and press the **Start** key.

After scanning all originals, press [Finish Scan] to start copying.

Margin/Centering

Shift the original image to make space on the copy for binding on the left (right) or top (bottom) side.

When you copy onto paper different from the original size, you can center the original image on the paper.

The following margin widths are available.

Input units	Margin Width
Inch Models	-0.75 to 0.75" (in 0.01" increments)
Metric Models	-18 mm to 18 mm (in 1-mm increments)

Margin on the Back Side

When duplex copying, you can also specify the margin on the back side.

Auto

When [Auto] is selected, an appropriate margin is applied automatically on the rear page depending on a margin specified for the front page and a binding orientation.

Separate Front/Back Margins

Enables you to specify the front and back settings separately.

NOTE: You can set the default margin width. Refer to *Margin Default on page 9-22* for details.

Use the procedure below to make copies with margins.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Layout/Edit] and then [Margin/Centering].

4 Press [Margin] to select the copy with margin.
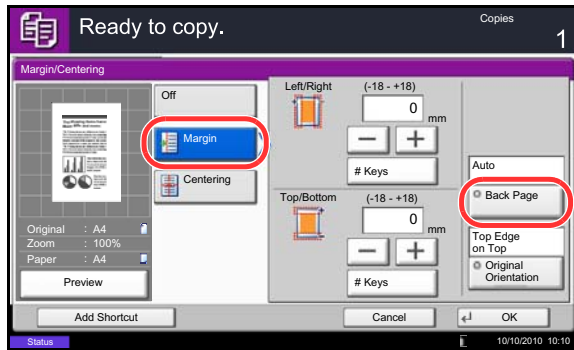
Use [+] or [–] to enter the margins for *Left/Right* and *Top/Bottom*. Press [# Keys] to use the numeric keys for entry.

For duplex copying, press [Back Page] and select [Auto] or [Manual].
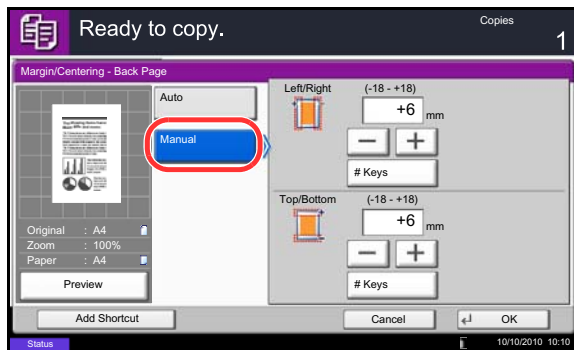
If you selected [Auto], press [OK]. If you pressed [Manual], enter the margins in the displayed screen and then press [OK].
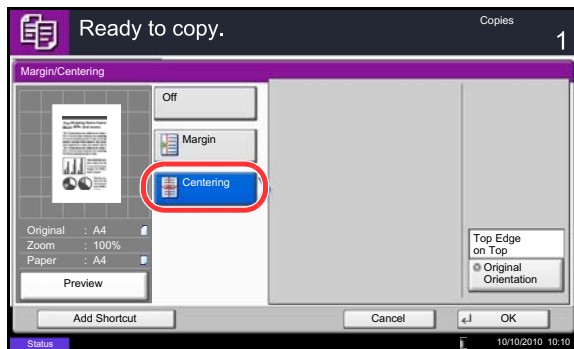
Press [Centering] to center the original image on the paper.

5 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

6 Press [OK].

7 Press the **Start** key to start copying.

Border Erase

Use Border Erase to remove black shadows that appear around the outside of the original when making copies. The following options can be selected.
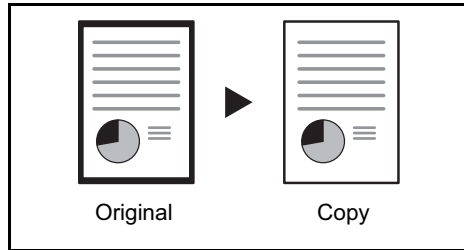
Border Erase Sheet

Erases black borders around the single sheet original.

Original　　Copy

Border Erase Book

Erases black borders around the edges and in the middle of the original such as a thick book. You can specify the widths individually to erase the borders around the edges and in the center of the book.

Original　　Copy

Individual Border Erase

Specify border erase widths individually for all edges.

Original　　Copy
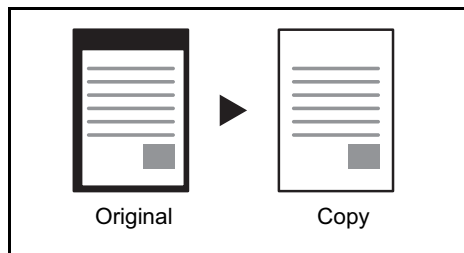
In each option, the available ranges are as shown below.

Input units	Border Erase Range
Inch Models	0 to 2"(in 0.01" increments)
Metric Models	0 mm to 50 mm (in 1-mm increments)

NOTE: To specify the default width value of Border Erase, refer to *Border Erase Default on page 9-21* for details.

4

Border Erase to Back Page

When scanning a 2-sided original, this allows you to erase the borders on the back of the original. The table below shows the available settings.

Item	Detail
Same as Front Page	Border Erase performed using the same setting as the front page
Do Not Erase	No Border Erase performed on the back page

NOTE: You can change the default setting for Border Erase to Back Page. For details, refer to *Paper Selection on page 9-42*.

Use the procedure below to erase borders when copying.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Layout/Edit] and then [Border Erase].

4 Select [Border Erase Sheet] to erase borders for an individual sheet or [Border Erase Book] to erase borders for a book.

Use [+] or [–] to enter the width in *Border* or *Gutter*. Press [# Keys] to use the numeric keys for entry.
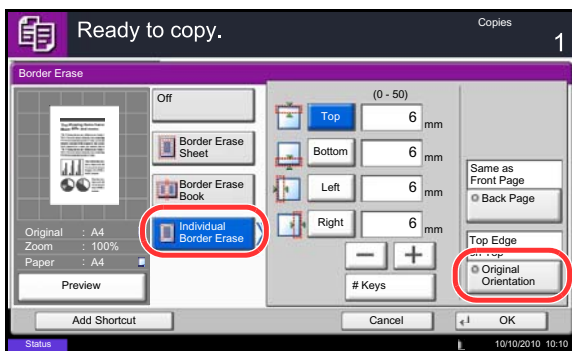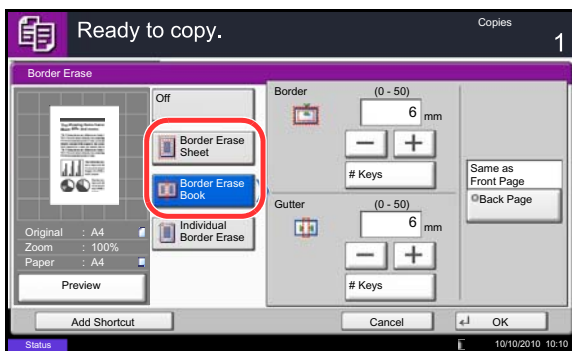
Press [Individual Border Erase] to select the individual border erase.

Use [+] or [–] to enter the width in *Top*, *Bottom*, *Left* or *Right*. Press [# Keys] to use the numeric keys for entry.

Press [Original Orientation] to select the original orientation from either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

For 2-sided originals, press [Back Page] and then press [Same as Front Page] or [Do Not Erase].

5 Press [OK].

6 Press the **Start** key to start copying.

Booklet

The Booklet copying option allows you to copy sheet originals and produce booklets such as small brochures or pamphlets. A booklet, such as a magazine, is made by folding at the center.

You can copy the cover page onto colored paper or thick paper. Paper for the cover is supplied from the multi purpose tray. To feed the cover paper from the cassette, refer to *Paper Source for Cover on page 9-11*.

NOTE: Using the document finisher and the folding unit enables you to saddle stitch your copies (fold them in two with staples in the center). This is limited to the A3, B4, A4-R, Ledger, Legal, Letter-R, 8K.

The supported original and paper sizes are as follows.

Type of Original	Original Size	Paper Size
One-sided original, Two-sided original	All*	A3, B4, A4, A4-R, B5, B5-R, Ledger, Legal, Letter and Letter-R
Book original	A3, B4, A4-R, B5-R, A5-R, Ledger, Letter-R and 8K	

*   Except for custom sized originals.

For binding on the left side
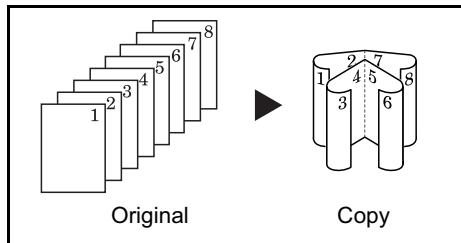
The folded copies can be read from left to right.

For binding on the right side
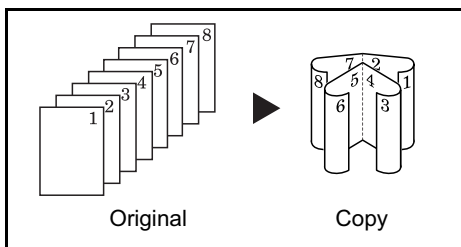
The folded copies can be read from right to left.

For top binding
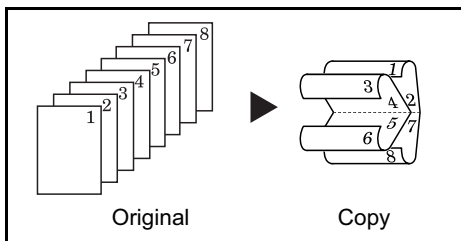
The folded copies can be read from top to bottom.

The procedure for using Booklet copying is explained below.

Ready to copy.

Copies: 1

Booklet

Off	Original	Binding Left/Right	Off
1-sided >>Booklet		Binding Top	Cover
2-sided >>Booklet	Finishing		Off
Book >>Booklet		Binding Left	Staple /Fold
		Binding Right	Top Edge on Top
		Binding Top	Original Orientation

Original : A4
Zoom : 100%
Paper : A4

Preview

Add Shortcut | Cancel | OK

Status | 10/10/2010 10:10
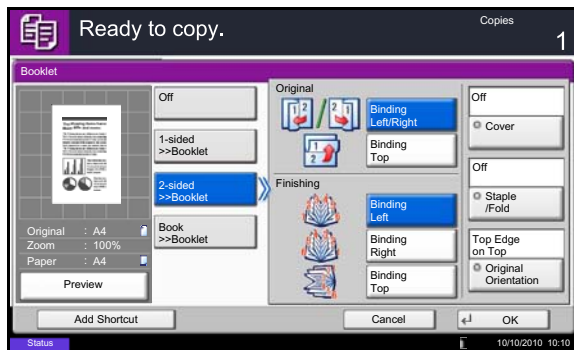
1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Layout/Edit] and then [Booklet].

4 Press [1-sided>>Booklet] to produce a booklet from single-sided originals.

Press [2-sided>>Booklet] to produce a booklet from two-sided originals.

Press [Book>>Booklet] to produce a booklet from an open book original.

5 If you selected [2-sided>>Booklet] or [Book>>Booklet], choose the binding orientation in Finishing.

If you selected [1-sided>>Booklet], choose the binding orientation in Finishing.

6 If you choose [1-sided>>Booklet], [2-sided>>Booklet], or [Book>>Booklet] you can add the cover. Press [Cover], select [Cover] and press [OK].

7 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

8 If the document finisher and folding unit are installed, the [Staple/Fold] option is displayed.

To fold finished copies in half, press [Staple/Fold] and then press [Fold Only].

To use saddle stitching, press [Staple/Fold] and then press [Saddle Stitch].

NOTE: The number of sheets that can be folded or Saddle Stitch stapled varies by paper weight. For details, refer to *Center-Folding Unit (Option) on page Appendix-26*.

9 Press [OK].

10 Press the **Start** key. Copying begins.

NOTE: When using the platen, be sure to place the originals in page order.

If the originals are placed on the platen, consecutively replace each original after pressing the **Start** key.

After scanning all originals, press [Finish Scan] to start copying.

Cover

Add a cover to the finished copies. You can copy the first page and/or the last page onto colored paper or thick paper fed from the different paper source than the regular one. The following two options are available. Paper for the cover is supplied from the multi purpose tray.
To feed the cover paper from the cassette, refer to *Paper Source for Cover on page 9-11*.

Type of Cover	Description
Front Cover	First page of the originals is copied on a different paper.
Front and Back Covers	First page and last page of the originals are copied on different paper.

The procedure for using Cover mode copying is explained below.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Layout/Edit] and then [Cover].

4 Press [Front Cover] or [Front and Back Covers].

5 Press [OK].
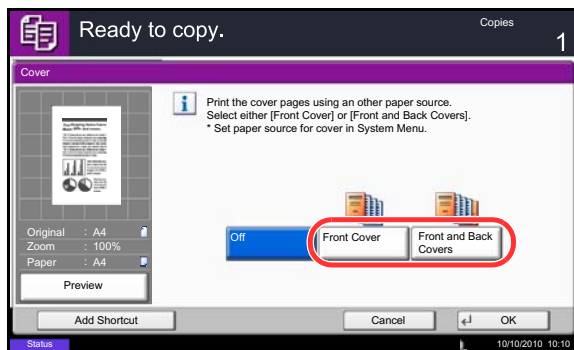
6 Press the **Start** key. Copying begins.

If the originals are placed on the platen, consecutively replace each original after pressing the **Start** key.

After scanning all originals, press [Finish Scan] to start copying.

Form Overlay
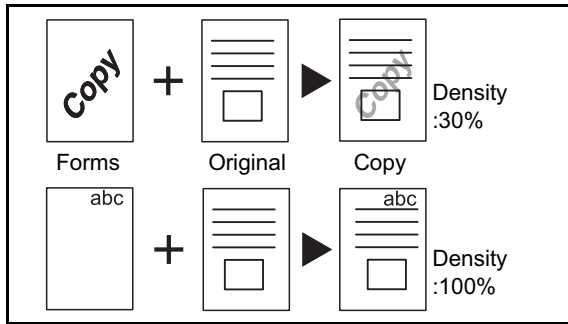
Follow the steps shown below for form overlay.
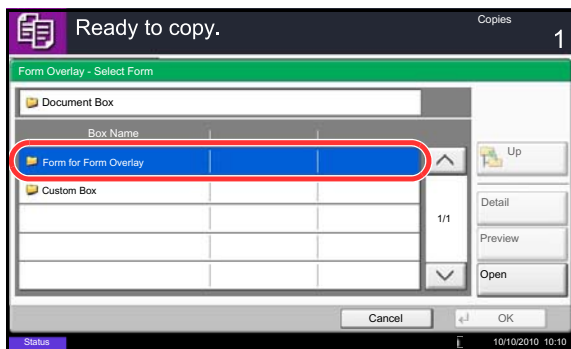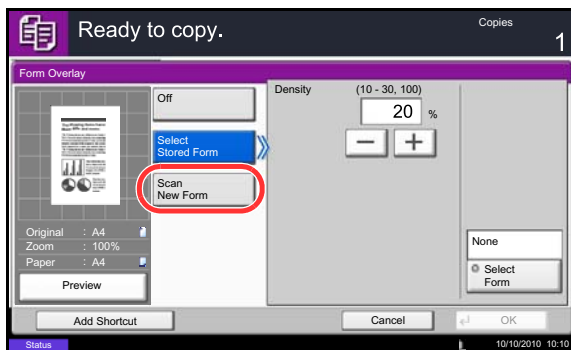
Copy the original images onto the form. Once you scan and register the form, the form is overlaid onto the original. You can also use a form that is already registered in the machine's memory.

NOTE: To register a form in advance, refer to *Form for Form Overlay on page 7-20* for details.

1 Press the **Copy** key.

2 Press [Layout/Edit] and then [Form Overlay].

3 Press [Scan New Form] to use the first page of originals as a form.

NOTE: You can select the form density setting through 4 levels from 10%, 20%, 30% or 100%. Press the [+] or [-] buttons in *Density*.

To use the forms already registered, press [Select Stored Form]. Press [Select Form] to display the document boxes that store documents which can be used as a form. Select the desired form from the list and press [OK].

NOTE: To return to a higher level folder, press [Up].

4 Press [OK].

5 Place the originals.

Place the original for the form on top of the other originals. When using the document processor, the first page of the originals should be placed on the top.

6 Press the **Start** key to start copying.

Page

Number multiple pages of originals in sequential order. The formats for numbering are [-1-], [P.1] or [1/n]. The format [1/n] prints the total number of pages in the place of *n*.

Select *Top Left*, *Top Middle*, *Top Right*, *Bottom Left*, *Bottom Middle* or *Bottom Right* as the page numbering position.

| | Original | [– 1 –] | [P.1] | [1/n] |
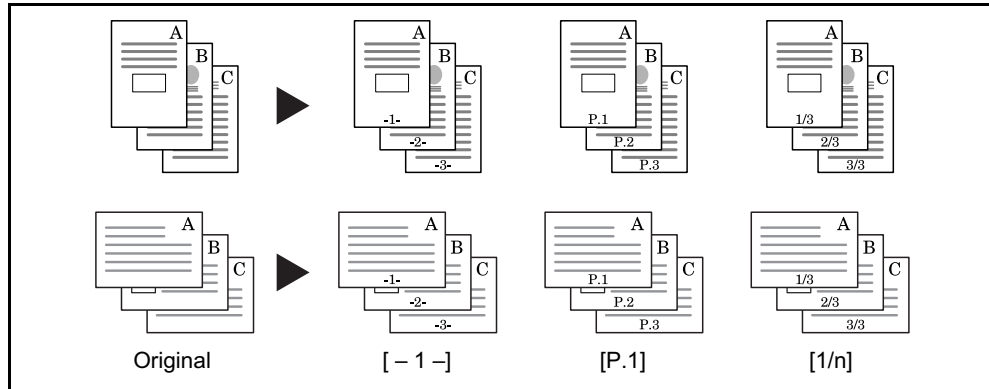
Items that can be set for the page number font are indicated below.

Item		Detail
Font	Size	Set the font size of the printed page number.*
	Style	Set the font style of the printed page number. [Bold] or [Italic] can be set.
	Font	Set the font of the printed page number. [Courier] or [Letter Gothic] can be set.
	Density	Set the density of the color of the printed page number.
	Display Pattern	Set the display method of the printed page number. [Transparent], [Clipping], or [Overwrite] can be selected.

* Registered font sizes are displayed. For details on registering font sizes, refer to *System Stamp on page 9-29*.

Use the procedure below to insert page numbers on your copies.

1 Press the **Copy** key.

2 Place the originals in the document processor or on the platen.

3 Press [Layout/Edit] and then [Page #].
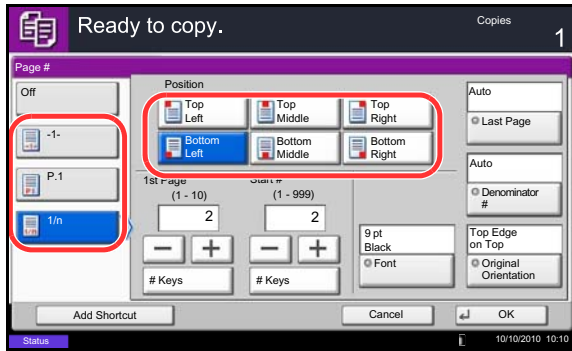
4 Select the numbering format from [-1-], [P.1] or [1/n].

5 Select the page numbering position.

6 To start page numbering from a page other than the first page, press [+] or [–] of 1st Page and select the starting page. You can also enter the number with the numeric keys after pressing [# Keys].

7 To start the numbering with a number other than 1, press [+] or [–] of Start Number and enter the starting number. You can also enter the number with the numeric keys after pressing [# Keys].

8 Press [Font] and select font and display settings for the page numbering.

9 If you do not want page numbering through to the last page, press [Last Page]. Select *Manual* and use [+] or [-] to enter the final page to be numbered (a negative number of pages counting backwards from the last page). Then press [OK]. You can set a value up to -10. You can also enter the number with the numeric keys after pressing [# Keys].

10 The total number of pages *n* in the format [1/n] can be changed manually. Press [Denominator #] and select [Manual]. Press [+] or [–] to enter the total number of pages and press [OK]. You can also enter the number with the numeric keys after pressing [# Keys].

11 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Press [OK].

12 Press [OK].

13 Press the **Start** key to start copying.

Memo Page

Delivers copies with a space for adding notes. You can also copy two originals onto the same sheet with a space or add lines to indicate page boundaries.

NOTE: Memo mode is available for the copy paper sizes of A3, B4, A4, A4-R, B5, B5-R, A5-R, Ledger, Legal, Oficio II, 216×340mm, Letter, Letter-R, Statement-R, Folio, 8K, 16K and 16K-R.

Layout A
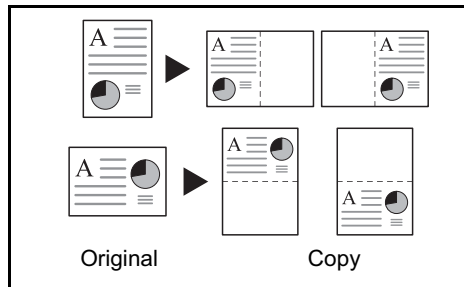
Reduces images of each original page for printing onto half of a page, leaving the other half blank for notes.

Layout B
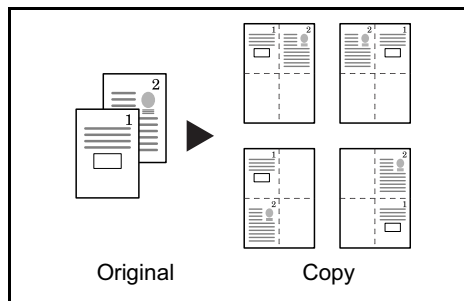
Reduces images of two original pages for copying onto half of a single page, leaving the other half blank for notes.

Types of Page Boundary Lines

The following boundary lines are available.

None	Solid	Dotted	Borders (Cropmark)
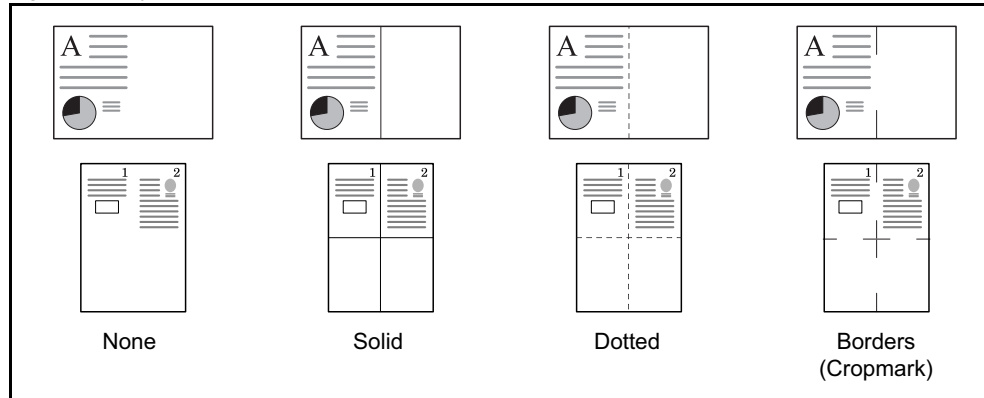
Use the procedures below to insert page boundary lines on your copies.
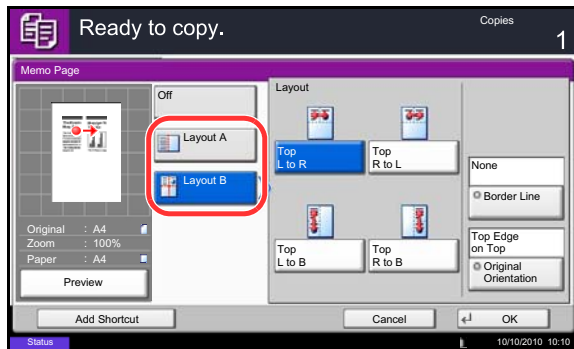
1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Layout/Edit] and then [Memo Page].

4 Press [Layout A] or [Layout B]. Select the page layout from *Layout*.

5 Press [Border Line] to select the page boundary line. Press [OK].

6 Press [Original Orientation] to select orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Press [OK].

7 Press [OK].

8 Press the **Start** key to start copying.

Image Repeat

Tiles the 1 copied sheet with an original image. You can also specify the area of the original to repeat.

Image Repeat
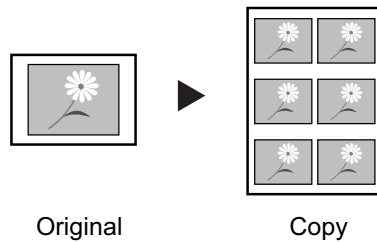
Copies the original image multiple times onto 1 sheet at a specified magnification.

You can also specify how much of the original is repeatedly copied.

Original   Copy
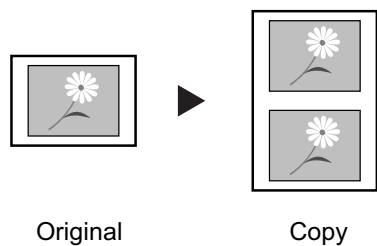
Double Copy

Makes 2 copies of the same original on a single sheet.

For example, you can double-copy an A4 original onto an A3 sheet which you then cut in half to make 2 copies that are identical to the original.

Original   Copy

Follow the steps shown below to use Image Repeat.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Layout/Edit] and then press [Image Repeat].

4 Press [Zoom Priority].

To make double copies, press [Double Copy] and proceed to step 8.

5 Press [+] or [–] to set the zoom size.

Press [# Keys] to enter with numeric keys.

6 To set the area of the original to be repeated, press [On] for *Specify Repeat Area.*
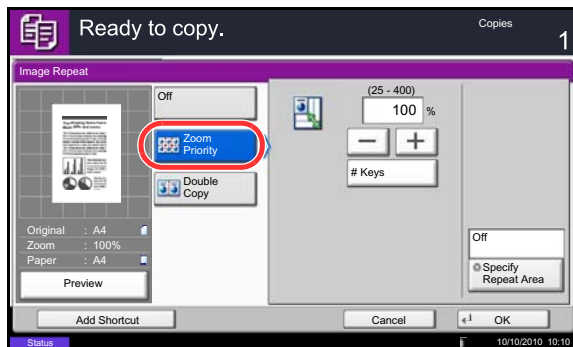
7 Press [+] or [–] to input the area of the original to be repeated.

With metric models, you can enter the border width directly using the numeric keys after pressing [#-Keys].
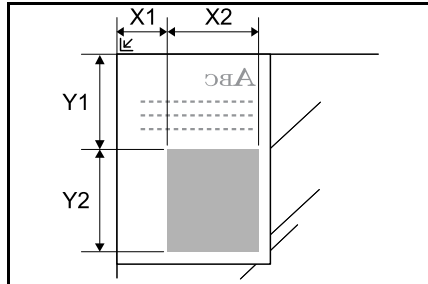
Y1: Length from top left of platen to top edge of repeat area

X1: Length from Height from top left of platen to left edge of repeat area

Y2: Height of repeat area

X2: Width of repeat area

8 Press [OK].

9 Press the **Start** key. Copying begins.

Text Stamp

When making copies, you can print a text stamp on copy output.

NOTE: This cannot be set when Text Stamp is set in the system settings. For details, see *Printing Jobs on page 9-30*.

The items that may be configured are as follows.

Item		Detail
Stamp Method	Each Print Page	Stamp on each printed page.
	Each Original Page	Stamp each page of the document.
Position		Selectable positions are [Top Left], [Top Middle], [Top Right], [Middle Left], [Center], [Middle Right], [Bottom Left], [Bottom Middle], and [Bottom Right].
Font	Size	Set the font size of the printed text stamp.*
	Style	Set the font style of the printed text stamp. [Bold] or [Italic] can be set.
	Font	Set the font of the printed text stamp. [Courier] or [Letter Gothic] can be set.
	Density	Set the density of the color of the printed text stamp.
	Display Pattern	Set the display method of the printed text stamp. [Transparent], [Clipping], or [Overwrite] can be selected.

* Registered font sizes are displayed. For details on registering font sizes, refer to *System Stamp on page 9-29*.

Use the procedures below to specify the Text Stamp settings.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Layout/Edit] and then press [Text Stamp].

4 Press [On].

5 Press [Keyboard] and enter the text string to be printed, or select a text stamp from the displayed templates.
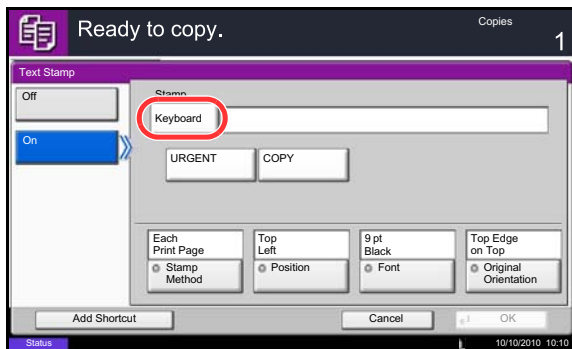
NOTE: Templates that have been set will appear. For details on registering templates, refer to *System Stamp on page 9-29*.

6 Press [Stamp Method] and set the stamp method for the text stamp.

7 Press [Position] and select the position of the text stamp.

8 Press [Font] and select font and display settings for the text stamp.

9 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

10 Press [OK].

11 Press the **Start** key. Copying begins.

Bates Stamp

When making copies, you can print a bates stamp on the originals.

NOTE: This cannot be set when Bates Stamp is set in the system settings. For details, see *Printing Jobs on page 9-30*.

The items that may be configured are as follows.

Item		Detail
Position		Selectable positions are [Top Left], [Top Middle], [Top Right], [Middle Left], [Center], [Middle Right], [Bottom Left], [Bottom Middle], and [Bottom Right].
Font	Size	Set the font size of the printed bates stamp.*
	Style	Set the font style of the printed bates stamp. [Bold] or [Italic] can be set.
	Font	Set the font of the printed bates stamp. [Courier] or [Letter Gothic] can be set.
	Density	Set the density of the color of the printed bates stamp.
	Display Pattern	Set the display method of the printed bates stamp. [Transparent], [Clipping], or [Overwrite] can be selected.

* Registered font sizes are displayed. For details on registering font sizes, refer to *System Stamp on page 9-29*.

Use the procedure below to specify the Bates Stamp settings.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Layout/Edit] and then press [Bates Stamp].

4 Press [On].

5 Press [Date], [User Name], [Serial Number], [Numbering], [Text 1], or [Text 2], and set additional information to be printed in the stamp.

   If you selected [Text 1] or [Text 2], press [Change] below it and enter the text string to be printed.

   If you selected [Date], press [Date Format] and select [MM/DD/YYYY], [DD/MM/YYYY], or [YYYY/MM/DD] to set the date format.

   If you selected [Numbering], press [Numbering Default] and set the starting sequence number (1 to 9999999).

6 Press [Position] and select the position of the bates stamp.

7 Press [Font] and select font and display settings for the bates stamp.

8 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

9 Press [OK].

10 Press the **Start** key. Copying begins.

EcoPrint

Use EcoPrint to save toner when printing. Use this function for test copies or any other occasion where high quality print is unnecessary.

The procedure for making copies using EcoPrint is explained below.
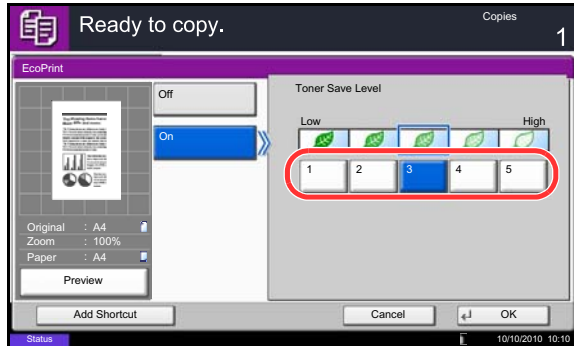
1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Image Quality] and then [EcoPrint].

4 Press [On].

5 Press [1] to [5] (*Low - High*) to adjust the Toner Save Level.

6 Press [OK].

7 Press the **Start** key to start copying.

Sharpness

Adjust the sharpness of image outlines. When copying penciled originals with rough or broken lines, clear copies can be taken by adjusting sharpness toward [Sharpen]. When copying images made up of patterned dots such as magazine photos, in which moire* patterns appear, edge softening and weakening of the moire effect can be obtained by setting the sharpness toward [Blur].

The table below shows the available settings.

Item		Detail
All	Sharpen	Emphasize the image outline.
	Blur	Blur the image outline. Can weaken a Moire* effect.
Text/Fine Line	Normal	Make letters and lines appear sharper. Only text and fine lines are emphasized.
	Sharpen	

* Patterns that are created by irregular distribution of halftone dots.

Follow the steps below to adjust sharpness.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Image Quality] and then Press [Sharpness].

4 Press [All] or [Text/Fine Line].

5 When [All] is selected, press [-3] to [3] (*Blur - Sharpen*) to adjust the sharpness.

When [Text/Fine Line] is selected, press [0] to [3] (*Normal - Sharpen*) to adjust the sharpness.

6 Press [OK].
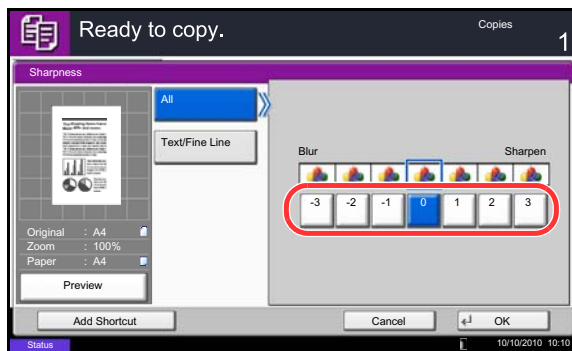
7 Press the **Start** key. Copying begins.

Background Density Adj.
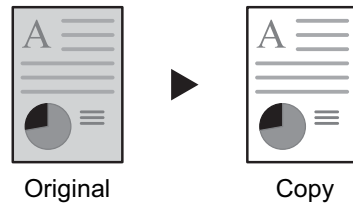
Original   Copy

Remove dark background from originals, such as newspapers. The smaller the number becomes lighter the background becomes. If the ground color is obtrusive, select [Auto]. If [Auto] does not remove the ground color, select [Manual] and adjust the density of the ground color.

Follow the steps below to use background density adjust.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Image Quality] and then press [Background Density Adj.].

4 Press [Auto] or [Manual].

5 When [Manual] is selected, press [1] to [5] (*Lighter - Darker*) to adjust the background density.

6 Press [OK].
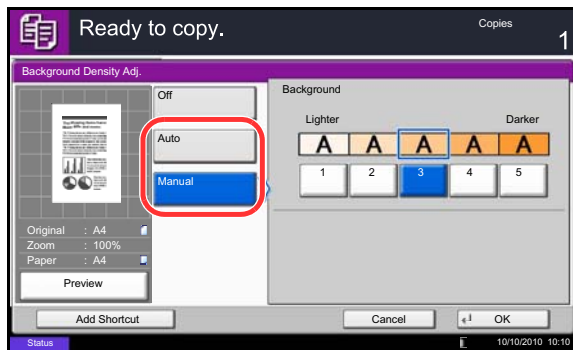
7 Press the **Start** key. Copying begins.

Prevent Bleed-thru

Hide background colors and image bleed-through when scanning thin originals.

The procedure for using prevent bleed-thru copying is explained below.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Image Quality] and then press [Prevent Bleed-thru].

4 Press [On]. Prevent Bleed-thru is selected.
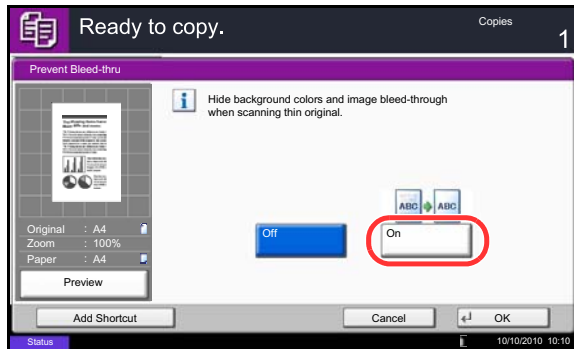
5 Press [OK].

6 Press the **Start** key. Copying begins.

Continuous Scan

When a large number of originals cannot be placed in the document processor at one time, the originals can be scanned in separate batches and then copied as one job. With this function, originals are scanned until you press [Finish Scan].

Any of the following settings can be changed during scanning.

- Original size
- Original orientation
- Original Image
- Duplex
- Background Density Adj.

- Paper Selection
- Zoom
- Border erase
- Density
- Prevent Bleed-thru

If you use Job Build, you can insert a blank paper during scanning or a blank page during duplex copying. The procedure for making copies using Continuous Scan is explained below.
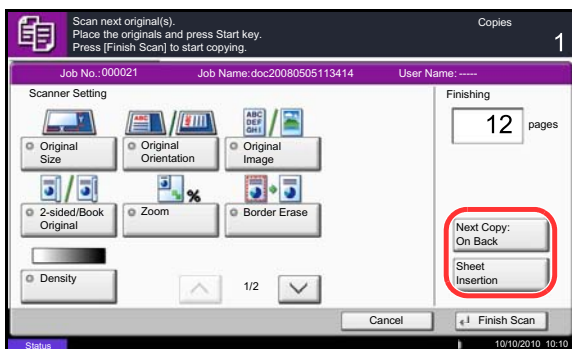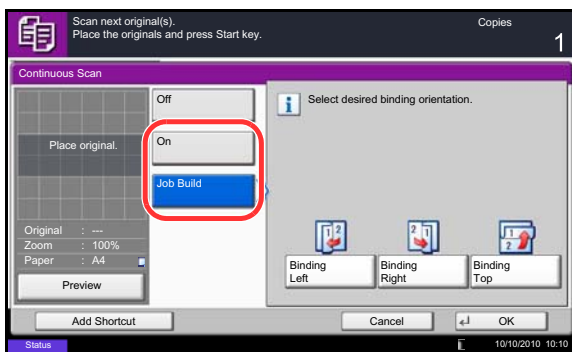
1 Press the **Copy** key.

2 Press [Advanced Setup] and then [Continuous Scan].

3 If Continuous Scan is selected, press [On].

If Job Build is selected, press [Job Build] and select the desired binding orientation.

4 Press [OK].

5 Place the originals in the document processor or on the platen and press the **Start** key.

If [Job Build] is selected, the next page can be changed. Press [Sheet Insertion] to insert a blank paper. Press [Next Copy: On Back] in duplex copying to print the next page on back page.

6 Place the next original and press the **Start** key. Repeat these steps to scan the remaining originals.

After scanning all originals, press [Finish Scan] to start copying.

Auto Image Rotation

Automatically rotates the image when the sizes of the original and the loaded paper matches but the orientations are different. The images will be rotated 90° counter-clockwise prior to copying.

NOTE: To set Auto Image Rotation as the default mode, refer to *Auto Image Rotation on page 9-22*.

The procedure for making copies using Auto Image Rotation is explained below.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Auto Image Rotation].

4 Press [On] to select Auto Image Rotation.

5 Press [OK].

6 Press the **Start** key to start copying.

Negative Image

Inverts black and white portions of the image for printing.

Use the procedure below to make negative image copies.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Negative Image].

4 Press [On] to select Negative Image.

5 Press [OK].

6 Press the **Start** key to start copying.

Mirror Image

Copies the mirrored image of the original.

Use the procedure below to make mirror image copies.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Mirror Image].

4 Press [On] to select Mirror Image.

5 Press [OK].

6 Press the **Start** key to start copying.

4

Job Finish Notice

Sends a notice by e-mail when a job is completed. Users can be notified of the completion of a job while working at a remote desk, saving the time spent waiting beside the machine to finish.

NOTE: The user's PC should be configured in advance so that E-mail can be used. For details, refer to *Command Center RX (Settings for E-mail) on page 2-26*.
E-mail can be sent to a single destination.

Example of Job Finish Notice

To:	h_pttr@owl-net.net
Subject:	1234 Job end report mail

Job No.:	000002
Result:	OK
End Time:	Sun 10 Oct 2010 10:10:10
File Name:	doc27042005145608
Job Type:	Copy

1234	

Use the procedure below to enable job finish notification when making copies.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Job Finish Notice].

4 To select the destination from the address book, press [Address Book] on the left of the screen and then press [Address Book] in the next screen. Select the destination to be notified on the address book screen, then press [OK].
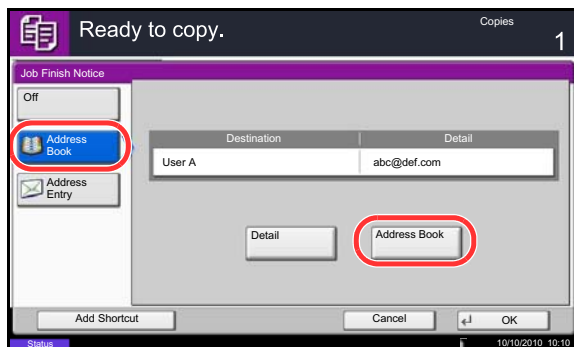
NOTE: For the procedure to select the destination from the Address Book, refer *Specifying Destination on page 3-39*.

You can view information on the notification destination by pressing [Detail].
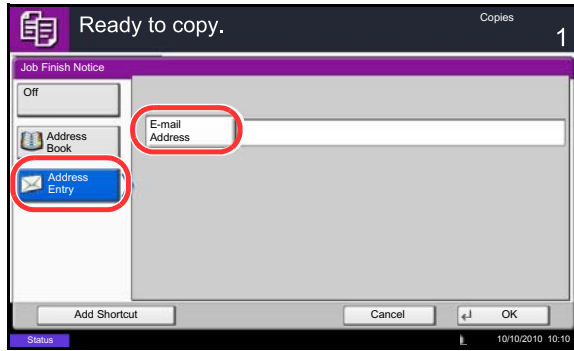
To directly enter the E-mail address, press [Address Entry]. Press [E-mail Address], enter the address and press [OK].

5 Press [OK].

6 Press the **Start** key to start copying. Upon completion of the job, an E-mail notice is sent to the selected destination.

File Name Entry

Names a copy job. Add other information such as date and time or job number as necessary. You can check a job history or job status using the job name, date and time, or job number specified here.

Use the procedure below to assign a name to your copy job.
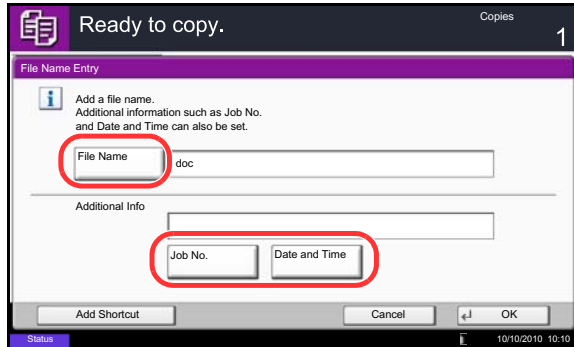
1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [File Name Entry].

4 Press [File Name], enter the name for a copy job, and press [OK].

To add date and time, press [Date and Time]. To add job number, [Job No.]. Added information is displayed in Additional Info.

5 Press [OK].

6 Press the **Start** key to start copying.

Priority Override

Suspends a current job and gives the selected job priority for copying. The suspended job resumes after Priority Override copying is finished.

> **NOTE:** The current job that is selected as Priority Override cannot be suspended.

The procedure for using Priority Override is explained below.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Priority Override].

4 Press [On] to select Priority Override.

5 Press [OK].

6 Press the **Start** key. The current copy job is suspended and the copy job selected in Priority Override starts. The suspended job resumes after Priority Override copying is finished.

Repeat Copy

Enables additional copies in the desired quantity as necessary after a copy job is completed. For confidential documents, you can set up a pass code for the use of Repeat Copy. In such a case, the correct pass code must be entered when using Repeat Copy or copies will not be delivered.

IMPORTANT: A Repeat Copy job is cleared when the main power switch is turned off.

Repeat Copy is not available when the machine is equipped with the optional Data Security Kit.

Repeat Copy cannot be used when the maximum number of Repeat Copy jobs to retain in the document box is set to zero (refer to *Maximum Number of Repeat Copy Jobs Retained on page 4-44*).

You can select Repeat Copy as the default setting. Refer to *Repeat Copy on page 9-28*.

Giving a file name to a copy job will facilitate identification of the data when copying (refer to *File Name Entry on page 4-42*).

Selecting Repeat Copy

Use the procedure below to select repeat copying.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Repeat Copy].

4 Press [On].

To register a password, press [# Keys] and enter a 4-digit password.
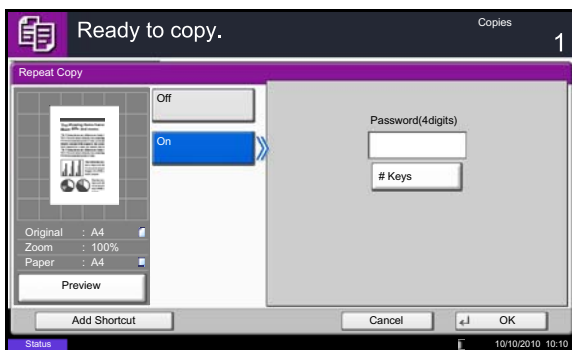
IMPORTANT: If you forget the pass code, Repeat Copy will be unavailable. Make a note of the pass code beforehand if necessary.

---

5 Press [OK].

6 Press the **Start** key to start copying and register this job as a Repeat Copy job.

Outputting Repeat Copy Jobs

The Repeat Copy jobs are stored in the Document Box. Refer to *Job Box on page 3-42* to print out the Repeat Copy jobs.

Maximum Number of Repeat Copy Jobs Retained

You can use the procedure below to change the maximum number of copy jobs that can be retained in the document box.

Use the procedure below to change the maximum number of copy jobs retained.

1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory] and then [Next] of *Job Box*.

3 Press [Change] of *Repeat Copy Job Retention*.

4 Use the **[+]** or **[-]** key to enter the maximum retention number.

You can also enter the number from the numeric keys.

A number between 0 and 50 can be entered as the number of retained jobs.
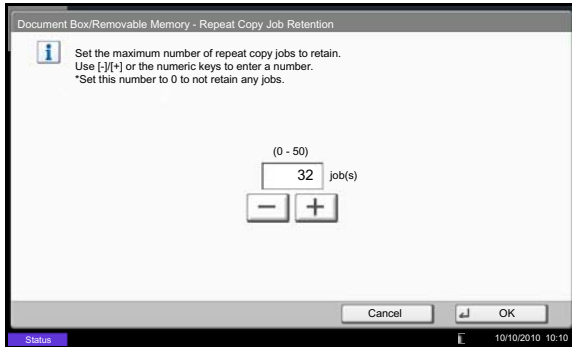
NOTE: If you enter a value of 0 (zero), you cannot use the Repeat Copy function.

5 Press [OK].

DP Read Action

Set the operation when a document is scanned from the document processor. The table below shows the available settings.

Item	Detail
Speed Priority	Priority given to scanning speed.
Quality Priority	Priority given to image quality.

NOTE: Cannot be used when set to [On] in *Document Guard on page 9-108*.

Use the procedure below to set a DP Read Action

1 Press the **Copy** key.

2 Place the original.

3 Press [Advanced Setup] and then Press [DP Read Action].

4 Select [Speed Priority] or [Quality Priority].

5 Press [OK].

6 Press the **Start** key. Copying begins.

5 Printing

This chapter explains the functions available for printing.
For details on Using the Document Box, refer to the *Chapter 7 - Document Box*.

Printing - Printing from Applications

Follow the steps below to print documents from applications.

NOTE: To print the document from applications, install the printer driver on your computer from the supplied DVD (Product Library).
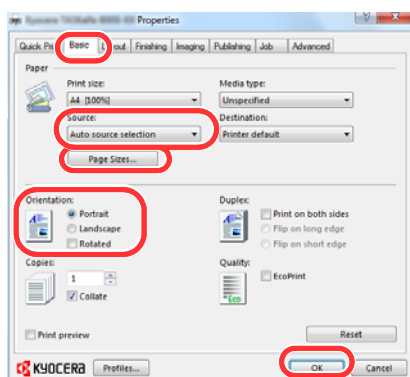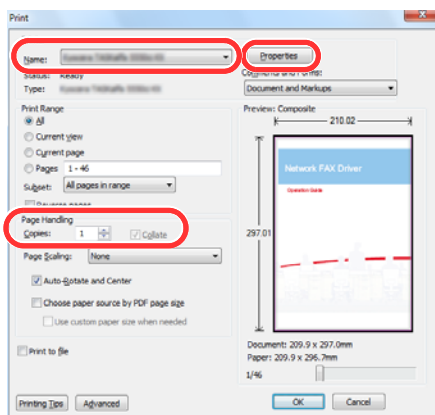
1 Create a document using an application.

2 Click **File** and select **Print** in the application. The **Print** dialog box appears.

3 Click the ▼ button next to the Name field and select this machine from the list.

4 Enter the desired print quantity in the **Number of copies** box. Enter any number up to 9999.

When there is more than one page, select **Collate** to print out one by one in the sequence of the page numbers.

5 Click the **Properties** button. The **Properties** dialog box appears.

6 Select the **Basic** tab and click the **Page Size** button to select the paper size.

To print on the special paper such as thick paper or transparency, click the **Media Type** menu and select the media type.

7 Click **Source** and select the paper source.

NOTE: If you choose **Auto Select**, paper is supplied automatically from the paper source loaded with paper of optimum size and type. To print on special paper such as envelope or thick paper, place it on the multi purpose tray and select **MP Tray**.

8 Select paper orientation, either **Portrait** or **Landscape**, to match the orientation of the document.

Selecting **Rotate 180°** will print the document rotated 180°.
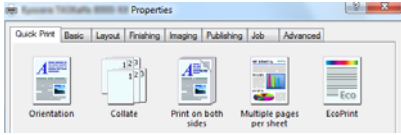
9 Click the **OK** button to return to the **Print** dialog box.

10 Click the **OK** button to start printing.

Printer driver print settings screen

The printer driver print settings screen allows you to configure a variety of print-related settings. For more information, refer to the Printer Driver User Guide on the DVD.

No.	Description
1	*Quick Print* Provides icons that can be used to easily configure frequently used functions. Each time you click an icon, it changes to an image resembling the print results and applies the settings. *Basic* This tab groups basic functions that are frequently used. You can use it to configure the paper size, destination, and duplex printing. *Layout* This tab lets you configure settings for printing various layouts, including booklet printing, combine mode, poster printing, and scaling. *Finishing* This tab lets you configure settings related to finishing of printed media, including binding and stapling. *Imaging* This tab lets you configure settings related to the quality of the print results. *Publishing* This tab lets you create covers and inserts for print jobs and put inserts between sheets of OHP film. *Job* This tab lets you configure settings for saving print data from the computer to the machine. Regularly used documents and other data can be saved to the machine for easy printing later. Since saved documents can be printed directly from the machine, this function is also convenient when you wish to print a document that you don't want others to see. *Advanced* This tab lets you configure settings for adding text pages or watermarks to print data.
2	*Profiles* Printer driver settings can be saved as a profile. Saved profiles can be recalled at any time, so it's a convenient practice to save frequently used settings.
3	*Reset* Click to revert settings to their initial values.

Printer Driver Help

The printer driver includes Help. To learn about print settings, open the printer driver print settings screen and display Help as explained below.

1 Click the **?** button in the upper right corner of the screen and then click the item you want to know about.

2 Click the item you want to know about and press the [F1] key on your keyboard.

Banner printing

When a document length from 470.1 mm (18.51") to a maximum of 1220.0 mm (48") is specified for printing, the print job is treated as banner printing.

Max. number of sheets	1 sheet (manual feed), 10 sheets (when optional banner tray is attached*)
Paper width	210 (8.26") to 304.8 (12") mm
Paper length	Max. 1220 (48") mm
Paper weight	136 to 163 g/m^2
Paper type	Heavy 2

* When the banner tray (option) is used, up to 10 sheets of banner paper can be fed continuously . (Refer to *Using the Banner Tray (Option) on 5-7*.)

Follow the steps below to set banner paper in the printer driver.
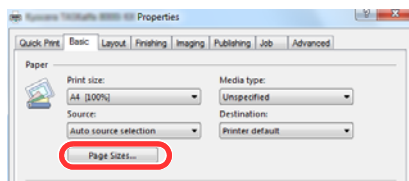
1 Click the **Basic** tab and then click the **Page Sizes** button.
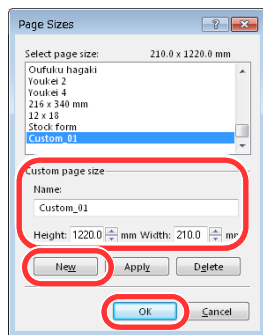
2 Click the **New** button, enter the name, length (470.1 mm or longer), and width of the custom paper size being registered, and click the **OK** button.
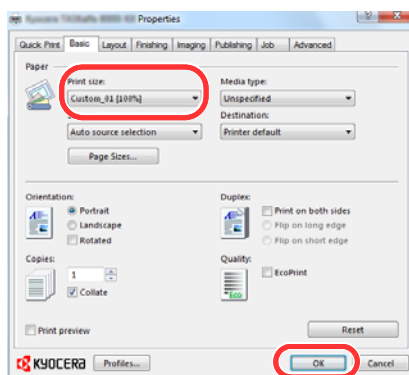
3 Click **Print size**, select the custom paper size that you registered, and click the **OK** button.

NOTE: When KPDL is used for PDL Settings of the printer driver, a length setting of 470.5 mm (18.53") or longer is handled as banner print.

When you execute printing in this case, a message appears on the machine's operation panel. Place the paper in the multipurpose tray, continue to support it so that it does not fall, and press [Continue]. To cancel printing, press [Cancel].
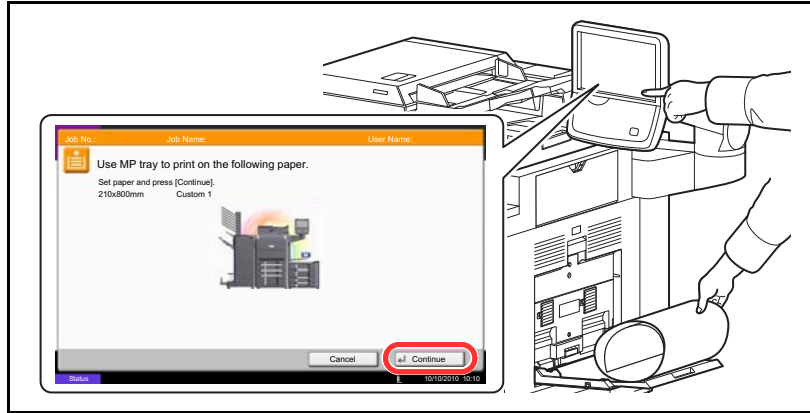
IMPORTANT: If an output tray that cannot be used for banner printing such as Mailbox (option) is selected in the printer driver, the output tray automatically changes to a tray that can be used.

To print on multiple sheets manually (not using the banner tray), place each sheet after the previous sheet is printed, and press [Continue].

After pressing [Continue], support the paper with both hands so that it feeds in correctly.
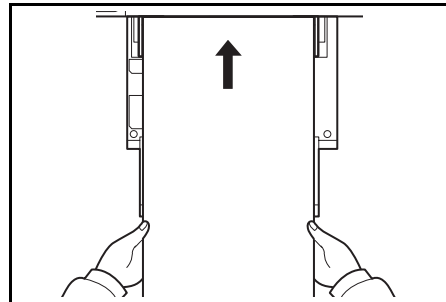
After printing starts, catch the paper when it is output so that it does not fall.

5
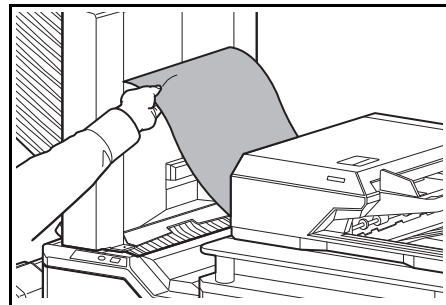
Using the Banner Tray (Option)

When the banner tray (option) is used, up to 10 sheets of banner paper can be fed continuously.
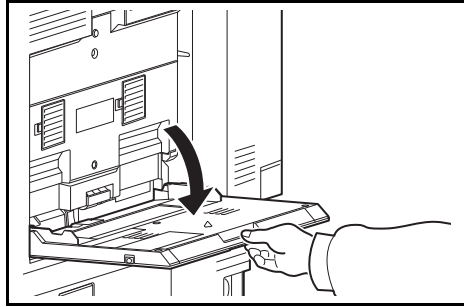
1 Open the Multi Purpose tray until it stops.

Do not extend the multi purpose auxiliary tray.
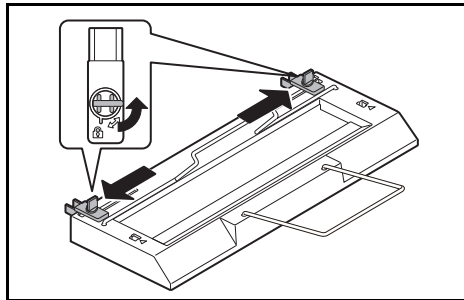
2 Release the paper width guide lock on the banner tray and open to the maximum width.
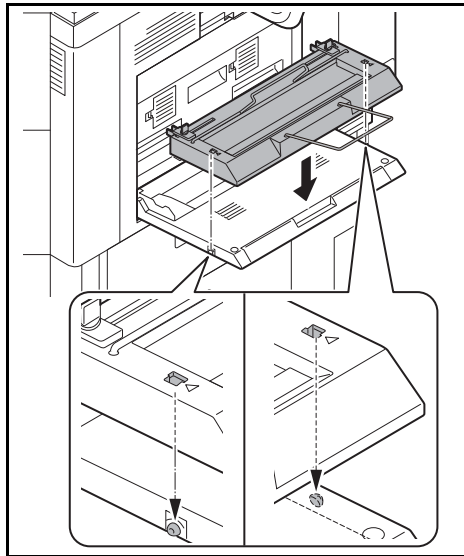
3 Attach the banner tray to the multi purpose tray.

Fit the openings on the sides of the banner tray onto the tabs on the sides of the multi purpose tray, and press into place.
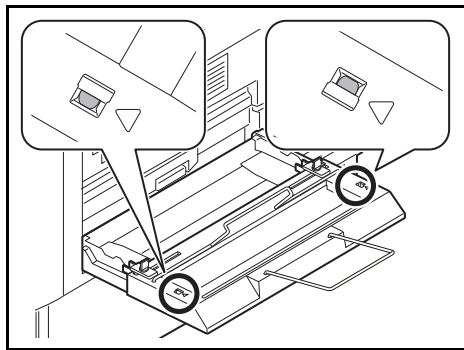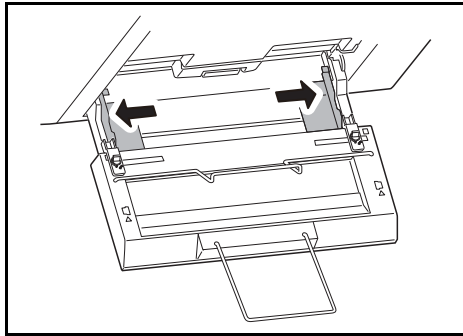
4 Open the paper width guides on the multi purpose tray to the maximum width.

Make sure that the banner tray is attached so that the paper width guides on the banner tray are outside the paper width guides on the multi purpose tray.
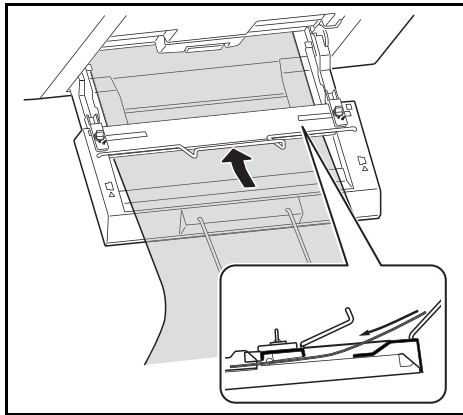
5 Load banner paper so that it passes under the paper clamp bar.
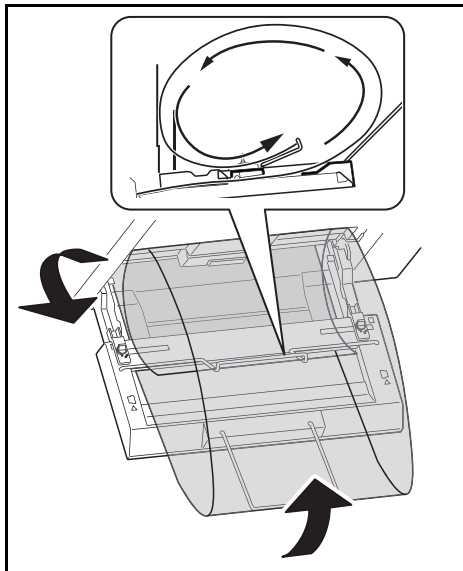
6 Loop the banner paper back and place the end on the paper support.
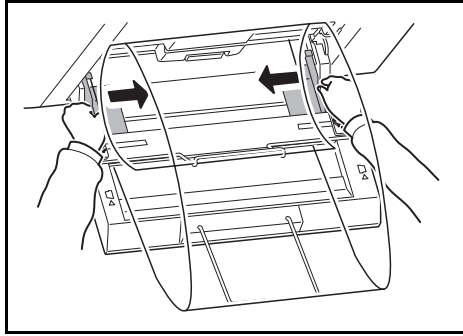
7 Adjust the paper width guides to the width of the paper.

IMPORTANT: If there is a gap between the paper and the paper width guides, readjust the guides to fit the paper in order to prevent skewed feeding and paper jams.
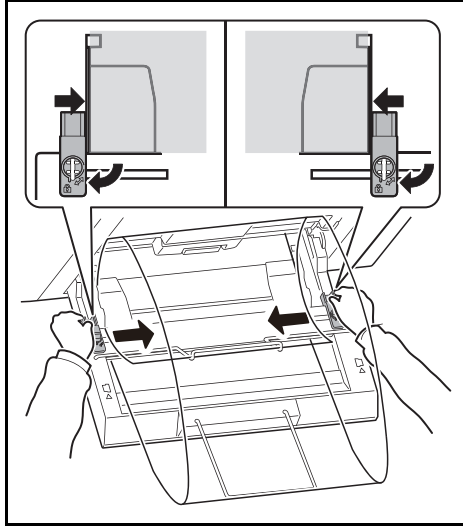
8 Adjust the paper width guides on the banner tray to the same width as the paper width guides on the multi purpose tray and lock.

5

IMPORTANT: Remove the paper when you are not performing banner printing.

NOTE: The print confirmation screen can be set in the system menu to not appear when the banner tray is attached. This will allow continuous printing on multiple sheets. (Refer to *Message Banner Print on 9-41*.)

Using a Job Box

The Job Box stores print data in the machine's Document Box (HDD) for later printing from the operation panel as needed.

Private Print

Private Print stores the print data which is printed by using the printer driver to send data as a Private Print.

In Private Printing, you can specify that a job is not printed until you release the job at the operation panel. When sending the job from the application software, specify a 4-digit access code in the printer driver. The job is released for printing by entering the access code on the operation panel, ensuring confidentiality of the print job. The data will be deleted upon completion of print job or after the main power switch is turned off.

Refer to the Printer Driver User Guide on how to print a job as Private Print using the printer driver.

For details of the procedure for Private Print, refer to *Private Print/Stored Job on page 7-14*.

Proof and Hold Print Box

Proof and Hold box stores the print data which is printed by using the printer driver to send data as a Proof and Hold Print job.

The Proof and Hold feature produces only a single proof print of multiple-print job and holds printing of the remaining copies. Printing a multiple-print job in Proof and Hold using the printer driver allows only a single copy to be printed while maintaining the document data in the Job Box. To continue to print the remaining copies, use the operation panel. You can change the number of copies to print.

Refer to the Printer Driver User Guide on how to print a job as Proof and Hold Print job using the printer driver.

For details of the procedure for Proof and Hold Print Box, refer to *Quick Copy/Proof and Hold on page 7-15*.

Automatic Delete Setting for Temporary Documents

This setting specifies that documents, such as Private Printing, or Proof and Hold Printing, saved temporarily in the job box are automatically deleted after they have been saved for a set time.

NOTE: This function is valid for documents saved after the function is set.

Regardless of this function setting, temporary documents are deleted when the main power switch is turned off.

For details of the procedure for Automatic Delete Setting for Temporary Documents, refer to *Deletion of Job Retention on page 7-19*.

Job Storage

Job storage is a Job storage (e-MPS) option that lets you store a print job permanently on the hard disk for printing later. You also have the option of protecting the print job from unauthorized printing by using an access code. This feature is available when a hard disk is installed and selected in the Device Settings tab.

Job storage is useful for jobs that need to be available for printing at any time, even if the printing system has been turned off and turned on again.

If desired, you can attach a four-digit access code to a Job storage job, so that you can print a job without anyone else seeing it, or restrict printing to approved users. When the access code is used, the job is not printed until a user prints it at the printing system's operation panel.

Refer to the Printer Driver User Guide on how to print a job as Proof and Hold Print job using the printer driver.

5

6 Sending Functions

This chapter explains the functions available for sending originals.

Original Size

Select the size of originals that will serve as the basis for scanning. Be sure to select the original size when using originals of nonstandard sizes.

Choose the original size from the following groups of original sizes

Item	Detail	Size
Standard Sizes 1	Select from automatic detection and standard sizes.	Inch models: Auto, Ledger, Legal, Letter, Letter-R, Statement, Statement-R, Oficio II, 11×15"
		Metric models: Auto, A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R, Folio, 216×340mm
Standard Sizes 2	Select from standard sizes except Standard Sizes 1 .	Inch models: A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R, Folio, 8K, 16 K, 16K-R, 216×340mm
		Metric models: Ledger, Legal, Letter, Letter-R, Statement, Statement-R, Oficio II, 11×15", 8K, 16K, 16K-R
Others	Select from Hagaki and Custom Original Size *.	Hagaki, Oufuku hagaki, Custom 1 to 4
Size Entry	Enter the size that is not indicated in Standard Sizes 1 and 2**.	Inch models Horizontal: 2.00 to 17.00" (in 0.01" increments), Vertical: 2.00 to 11.69" (in 0.01" increments)
		Metric models Horizontal: 50 to 432 mm (in 1 mm increments), Vertical: 50 to 297 mm (in 1 mm increments)

*   Regarding the setting method of Custom Original Size (Custom 1 to 4), refer to *Custom Original Size on page 9-4*.
**   The input units can be changed in the System menu.
    Refer to *Measurement on page 9-12*.

Use the procedure below to select the original size when sending scanned images.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Org./Sending Data Format] and then [Original Size].

4 Press [Standard Sizes 1], [Standard Sizes 2], [Others], or [Size Entry] to select the original size.
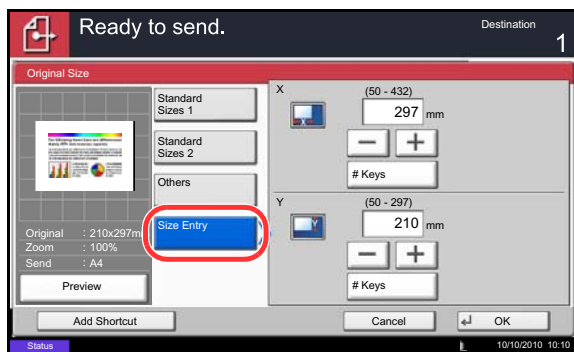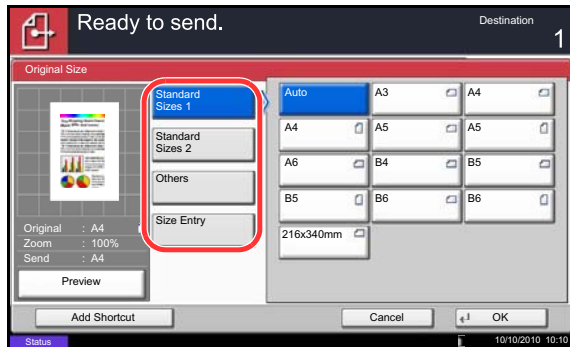
When you have selected [Size Entry], press [+] or [-] to set the sizes of *X* (horizontal) and *Y* (vertical). By pressing [# Keys], you can use the numeric keys.

5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

Sending Size

Select the sending size (the size of image to be sent).

The table below lists the sizes.

Item	Detail	Size
Standard Sizes 1	Select from Same as Original Size or Standard Size.	Inch models: Same as Original Size, Ledger, Legal, Letter, Statement, Oficio II, 11×15"
		Metric models: Same as Original Size, A3, B4, A4, B5, A5, B6, A6, Folio, 216 × 340mm
Standard Sizes 2	Select from standard size except Standard Sizes 1.	Inch models: A3, B4, A4, B5, A5, B6, A6, Folio, 8K, 16K, 216 × 340mm
		Metric models: Ledger, Legal, Letter, Statement, Oficio II, 11×15", 8K, 16K
Others	Select from Hagaki.	Hagaki, Oufuku hagaki

Relationship between Original Size, Sending Size, and Zoom

Original Size (page 6-2), *Sending Size*, and *Zoom (page 6-6)* are related to each other. Refer to the following table.

Original Size and the size you wish to send as are	the same	different
Original Size	Specify as necessary	Specify as necessary
Sending Size	Select [Same as Original]	Select the required size
Zoom	Select [100%] (or [Auto])	Select [Auto]

NOTE: When you select Sending Size that is different from Original Size, and select the Zoom [100%], you can send the image as the actual size (No Zoom).

Use the procedure below to select the size for transmission when sending scanned images.

1　Press the **Send** Key.

2　Place the originals on the platen.

3　Press [Org./Sending Data Format] and then [Sending Size].

4　Press [Standard Sizes 1], [Standard Sizes 2], or [Others] to select the sending size.

5　Press [OK].
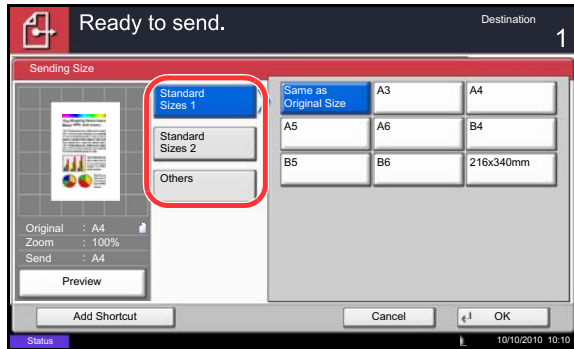
6　Specify the destination, and press the **Start** key to start sending.

Zoom

Scans the original by automatically zooming it depending on the sending size.

The table below lists the available options.

Item	Detail
100%	No Zoom (to be scanned at actual size)
Auto	Zoomed automatically according to the specified sending size.

NOTE: When zooming in or out, see *Sending Size on page 6-4* when selecting the sending size.

Depending on the combination of original size and sending size, the image is placed at the edge of the paper. To select the original size vertically and horizontally on the page, use the centering setting described in *Centering on page 6-7*.

Use the procedure below to enlarge or reduce the original to match the transmission size.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Select the transmission size.

4 Press [Advanced Setup] and then [Zoom].

5 Press [100%] or [Auto].

6 Press [OK].
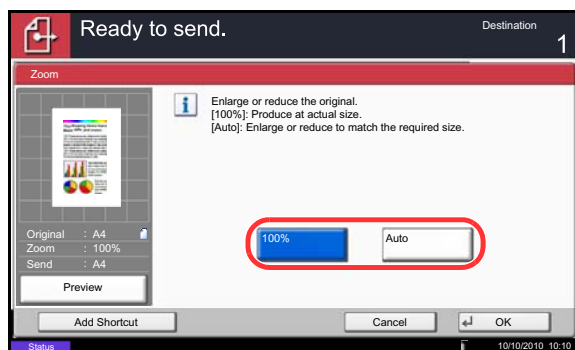
7 Specify the destination, and press the **Start** key to start sending.

Centering

When you have scanned the original after specifying the original size and sending size, depending on these sizes, a margin is created at the bottom, left, or right side of paper. By using the centering, the image is placed with a margin equally created at each of the page Top/Bottom and Left/Right.

Use the procedure below to center the image when sending a scanned image.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Centering].

4 Press [On]. Centering is performed.

5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

6

Mixed Size Originals

Using the document processor, the originals of different sizes can be placed in a batch and sent. In this operation, up to 30 originals of different sizes can be placed in the document processor at the same time.

Originals of the Same Width

When the original widths are the same, the combinations of originals that can be placed are as follows.

• Ledger and Letter (A3 and A4)
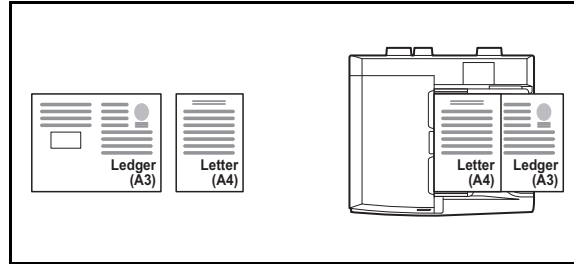
• Legal and Letter-R (A4-R and Folio)
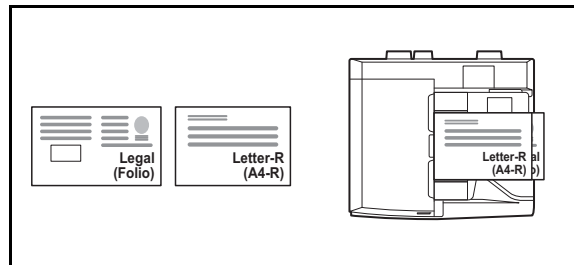
• B4 and B5
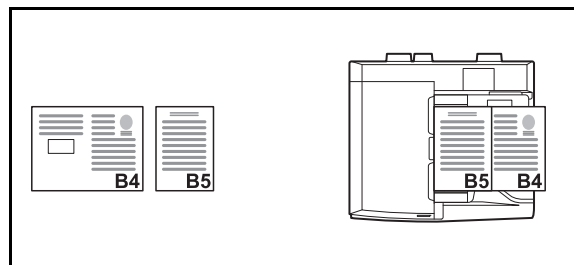
Originals of Different Widths (Available for metric models only)

The combinations of originals of different sizes that can be placed together are as follows.

NOTE: When mixing the original sizes as using the following combination: A4-R, B5-R, and Folio, make sure to set the **System Menu** key -> *Common Settings -> Original / Paper Settings -> Original Auto Detect* to [On] for [Folio]. For more information, refer to *Original Auto Detect (Available for metric models only) on page 9-10*.

*   A3, B4, A4, B5
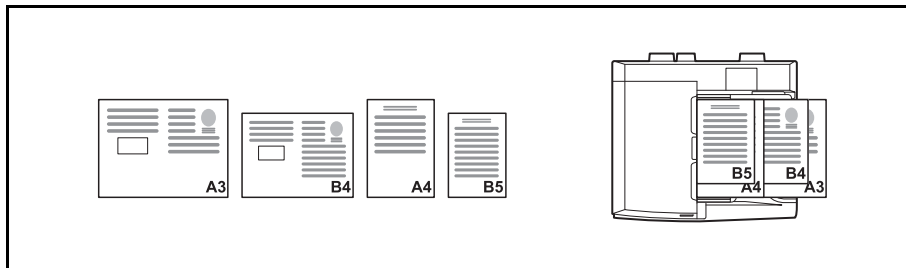
*   B4, A4-R, B5
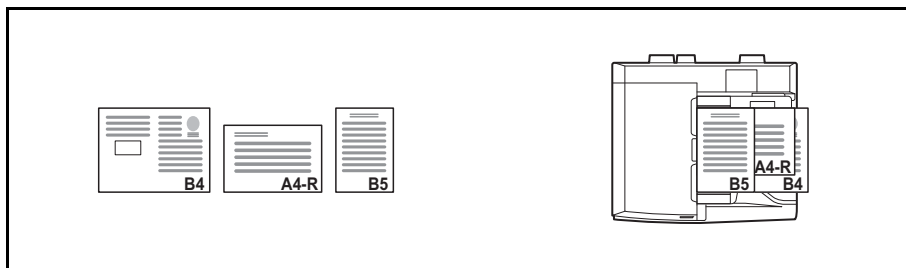
*   A4-R, B5-R, Folio
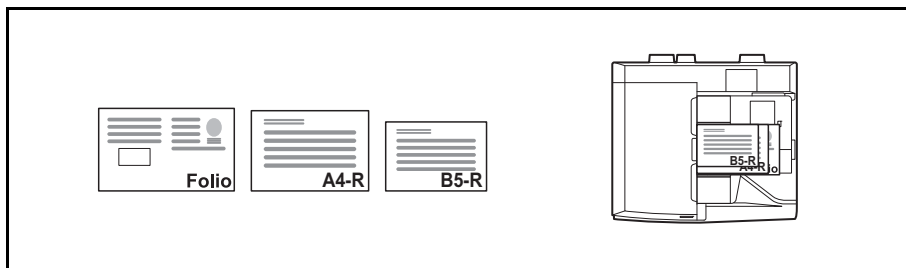
Use the procedure below to send mixed size originals as a batch.

1 Press the **Send** key.

2 Place the original into the document processor.

IMPORTANT: When placing originals of different width, arrange the originals so that their left sides and top sides are aligned, and place the originals in alignment with the far width guide. If the originals are not aligned in this way, they may not be scanned correctly, and skewing or original jams may result.

3 Press [Org./Sending Data Format] and then [Mixed Size Originals].

4 Select the combination of originals from [Same Width] and [Different Width].

5 Press [OK].
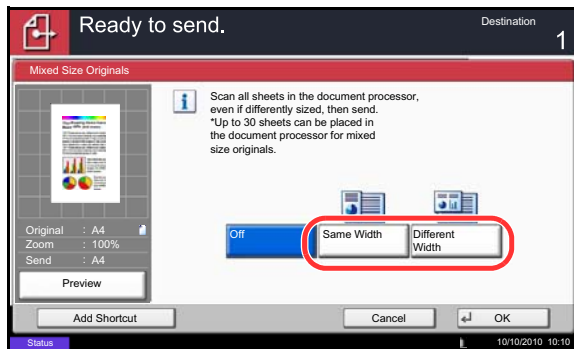
6 Specify the destination, and press the **Start** key to start sending.

2-sided/Book Original

Select the type and binding of the original depending on the original.

The table below lists the binding directions for each original type.

Original	Type	Binding
1-sided Sheet Original	1-sided	—
2-sided Sheet Original	2-sided	Binding Left/Right, Binding Top
Open Book Original such as magazine and book	Book	Binding Left, Binding Right

Use the procedure below to select the original type and binding direction when sending scanned originals.

6
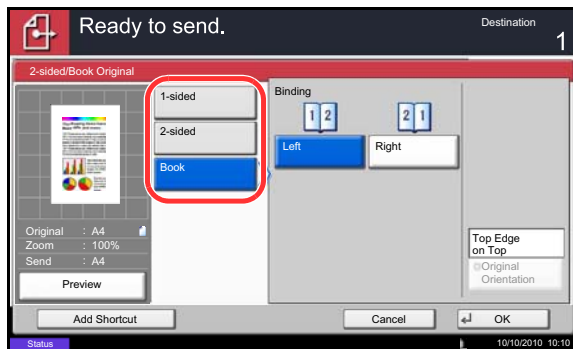
1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Org./Sending Data Format] and then [2-sided/Book Original].

4 Press [1-sided], [2-sided], or [Book].

5 When selecting [2-sided], select the binding direction and press [Original Orientation] to select the direction in which the original is set on the platen.
When selecting [Book], select the binding direction.

6 Press [OK].

7 Specify the destination, and press the **Start** key to start sending.

Original Orientation

To send the document in the orientation that can be read properly, specify the upper orientation of the original .
To use the functions below, select the orientation in which the original is set on the platen.

• 2-sided/Book Original

• Border Erase

NOTE: If [On] is selected as the *Orientation Confirmation (page 9-16)* setting in the System Menu, the selection screen for original orientation appears when you select any of the above functions.

When placing the original on the platen

Original   [Top Edge on Top]   [Top Edge on Left]
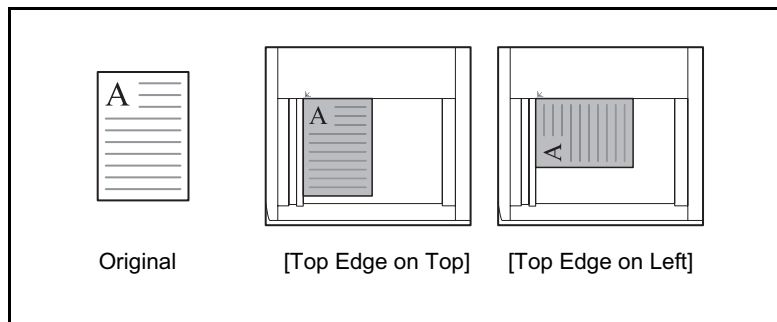
When placing the original on the document processor
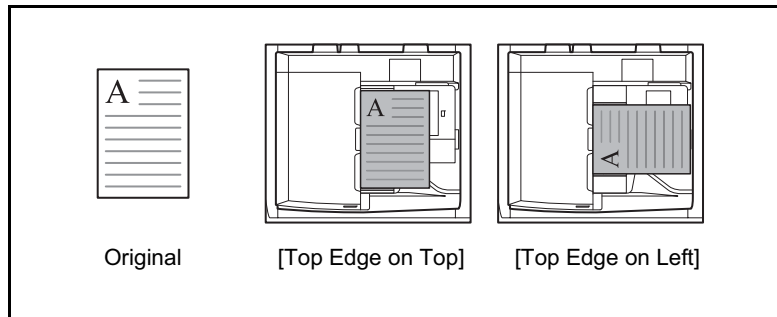
Original   [Top Edge on Top]   [Top Edge on Left]

Use the procedure below to select the orientation when placing the originals on the platen for sending.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Org./Sending Data Format] and then [Original Orientation].

4 Select original orientation from [Top Edge on Top] and [Top Edge on Left].

5 Press [OK].

Ready to send.	Destination
Original Orientation	1

Select the orientation of the original document's top edge.

Original : A4
Zoom : 100%
Send : A4

Top Edge on Top   Top Edge on Left

Preview

Add Shortcut   Cancel   OK

Status   10/10/2010 10:10
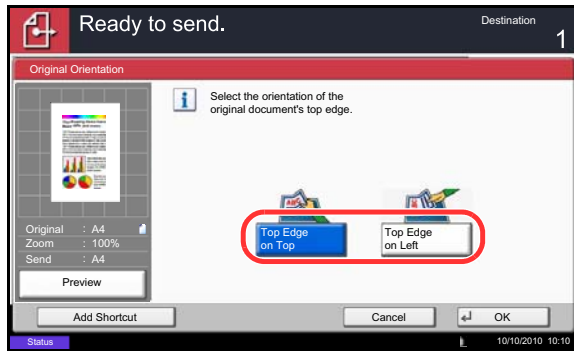
6 Specify the destination, and press the **Start** key to start sending.

File Format

Select the file format of the image to send.

The table below lists the file formats and their details.

File Format	Adjustable range of image quality	Color mode
PDF*	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White
TIFF	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White
JPEG	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Full Color, Grayscale
XPS	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White
High Comp. PDF*	Compression Ratio Priority to Quality Priority	Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale

* The file format can be set to [PDF/A-1a] or [PDF/A-1b].

NOTE: When [High Comp. PDF] is specified, you cannot adjust the image quality.

You can use PDF encryption functions. For details, see *PDF Encryption Functions on page 6-16*

Use the procedures below to select the file format for transmission.
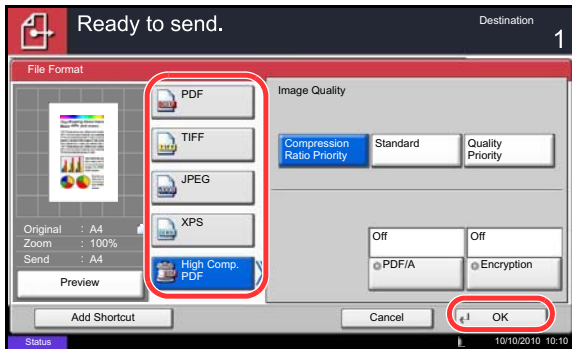
1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Org./Sending Data Format] and then [File Format].

4 Select the file format from [PDF], [TIFF], [JPEG], [XPS], and [High Comp. PDF].

When the color mode in scanning has been selected for Grayscale or Full Color, set the image quality.

If you selected [PDF] or [High Comp. PDF], you can specify encryption or PDF/A settings.

NOTE: If encryption is enabled, PDF/A settings cannot be specified.

5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

File Separation

Create several files by dividing scanned original data page by page, and send the files.

Use the procedures below to split scanned original data into separate files when sending scanned originals.
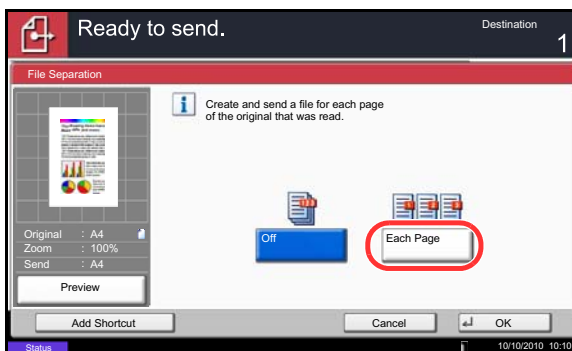
1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Org./Sending Data Format] and then [File Separation].

4 Press [Each Page] to set File Separation.

5 Press [OK].

6 Specify the destination, and press the **Start** key. The scanned originals are sent after being divided into files of one page each.

NOTE: A three-digit serial number such as abc_001.pdf, abc_002.pdf... is attached to the end of the file name.

PDF Encryption Functions

If you have selected PDF or High Comp. PDF for file format, you can restrict the access level for displaying, printing, and editing PDF's by assigning a secure password.

The items you can restrict the access level with are as follows.

Item	Value	Detail
Compatibility	Acrobat 3.0 or later, Acrobat 5.0 or later	Select the version that is compatible with the PDF file.
Password to Open Document	Off, On	Enter the password to open the PDF file
Password to Edit/Print Document	Off, On	Enter the password to edit the PDF file. When you have entered the password to edit/print document, you can specifically limit the operation.

When you send a PDF file, use the procedures below to encrypt the PDF file for transmission.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Org./Sending Data Format], [File Format], [PDF] or [High Comp. PDF], and [Encryption].

4 Press [⌄] of *Compatibility*, select *Acrobat 3.0 and later* or *Acrobat 5.0 and later*.

5 When you enter the password to open the PDF file, select [On] of *Password to Open Document*.

6 Press [Password], enter a password (up to 256 characters) and then press [OK].

NOTE: Refer to the *Character Entry Method on page Appendix-8* for details on entering characters.

7 Press [Confirmation] and enter the password again for confirmation. Then press [OK].

8 When you enter the password to edit the PDF file, select [On] of *Password to Edit/Print Document*.

9 In the same way as the entry of *Password to Open Document*, enter the password to change the PDF file.

10 Press [Detail].
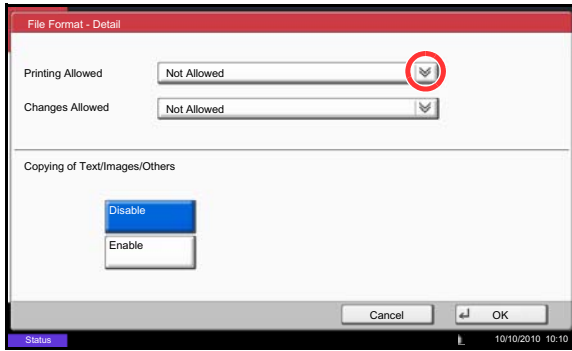
11 Restrict the access level of the PDF file. Press [⌄] of *Printing Allowed* to select the item (the scope of limit). The item to be displayed differs according to the version of Acrobat selected in *Compatibility* in step 4.

The table below shows the available settings.

Item	Detail
Not Allowed	Make the printing of PDF file impossible
Allowed (Low Resolution only)*	Can print the PDF file only in low resolution
Allowed	Can print the PDF file in original resolution

* Only displayed when [Acrobat 5.0 and later] is selected in *Compatibility*.

12 Press [⌄] of *Changes Allowed*, and select the item (the scope of limit). The item to be displayed differs according to the version of Acrobat selected in *Compatibility* in step 4.

The table below shows the available settings.

Item	Detail
Not Allowed	Cannot change the PDF file
Inserting/Deleting/Rotating Pages*	Can only insert, delete, and rotate the pages of the PDF file
Commenting	Can only add commenting
Page Layout except extracting Pages**	Can change the page layout except extracting the pages of the PDF file
Any except extracting Pages	Can conduct all operations except extracting the pages of the PDF file

* Only displayed when [Acrobat 5.0 and later] is selected in *Compatibility*.
** Only displayed when [Acrobat 3.0 and later] is selected in *Compatibility*.

13 From *Copying of Text/Images/Others*, select [Disable] or [Enable].

The table below shows the available settings.

Item	Detail
Disable	Prohibit the copying of text and objects on the PDF file.
Enable	Can copy text and objects on the PDF file.

14 Press [OK] three times to return to *Orig./Sending Data Format*.

15 Specify the destination, and press the **Start** key to start sending.

Original Image

Select the image quality suitable to the type of original.

The table below shows the quality options.

Item	Detail
Text+Photo	Text and photos together.
Photo	For photos taken with a camera.
Text*	Only text, no photos.

* The *for OCR* setting can be turned on. When [On] is selected, scanning produces an image that is suitable for OCR. This function is only available for black and white mode.

Use the procedures below to select the quality when sending scanned originals.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Color/Image Quality] and then [Original Image].

4 Select the original image.

5 Press [OK].
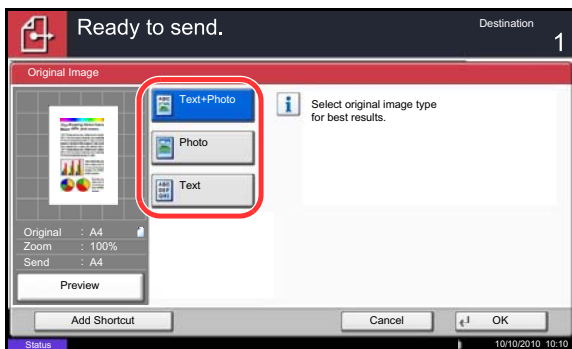
6 Specify the destination, and press the **Start** key to start sending.

Density

Use the procedure below to adjust the density when scanning the originals.

You can adjust density using 13 levels.

The procedures for adjusting the density is explained below.
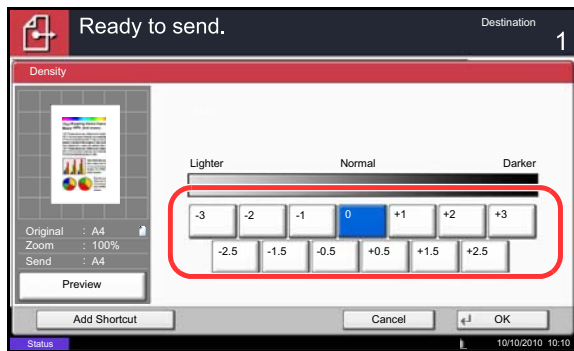
1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Color/Image Quality] and then [Density].

4 Press [-3] to [+3] (*Lighter - Darker*) to adjust density.

5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

Scan Resolution

Select the fineness of scanning resolution. The finer the scanning becomes (the larger the number becomes), the better the image quality becomes. However, better resolution also results in larger file size (file capacity) and longer scanning and sending times. The selectable resolution is 200x100dpi Normal, 200x200dpi Fine, 200x400dpi Super Fine, 300x300dpi, 400x400dpi Ultra Fine, or 600x600dpi.

The procedures for adjusting the scanning resolution when sending a scanned image is explained below.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Color/Image Quality] and then [Scan Resolution].

4 Select the resolution.

5 Press [OK].
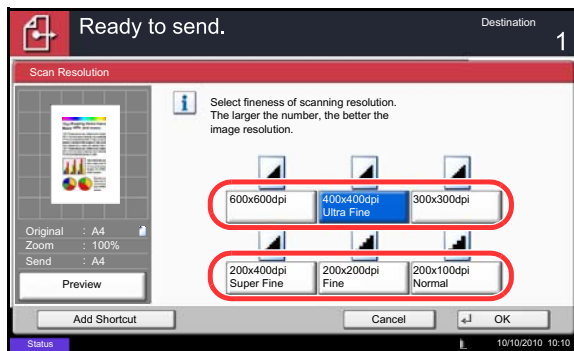
6 Specify the destination, and press the **Start** key to start sending.

Sharpness

Select the sharpness of the image outline.

The table below shows the available settings.

Item		Detail
All	Sharpen	Emphasize the image outline.
	Blur	Blur the image outline. Can weaken a Moire effect (grids appearing as wavelike patterns when scanning printed photos).
Text/Fine Line	Normal	Make letters and lines appear sharper. Only text and fine lines are emphasized.
	Sharpen	

Use the procedure below to set the sharpness when sending scanned images.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Color/Image Quality] and then [Sharpness].

4 Press [All] or [Text/Fine Line].

5 When [All] is selected, press [-3] to [+3] (*Blur - Sharpen*) to adjust the sharpness.

When [Text/Fine Line] is selected, press [0] to [3] (*Normal - Sharpen*) to adjust the sharpness.

6 Press [OK].
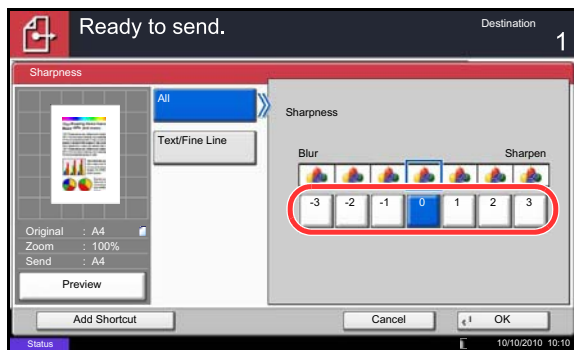
7 Specify the destination, and press the **Start** key to start sending.

Background Density Adj.

Remove dark background from originals, such as newspapers. The smaller the number becomes lighter the background becomes. If the ground color is obtrusive, select [Auto]. If [Auto] does not remove the ground color, select [Manual] and adjust the density of the ground color.

Use the procedure below to set the background density when sending scanned images.
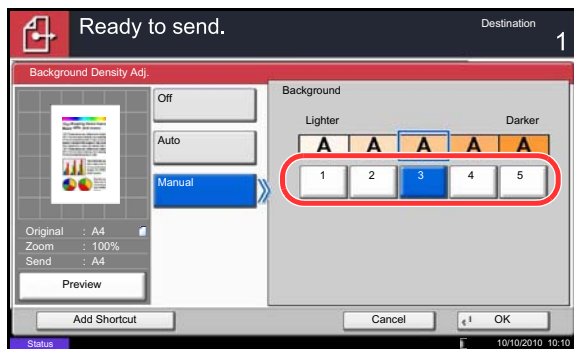
1   Press the **Send** key.

2   Place the originals on the platen.

3   Press [Color/Image Quality] and then [Background Density Adj.].

4   Press [Auto] or [Manual].

5   When [Manual] is selected, press [1] to [5] (*Lighter - Darker*) to adjust the background density.

6   Press [OK].

7   Specify the destination, and press the **Start** key to start sending.

Color Selection

This feature allows you to select the color mode used for scanning when sending images. You can select from Auto Color (Color/Gray), Auto Color (Color/B & W), Full Color, Grayscale or Black & White.

Use the procedure below to select the color mode when sending scanned images.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Color/Image Quality] and then [Color Selection].

4 Select the color mode to be used for scanning.

5 Press [OK].
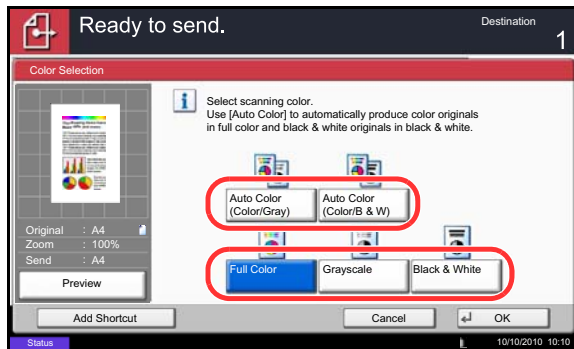
6 Specify the destination, and press the **Start** key to start sending.

Continuous Scan

When the multi-page originals cannot be placed in the document processor at one time, the originals can be scanned in separate batches and then sent as one job. With this function, originals can be scanned one after another until you press [Finish Scan].

Any of the following settings can be changed during scanning.

- Original Size
- Original Orientation
- 2-sided/Book Original
- Density
- Original Image
- Scan Resolution
- Color Selection
- Sending Size
- Zoom
- Border Erase
- Prevent Bleed-thru
- FAX TX Resolution (For details, refer to *Fax System (V) Operation Guide*.)

The procedure for using continuous scanning when sending scanned images is explained below.
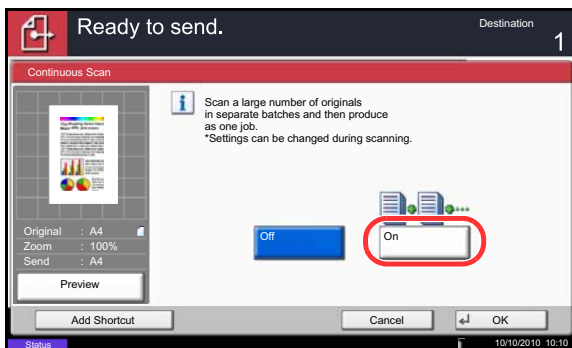
1 Press the **Send** key.

2 Press [Advanced Setup] and then [Continuous Scan].

3 Press [On]. Continuous Scan is selected.

4 Press [OK].

5 Specify the destination.

6 Place the original, and press the **Start** key.

When the scanning is completed, change the settings as necessary.

7 Place the next original, and press the **Start** key. Scan the remaining originals by the same procedure.

When you have scanned all the originals, press [Finish Scan] to start sending.

Prevent Bleed-thru

Hide background colors and image bleed-through when scanning thin originals.

Use the procedure below to set the prevent bleed-thru when sending scanned images.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Color/Image Quality] and then press [Prevent Bleed-thru].

4 Press [On]. Prevent Bleed-thru is selected.

5 Press [OK].
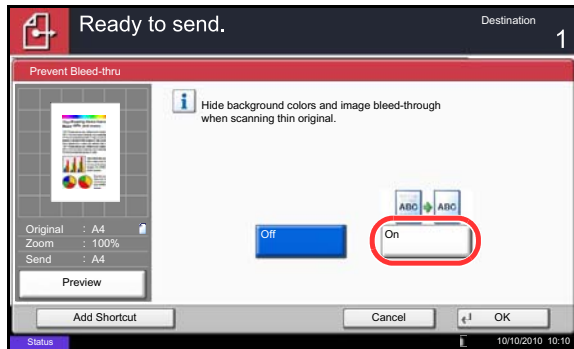
6 Specify the destination, and press the **Start** key to start sending.

Border Erase

Use Border Erase to remove black shadows that appear around the outside of the original when scanning and sending originals. The following options can be selected.
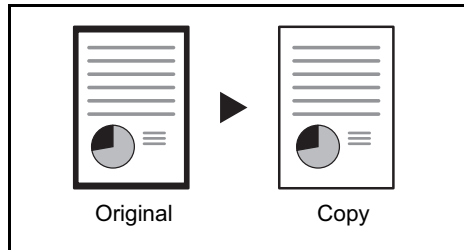
Border Erase Sheet

Erases black borders around the single sheet original.

Original   Copy

Border Erase Book

Erases black borders around the edges and in the middle of the original such as a thick book. You can specify the widths individually to erase the borders around the edges and in the center of the book.

Original   Copy

Individual Border Erase

Specify border erase widths individually for all edges.

Original   Copy
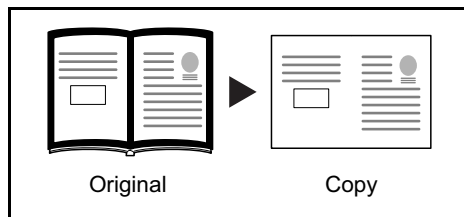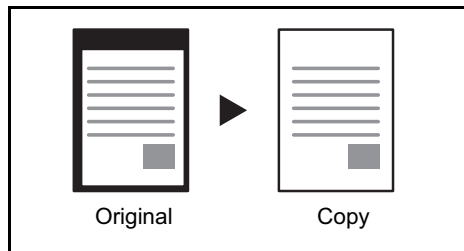
In each option, the available ranges are as below.

Input units	Border Erase Range
Inch models	0 to 2" (in 0.01" increments)
Metric models	0 mm to 50 mm (in 1-mm increments)

Border Erase to Back Page

When scanning a 2-sided original, this allows you to erase the borders on the back of the original. The table below shows the available settings.

Item	Detail
Same as Front Page	Border Erase performed using the same setting as the front page
Do Not Erase	No Border Erase performed on the back page

Use the procedure below to erase borders when sending scanned originals.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Border Erase].

4 Press [Border Erase Sheet] to erase borders for an individual sheet or [Border Erase Book] to erase borders for a book.

Use [+] or [-] to enter the width in *Border* or *Gutter*. Press [# Keys] to use the number keys for entry.
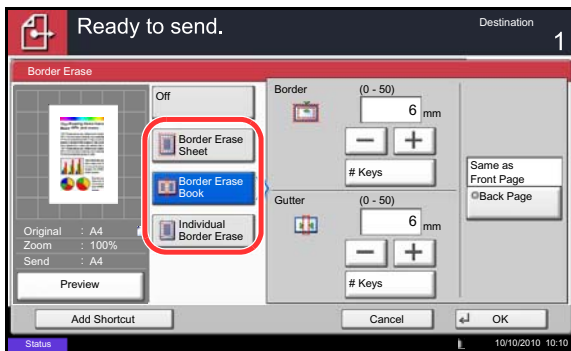
Press [Individual Border Erase] to select the individual border erase.
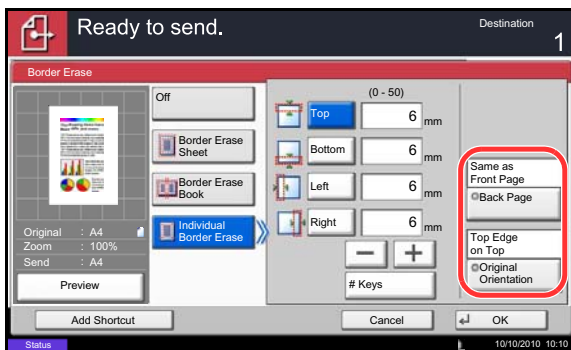
Use [+] or [-] to enter the border width or press [# Keys] and enter the width using the numeric keys.

Press [Original Orientation] to select the original orientation from either [Top Edge on Top] or [Top Edge on Left], and press [OK].

For 2-sided originals, press [Back Page] and then press [Same as Front Page] or [Do Not Erase].

5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

File Name Entry

This setting allows you to assign a document name to scanned images. A job number and the date and time can be added. You can specify a default for the document name.

Use the procedure below to assign names to scanned documents that you are sending.
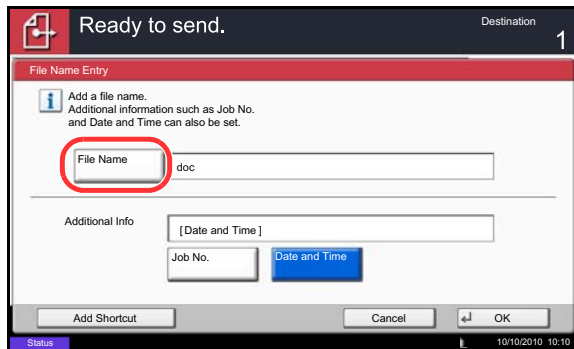
1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [File Name Entry].

4 Press [File Name].

5 Enter the document name, and press [OK].

NOTE: Up to 32 characters can be entered for the document name.

6 Press [Job No.] to enter the job No., and [Date and Time] to enter the date and time.

7 Press [OK].

8 Specify the destination, and press the **Start** key to start sending.

E-mail Subject/Body

When sending E-mail, enter the subject and body of the E-mail.

Use the procedure below to enter the subject and body for an E-mail message and then send the E-mail.
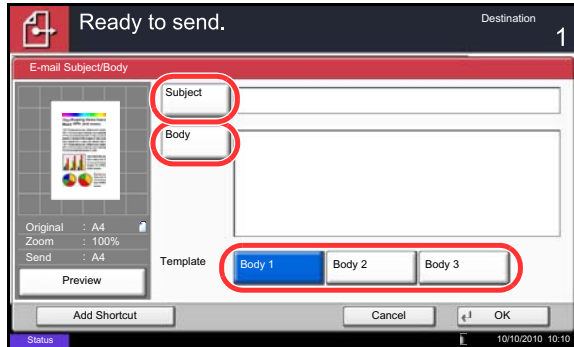
1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [E-mail Subject/Body].

4 Press [Subject].

5 Enter the subject, and press [OK].

NOTE: Up to 60 characters can be entered for the subject.

6 Press [Body].

7 Enter the body and press [OK].

NOTE: Up to 500 characters can be entered for the body.

8 You can press [Body 1], [Body 2], or [Body 3] to enter stored text for the body text.

NOTE: For details on registering templates, refer to *E-mail Subject/Body on page 9-27*.

9 Press [OK].

10 Specify the destination, and press the **Start** key to start sending.

WSD Scan/DSM Scan

WSD Scan (Windows 7, Windows Vista and Windows Server 2008)

WSD Scan saves images of originals scanned on this machine as files on a WSD-compatible computer.

NOTE: To use WSD Scan, confirm that the computer used for WSD scanning and the machine is network-connected, and *WSD Scan (page 9-100)* is set to *On* in the network settings. For information on operating the computer, refer to the computer's help or the operation guide of your software.

Installing Driver Software (for Windows 7)

1 Click **Start** and then **Network** in the computer.

2 Right-click the machine's icon (Kyocera: XXX:XXX) and then click **Install**.

NOTE: If the **User Account Control** window appears, click **Continue**.
If the **Found New Hardware** window appears, click **Cancel**.

3 During the installation, double-click the icon shown on the task bar to display the **Driver Software Installation** screen. When **Your devices are ready to use** is displayed on the **Driver Software Installation** screen, the installation is completed.

Procedure Using this machine

1 Press the **Send** Key.

Displays the screen for sending.

NOTE: Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the screen for sending.

2 Place the originals in the document processor or on the platen.

3 Press [WSD Scan/DSM Scan].

4 Press [From Operation Panel] and press [Next].

5 Select the destination computer and press [OK].

Press [Reload] to reload the computer list.

You can view information on the selected computer by pressing [Detail].

6 Select the type of originals, file format, etc., as necessary.

7 Press the **Start** key. Sending begins and the software installed on the computer is activated.
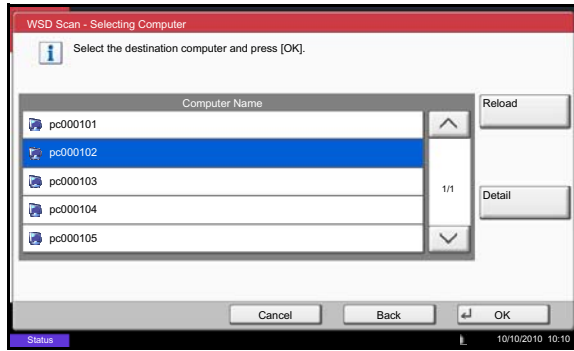
Procedure Using WSD Scan from Your Computer

1 Press the **Send** Key.

The send screen appears.

NOTE: Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the screen for sending.

2 Place the originals in the document processor or on the platen.

3 Press [WSD Scan/DSM Scan].

4 Press [From Computer] and press [Next].

5 Use the software installed on the computer to send the images.

DSM Scan (Windows Server 2008 R2 Only)

A scanned document can be automatically saved in any format or sent to any destination by reading a ScanProcess from Active Directory.

NOTE:

- If you are performing DSM scan, check the items below.
  - The machine is connected to an Active Directory on the network that the Scan Process can reference.
  - *DSM Scan* and *LDAP* are set to [On] in *Protocol Detail (page 9-98)* in *Network*.
  - *SSL* is set to [On] in *Secure Protocol (page 9-101)* in *Network*.
  - [Network Authentication] is set in *User Login (page 10-2)* in *User Login Setting*.
- If the Active Directory that the Scan Process can reference is not on the network authentication server, DSM must be set in Command Center RX. For details, refer to the Command Center RX *Operation Guide*.

---

1 Press the **Send** Key.

Displays the screen for sending.

NOTE: Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the screen for sending.

---

2 Place the originals in the document processor or on the platen.

3 Press [WSD Scan/DSM Scan].

If *WSD Scan (page 9-100)* is set to [Off] in the network settings, press [DSM Scan] and go to step 5

4 Press [DSM Scan] and press [Next].

5 Select the ScanProcess to be used and press [OK].

Press [Reload] to reload the ScanProcess list.

To check the settings, press [Detail].
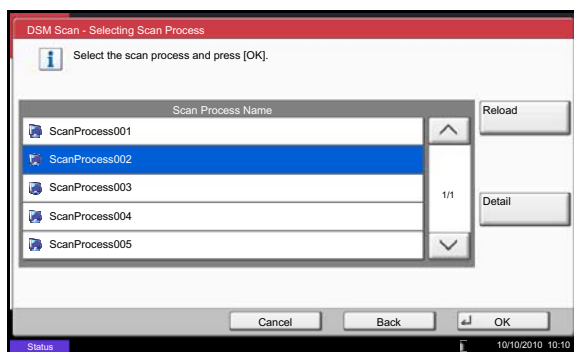
6 Change the settings and add destinations as needed.

Only e-mail addresses can be added as destinations. In the send base screen, press [Detail/Edit], [Destination], and then [Address Book] or [E-mail Addr Entry], and add a destination.
In some Scan Processes, it may not be possible to change settings or add destinations.

7 Press the **Start** key. Sending begins.

Scanning using TWAIN

This section explains how to scan an original using TWAIN. The machine's TWAIN/WIA can be used for two types of scanning: scanning a document placed in the machine, and scanning a document that has been stored in a custom box.

The procedure for scanning using the TWAIN driver is explained as an example. The WIA driver is used in the same way.

Scanning a document placed in the machine

1 Activate the TWAIN compatible application.

2 Select the machine using the application and display the TWAIN dialog box.

NOTE: For selecting the machine, see the Operation Guide or Help for each application software.

3 Select scanning settings in the TWAIN dialog box that opens.
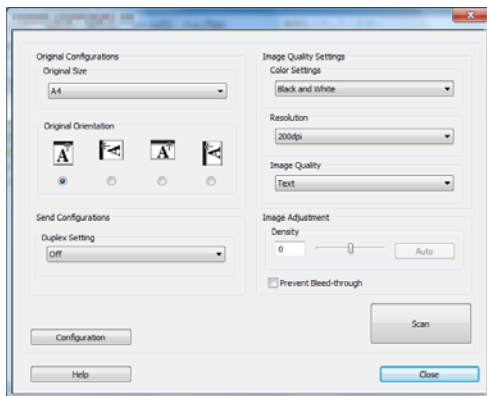
The settings that appear in the TWAIN dialog box are as follows.

Item		Detail
Original Configurations	Original Size	Select the scan size of the original.
	Original Orientation	Specify the type of binding.
Send Configurations	Duplex Setting	Specify whether the original is one-sided or two-sided.
Image Quality Configurations	Color Setting	Select the color mode.
	Resolution	Select the resolution.
	Image Quality	Select the image quality according to the type of original.
Image Quality Settings	Density	Select the exposure.
	Prevent Bleed-thru	Hide background colors and image bleed-through when scanning thin originals.

Item		Detail
Configuration		This is used to check current settings and store frequently used settings. When the **Configuration** button is clicked, a setting screen opens with buttons for **Details**, **Add current configuration**, and **Delete selected configuration**.
	Details	Current settings can be checked.
	Add current configuration	Save current settings with a name and comment.
	Delete selected configuration	Delete saved settings.

4 Place the originals on the platen or in the document processor.

5 Click the **Scan** button.

The document data is scanned.

Scanning a document stored in a custom box

NOTE: To scan a document stored in a custom box, select a model name with (Box) from *Model* in the TWAIN driver settings screen.

1 Activate the TWAIN compatible application.

2 Select the machine using the application and display the TWAIN dialog box.

NOTE: For selecting the machine, see the Operation Guide or Help for each application software.

3 Select the Custom Box containing the document file to be scanned from the **Box List**. If a password has been set for the box, the password entry screen appears. Enter the password and click the **OK** button. When you select a box, the document files in the Custom Box appear in the **Document List**.
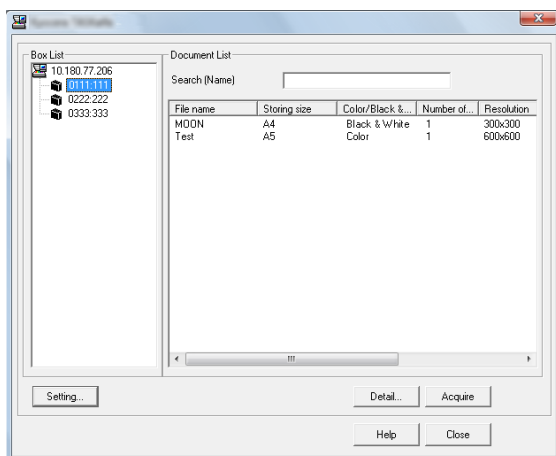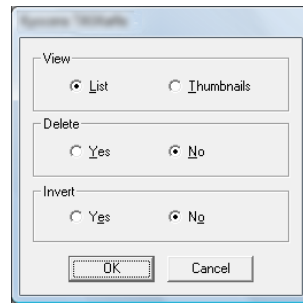
4 Set how to display the document data. Click the **Setting** button to select each item.

Item	Detail
View	Change the display in the Document List field to List or Thumbnails.
Delete	After scanning the document data, delete the data from the Custom Box.
Invert	Invert the document data color to start scanning.

5 Click the **OK** button.

6 Select the document data to be scanned from **Document List**.

Enter the document data name in the **Search [Name]** to find the data having the same document data name or the document data name with the same beginning.
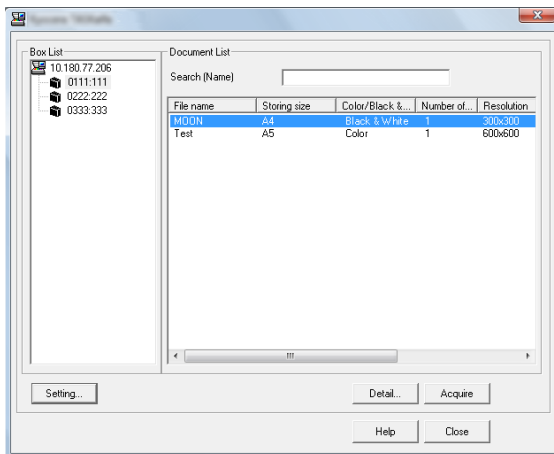
7 Click the **Detail** button to display the selected document data. When the document data includes multiple pages, select the checkbox beside the pages you want to scan. The selected pages will be scanned.

NOTE: In this case, the scanned page or the selected document data will not be deleted from the Custom Box.

8 Click the **Acquire** button. The document data is scanned.
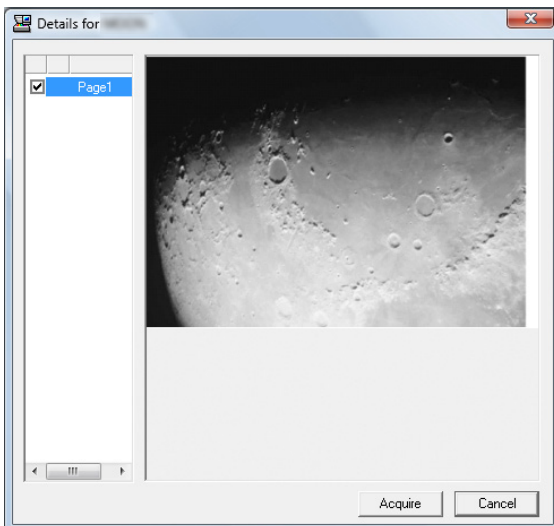
Job Finish Notice

Sends a notice by e-mail when a job is completed. Users can be notified of the completion of a job while working at a remote desk, saving the time spent waiting beside the machine to finish.

NOTE: The user's PC should be configured in advance so that E-mail can be used. For details, refer to *Command Center RX (Settings for E-mail) on page 2-26*.
E-mail can be sent to a single destination.

Use the procedure below to specify the Job Finish Notice settings.
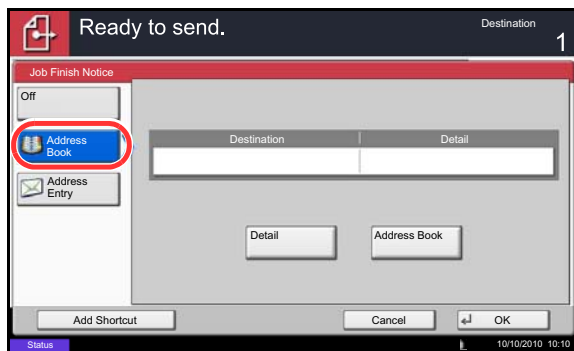
1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Job Finish Notice].

4 To select the destination from the address book, press [Address Book] on the left of the screen and then press [Address Book] in the next screen.

Select the destination to be notified, then press [OK].

You can view information on the notification destination by pressing [Detail].

5 Specify the destination to send the finish notice, and press [OK].

NOTE: For the procedure to select the destination from the Address Book, refer *Specifying Destination on page 3-39*.
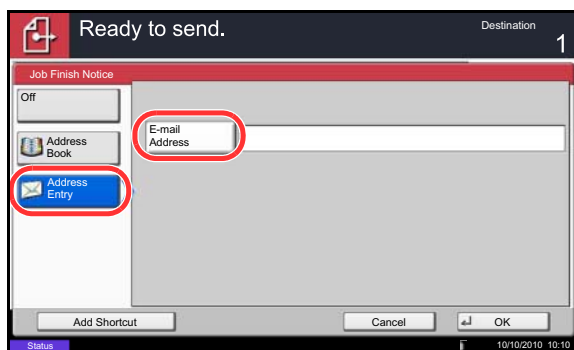
6 To directly enter the address, press [Address Entry] and then [E-mail Address].

7 Enter the E-mail address, and press [OK].

8 Press [OK].

9 Specify the destination, and press the **Start** key to start sending.

When the sending is completed, the finish notice is sent to the specified E-mail address.

Send and Print

When you send originals, this feature allows you to print a copy of the document being sent.

The procedure for using Send and Print is explained below.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Send and Print].

4 Press [On].

5 Press [OK].

6 Specify the destination and press the **Start** key. Transmission begins and a copy of the transmitted document is printed.

Send and Store

When you send originals, this feature allows you to store a copy of the document being sent in a Custom Box.

The procedure for using Send and Store is explained below.
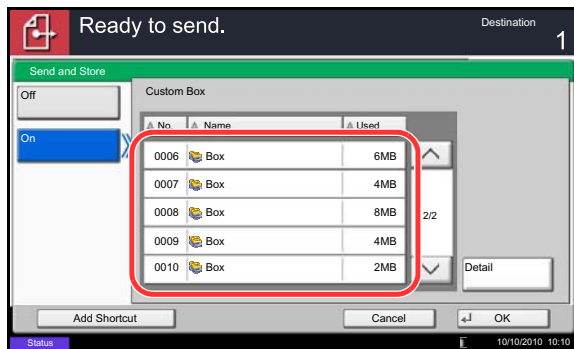
1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup], [∨], and then [Send and Store].

4 Press [On].

5 Select the Custom Box in which the copy is to be stored.

If a password entry screen for the Custom Box appears, enter the password.

You can view information on the selected Custom Box by pressing [Detail].

6 Press [OK].

7 Specify the destination and press the **Start** key. Transmission begins and a copy of the transmitted document is stored in the specified Custom Box.

FTP Encrypted TX

This allows you to encrypt documents when you send them. If you select [On] in this option, you can then select the encryption method in the basic send screen.

Use the procedure below to scan and send originals as encrypted files.

1 Press the **Send** Key.

2 Place the originals in the document processor or on the platen.

3 Press [Advanced Setup], [∨], and then [FTP Encrypted TX].

4 Press [On].

5 Press [OK].

NOTE: You can only change the settings by logging in with administrator privileges.
Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.
Click Settings -> *Advanced* -> Secure Protocols in the Command Center RX. Be sure that **SSL** of **Secure Protocol Settings** is *On* and one or more effective encryption are selected in **Clientside Settings**. For details, refer to the *Command Center RX Operation Guide*.

Text Stamp

When sending, you can display a text stamp on the originals.

NOTE: This cannot be set when Text Stamp is set in the system settings. For details, see *Sending Jobs on page 9-32*.

The items that may be configured are as follows.

Item		Detail
Position		Selectable positions are [Top Left], [Top Middle], [Top Right], [Middle Left], [Center], [Middle Right], [Bottom Left], [Bottom Middle], and [Bottom Right].
Font	Size	Set the font size of the printed text stamp.*
	Style	Set the font style of the printed text stamp. [Bold] or [Italic] can be set.
	Font	Set the font of the printed text stamp. [Courier] or [Letter Gothic] can be set.
	Color	Set the color of the printed text stamp. [Black], [Cyan], [Magenta], [Yellow], [Red], [Green], or [Blue] can be set.
	Density	Set the density of the color of the printed text stamp.
	Display Pattern	Set the display method of the printed text stamp. [Transparent], [Clipping], or [Overwrite] can be selected.

*   Registered font sizes are displayed. For details on registering font sizes, refer to *System Stamp on page 9-29*.

Use the procedure below to specify the Text Stamp settings.

1   Press the **Send** key.

2   Place the originals on the platen.

3   Press [Advanced Setup] and then press [Text Stamp].

4   Press [On].

5   Press [Keyboard] and enter the text string to be displayed, or select a text stamp from the displayed templates.
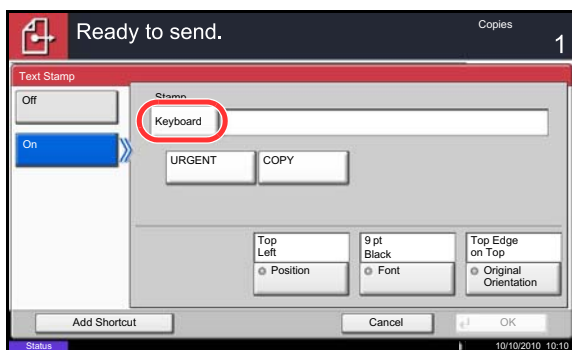
NOTE: Templates that have been set will appear. For details on registering templates, refer to *System Stamp on page 9-29*.

6   Press [Position] and select the position of the text stamp.

7 Press [Font] and select font and display settings for the text stamp.

8 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

9 Press [OK].

10 Specify the destination, and press the **Start** key to start sending.

Bates Stamp

When sending, you can display a Bates stamp on the originals.

NOTE: This cannot be set when Bates Stamp is set in the system settings. For details, see *Sending Jobs on page 9-32*.

The items that may be configured are as follows.

Item		Detail
Position		Selectable positions are [Top Left], [Top Middle], [Top Right], [Middle Left], [Center], [Middle Right], [Bottom Left], [Bottom Middle], and [Bottom Right].
Font	Size	Set the font size of the printed bates stamp.*
	Style	Set the font style of the printed bates stamp. [Bold] or [Italic] can be set.
	Font	Set the font of the printed bates stamp. [Courier] or [Letter Gothic] can be set.
	Color	Set the color of the printed bates stamp. [Black], [Cyan], [Magenta], [Yellow], [Red], [Green], or [Blue] can be set.
	Density	Set the density of the color of the printed bates stamp.
	Display Pattern	Set the display method of the printed bates stamp. [Transparent], [Clipping], or [Overwrite] can be selected.

* Registered font sizes are displayed. For details on registering font sizes, refer to *System Stamp on page 9-29*.

Use the procedure below to specify the Bates Stamp settings.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then press [Bates Stamp].

4 Press [On].

5 Press [Date], [User Name], [Serial Number], [Numbering], [Text 1], or [Text 2], and set additional information to be displayed with the stamp.

If you selected [Text 1] or [Text 2], press [Change] below it and enter the text string to be displayed.

If you selected [Date], press [Date Format] and select [MM/DD/YYYY], [DD/MM/YYYY], or [YYYY/MM/DD] to set the date format.

If you selected [Numbering], press [Numbering Default] and set the starting sequence number (1 to 9999999).

6 Press [Position] and select the position of the text stamp.

7 Press [Font] and select font and display settings for the text stamp.

8 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].

9 Press [OK].

10 Specify the destination, and press the **Start** key to start sending.

Color Type

This sets the color type when you send color documents. The table below shows the available settings.

Item	Detail
RGB	Send color document in RGB.
sRGB	Match the color reproduction space between sRGB compatible systems.

Selecting *RGB* displays the color profile values set on the machine.

1 Press **System Menu** key.

2 Press [Send] and [Change] of *Color Type*.

3 Select [RGB] or [sRGB].

4 Press [OK].
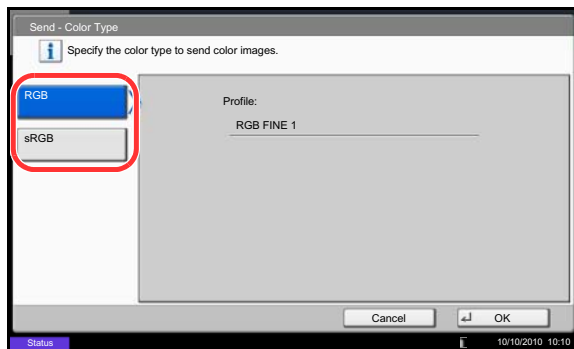
Scanning with FMU Connection

"FMU Connection" is installed on the machine as a standard application. FMU Connection can be used to scan an original according to the settings configured with "File Management Utility" on the provided DVD, and save the image data and scanning information on a specified server or in a specified folder. Unlike regular transmission functions, this application lets you use metadata such as the scan date and time and the data format.

NOTE: The first time you use FMU Connection, you must enable it in the system menu. For details, see *Application on page 9-90*.

To use FMU Connection, you must install File Management Utility on your computer and configure settings for the multifunction machine to be used, scanning conditions, and the file save location. To install File Management Utility, refer to *Installing Software on page 2-18*.

For information on using File Management Utility, see File Management Utility User Guide on the DVD.

Using FMU Connection to scan an original

1 Make sure that File Management Utility is running on the computer (or server) on which File Management Utility is installed.

2 Place the original.

3 Press the **Application** key.

The application list appears.

4 Press [FMU Connection].

FMU Connection starts.

5 Follow the on-screen instructions to enter the necessary information and press [Next].

6 When the scan settings screen appears, press each item and configure the necessary settings.

The features that can be set depend on File Management Utility.

7 Press the **Start** key.

Transmission starts.

7 Document Box

This chapter explains the typical procedure for utilizing Document Box.

Using a Custom Box

Creating a New Custom Box (Add/Edit Box)

Use the procedure below to create a new box in the user box.
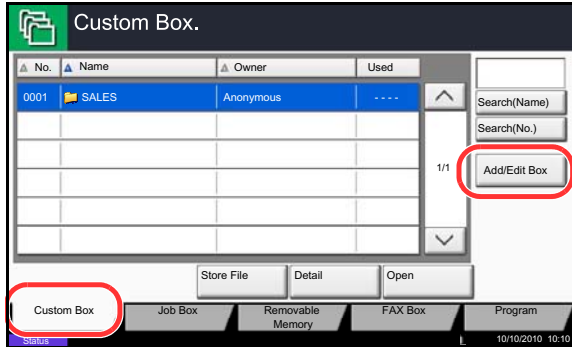
1 Press the **Document Box** key.

2 Press [Custom Box] and then [Add/Edit Box].

3 Press [Add].

4 Press [Change] for each item, enter the information and then press [OK].

The table below lists the items to be set.

Item	Detail
Box No.	Enter the box number by pressing [-, +] or number keys. The box number can be from 0001 to 1000. A Custom Box should have a unique number. If you enter 0000, the smallest number available will be automatically assigned.
Box Name	Enter a box name consisting of up to 32 characters. Refer to the *Character Entry Method on Appendix-8* for details on entering characters.
Box Password	User access to the box can be restricted by specifying a password to protect the box. Entering a password is not mandatory. Enter the same password of up to 16 characters in both [Password] and [Confirm Password].
Usage Restriction	To preserve the hard disk capacity, the storage capacity for a box can be restricted. To enable a capacity restriction enter a value for the storage capacity of the Custom Box in megabytes by pressing [-, +] or number keys. You can enter a limit between 1 and 30,000. (Changes according to the number of created custom boxes.)

Item	Detail
Auto File Deletion	Automatically deletes stored documents after a set period of time. Press [On] to enable automatic deletion and then use [+] and [-] or the numeric keys to enter the number of days for which documents are stored. You can enter any number between 1 and 31 day(s). To disable automatic file deletion, press [Off].
Overwrite Setting	Specifies whether or not old stored documents are overwritten when new documents are stored. To overwrite old documents, press [Permit]. To retain old documents, press [Prohibit].
Delete after Printed	Automatically delete a document from the box once printing is complete. To delete the document, press [On]. To retain the document, press [Off].

NOTE: If user login administration is enabled, "Owner" and "Permission" are also displayed. Refer to *Creating new Custom Boxes when user login administration is enabled on page 3-50*.

5 Check the details you have entered and then press [Add]. The Custom Box is created.

Setting the document deletion time

Sets the time when documents stored in a custom box are deleted.

The procedure for using Auto File Deletion Time is explained below.

1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory], [Next] of *Custom Box*, [Next] of *Default Setting* and then [Change] of *Auto File Deletion Time*.

3 Set the time at which the document is deleted by pressing [+], [-]. Press [# Keys] to enter the time directly using the numeric keys.

4 Press [OK]. The time for document deletion is set.
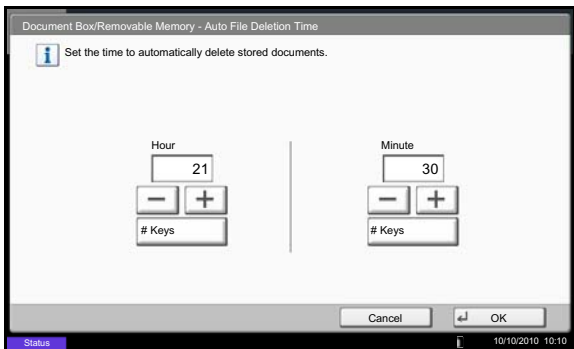
Storing Documents (Store File)

The procedure for storing documents in a custom box is explained below.
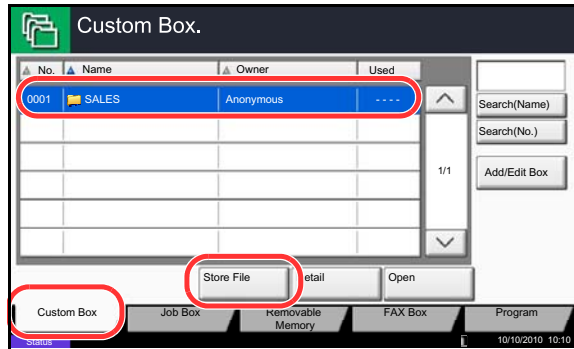
1 Press the **Document Box** key.

2 Place the originals in the document processor or on the platen.

3 Press [Custom Box], select the box where the document will be stored and then press [Store File].

4 Select the type of originals, scanning density, etc., as necessary.

For the features that can be selected, refer to *Document Store features on page 7-4*.

5 Press the **Start** key. The original is scanned and the data is stored in the specified Custom Box.

NOTE: Enter up to 64 characters as the file name.

Document Store features

The features below can be selected when saving a document.

- Original Size (page 6-2)
- Mixed Size Originals (page 6-8)
- 2-sided/Book Original (page 6-11)
- Original Orientation (page 6-12)
- Storing Size (page 7-4)
- Prevent Bleed-thru (page 6-25)

- Density (page 6-19)
- Original Image (page 6-18)
- Scan Resolution (page 6-20)
- Color Selection (page 6-23)
- Sharpness (page 6-21)
- Background Density Adj. (page 6-22)

- Zoom (page 6-6)
- Centering (page 6-7)
- Border Erase (page 6-26)
- Continuous Scan (page 6-24)
- Job Finish Notice (page 6-36)
- File Name Entry (page 6-28)

Storing Size

Select size of image to be stored.

Item	Description
Same as Original Size	Store an image the same size as the original.
Metric	Select from A3, A4, A5, A6, B4, B5, B6, Folio or 216 × 340 mm.
inch	Select from Ledger, Letter, Legal, Statement, 11 × 15" or Oficio II.
Others	Select from 8K, 16K, Hagaki or Oufuku hagaki.

Printing Documents (Print)

The procedure for printing documents in a custom box is explained below.
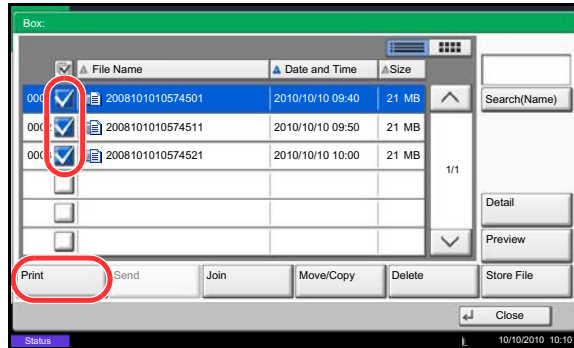
1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to print and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

3 Select the document you wish to print by checking the checkbox.

The document is marked with a checkmark.

NOTE: To deselect, press the checkbox again and remove the checkmark.

4 Press [Print].

5 Set the paper selection, duplex printing, etc., as desired.

For the features that can be selected, refer to *Document print features on page 7-6*.

If a document stored from a computer is selected, the print settings selection screen appears.

- To use the settings used at the time of printing (when the document was saved), press [Print As Is]. Press [Start Print] to start printing.
- To change the print settings, press [Print after Change Settings] and change the print settings.

After a document saved in the machine is selected, the [User File Settings] key may appear in the setting screen for the feature to be used.

- To use the settings saved with the document, press [User File Settings].
- If you need to change the print settings, change the print settings.

6 Press the **Start** key. Printing of the selected document begins.

Document print features

The features below can be selected when printing a document.

- Paper Selection (page 4-3)
- Collate/Offset (page 3-14)
- Staple (page 3-18)
- Punch (page 3-20)
- Paper Output (page 4-13)
- Combine (page 4-14)
- Margin/Centering (page 4-16)

- Booklet (page 4-20)
- Duplex (page 3-12)

- Cover (page 4-22)
- Form Overlay (page 7-9)
- Page # (page 4-24)
- Job Finish Notice (page 4-40)
- File Name Entry (page 4-42)
- Delete after Printed (page 7-2)
- Priority Override (page 4-42)

- EcoPrint (page 4-33)
- Zoom (page 6-6)

- Fold (page 4-11)
- Text Stamp (page 4-30)
- Bates Stamp (page 4-31)
- Density (page 3-8)
- Original Image (page 3-9)
- Sharpness (page 4-34)
- Background Density Adj. (page 4-35)

- Prevent Bleed-thru (page 4-36)

Sending Documents (Send)

The procedure for sending documents in a custom box is explained below.
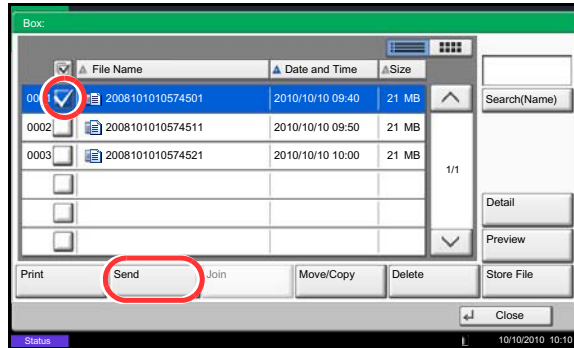
1   Press the **Document Box** key.

2   Press [Custom Box], select the box containing the document you want to send and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

3   Select the document you wish to send by checking the checkbox.

The document is marked with a checkmark.

NOTE: You cannot select and send multiple documents. To deselect, press the checkbox again and remove the checkmark.

4   Press [Send].

The screen for sending appears.

NOTE: Depending on the settings, the address book screen may appear.

5   Set the destination.

NOTE: For more information on selecting destinations, refer to *Specifying Destination on page 3-39*.

6   Set the sending size, original image, etc., as desired.

For the features that can be selected, refer to *Document send features on page 7-8*.

7   Press the **Start** key. Sending of the selected document begins.

Document send features

The features below can be selected when sending a document.

- Sending Size (page 6-4)
- i-FAX Subject/Body (refer to Fax Operation Guide)
- Original Image (page 6-18)

- File Format (page 6-14)
- FTP Encrypted TX (page 6-38)
- Resolution (page 6-18)

- FAX TX Resolution (refer to Fax Operation Guide)
- Delete after Transmitted (page 7-8)
- Color Selection (page 6-23)

- Centering (page 6-7)
- Zoom (page 6-6)
- Sharpness (page 6-21)

- FAX Delayed Transmission (refer to Fax Operation Guide)
- File Separation (page 6-15)
- Background Density Adj. (page 6-22)

- Job Finish Notice (page 6-36)
- Text Stamp (page 6-39)
- Prevent Bleed-thru (page 6-25)

- File Name Entry (page 6-28)
- Bates Stamp (page 6-40)

- E-mail Subject/Body (page 6-29)
- Density (page 6-19)

Delete after Transmitted

After the document is sent, the document is deleted from the document box.

Form Overlay from Custom Boxes (Form Overlay)

This function allows you to retrieve images (image files), overlay them into documents stored in custom boxes and then print the results.

Use the procedure below.
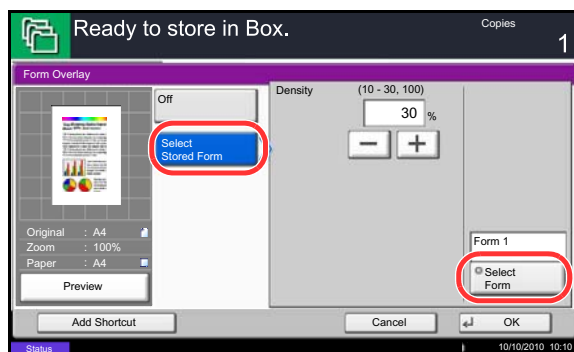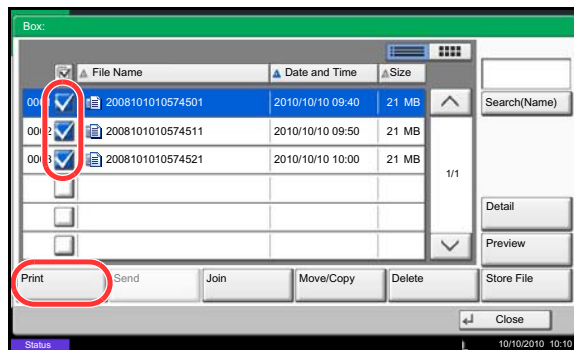
1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to overlay the image into and print, and then press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

3 Select the document you wish to print by checking the checkbox.

The document is marked with a checkmark.

NOTE: To deselect, press the checkbox again and remove the checkmark.

4 Press [Print].

5 Press [Functions], [Form Overlay], [Select Stored Form], and then [Select Form].

NOTE: You can select the form density setting through 4 levels from 10%, 20%, 30% or 100%. Press the [+] or [-] buttons in *Density*.

6 In *Form Overlay - Select Form*, select the image file to be overlaid onto the document from the displayed document boxes.

You can only select one image file.

7 Press [OK].

8 Press [OK] again to return to the Functions screen.

9 Press the **Start** key. Printing begins.

Editing Documents

This function allows you to move or copy documents stored in custom boxes into other boxes or to join multiple documents together. You can also copy documents to USB memory connected to this machine.

Moving a Document / Copying a Document (Move/Copy)

The procedure for moving or copying documents is explained below.

1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to move or copy and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

3 Select the document in the list that you want to move or copy by pressing the checkbox.

The document is marked with a checkmark.

NOTE: To deselect, press the checkbox again and remove the checkmark.
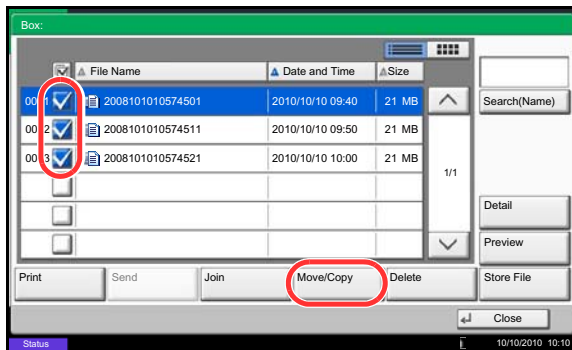
4 Press [Move/Copy].

5 To move the document, press [Move to Custom Box].

To copy the document, press [Copy to Custom Box] or [Copy to Memory].

6 Press [Next].
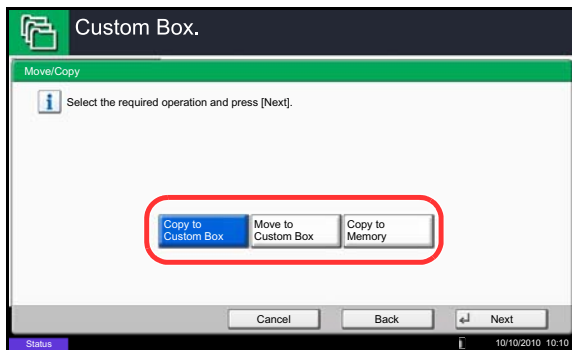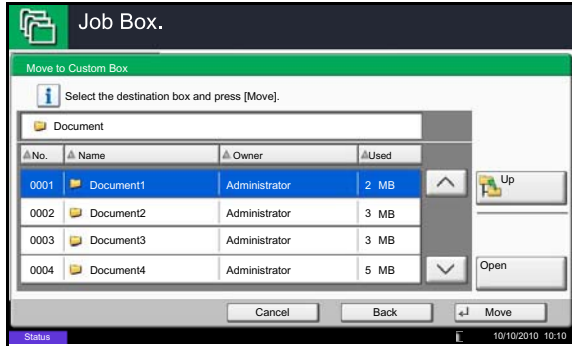
7 To copy or move the document to a custom box, select the destination box.

To copy the document to USB memory, select the destination folder and press [Next]. If necessary, set the saved file size and the file format, etc.

8 Press [Move] or [Copy] and then press [Yes] in the confirmation screen. The selected document is moved or copied.

NOTE: If the box to which the document is to be moved or copied is protected by a password, enter the correct password.

Joining Documents (Join)

The procedure for joining documents in a custom box is explained below.

NOTE: You can only join a document to other documents in the same custom box. If necessary, move the documents to be joined beforehand.

1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the documents you want to join and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.
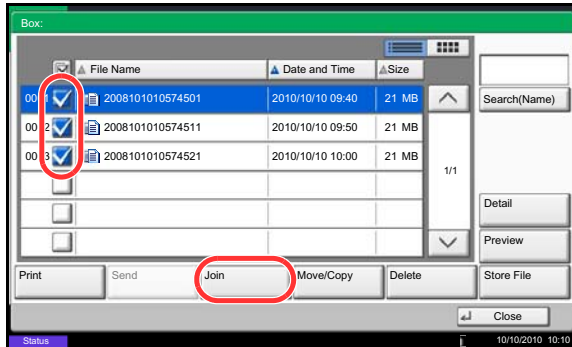
3 Select the documents in the list that you wish to join by pressing the checkbox.

The document is marked with a checkmark.

You can join up to 10 documents.

NOTE: To deselect, press the checkbox again and remove the checkmark.

4 Press [Join].
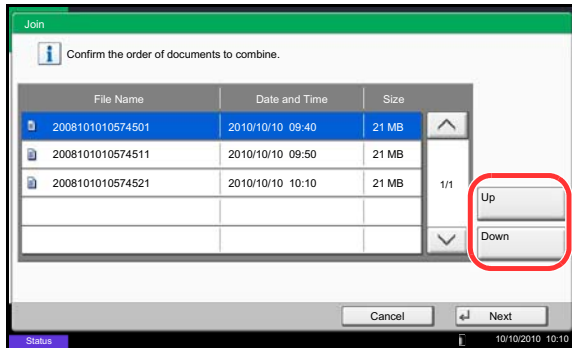
5 Arrange the documents into the order in which they are to be joined.

Highlight the document you want to rearrange and press [Up] or [Down] to move it to the correct place in the sequence.

6 Press [Next].

7 Press [File Name], enter the file name for the joined document and press [OK].

NOTE: Enter up to 64 characters as the file name.

8 Press [Join] and then press [Yes] in the confirmation screen. The documents are joined.

NOTE: After joining, the original documents are left unchanged. Delete the documents if they are no longer needed.

Deleting Documents

The procedure for deleting documents in a custom box is explained below.

1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to delete and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

3 Select the document you wish to delete by checking the checkbox.

The document is marked with a checkmark.

NOTE: [Delete] is disabled until a document is selected.
To deselect, press the checkbox again and remove the checkmark.
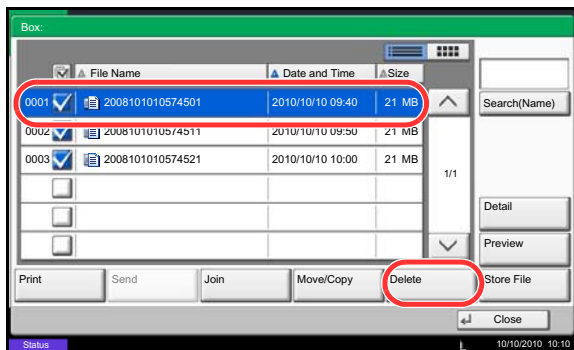
4 Press [Delete]. The delete confirmation screen appears.

5 Press [Yes]. The document is deleted.

Job Box

Private Print/Stored Job

Private Print/Stored Job Box stores the print data which is printed by using the printer driver as a Private Print/Stored Job.

Refer to the *Printer Driver User Guide* on *how to print a job as Private Print* or *Stored Job using the printer driver*.

Printing a Document in Private Print/Stored Job Box

You can print documents stored in a Private Print/Stored Job box.

Use the procedure below to print a document.

1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Private Print/Stored Job] and press [Open].

4 Select the creator of the document to print and press [Open].

5 Select the document and press [Print].
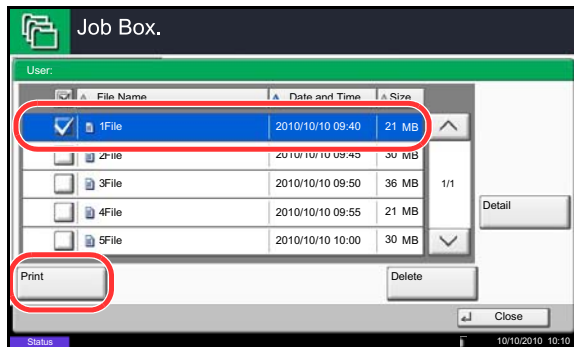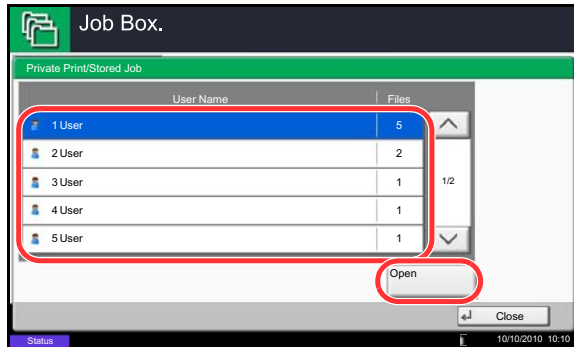
6 If the document is protected by a password, enter the password using the numeric keys.

7 Specify the number of copies to print as desired.

8 Press [Start Print] to start printing.

Upon completion of printing, the Private Print job is automatically deleted.

Deleting a Document

You can delete documents stored in a Private Print/Stored Job box.

Use the procedure below to delete a document.

1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Private Print/Stored Job] and press [Open].

4 Select the creator of the document and press [Open].
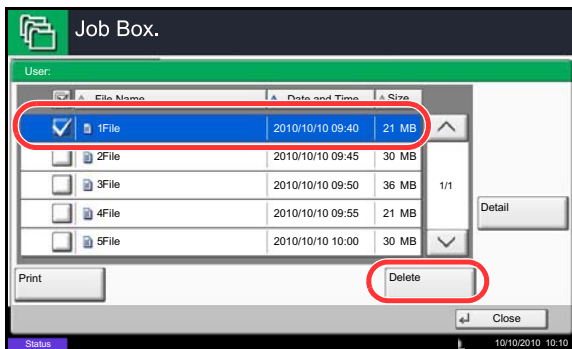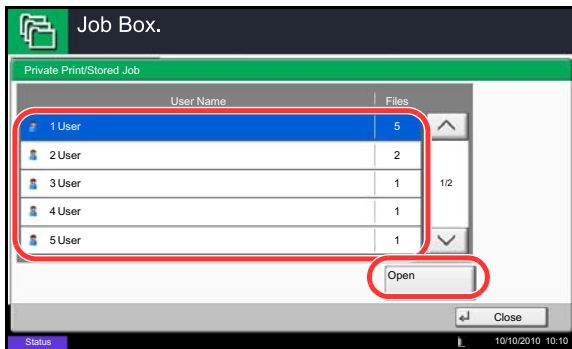
5 To delete the document, select the document and press [Delete].

When the delete confirmation screen appears, press [Yes].

If the document is protected by a password, enter the password using the numeric keys and the document is deleted.

Quick Copy/Proof and Hold

Quick Copy/Proof and Hold box stores the print data which is printed by using the printer driver as a Quick Copy or Proof and Hold Print job.

Refer to the *Printer Driver User Guide* on *how to print a job as Quick Copy* or *Proof and Hold Print job using the printer driver*.

Quick Copy Job Retention

To maintain free space on the hard disk, you can set the maximum number of stored jobs.

Use the procedure below to set the number of stored jobs.

1 Press the **System Menu** key.
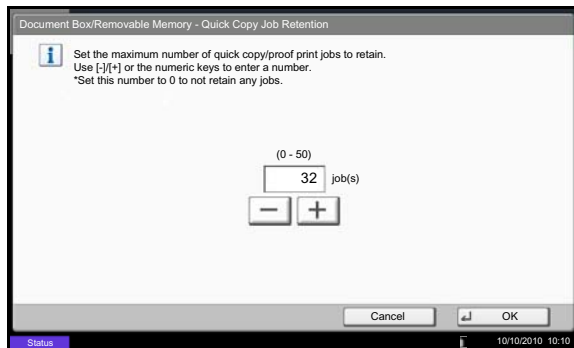
2 Press [Document Box/Removable Memory], [Next] of *Job Box*, then [Change] of *Quick Copy Job Retention*.

3 Press [+] or [–] to enter the maximum number of stored jobs. You can enter any number between 0 and 50.

You can also enter the number using the numeric keys.

NOTE: If you enter a value of 0 (zero), you cannot use the Repeat Copy function.

4 Press [OK]. The maximum number of stored jobs is set.

Printing a Document

You can print documents stored in the Quick Copy/Proof and Hold box.

Use the procedure below to print a document.
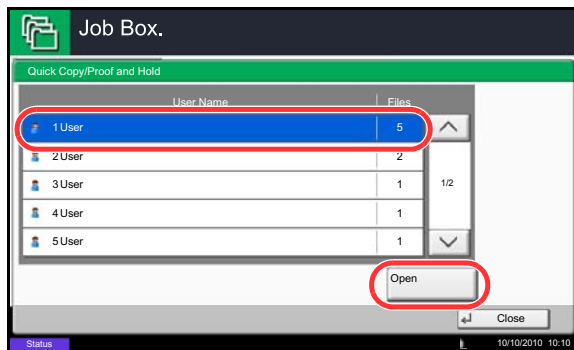
1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Quick Copy/Proof and Hold] and press [Open].

4 Select the creator of the document and press [Open].
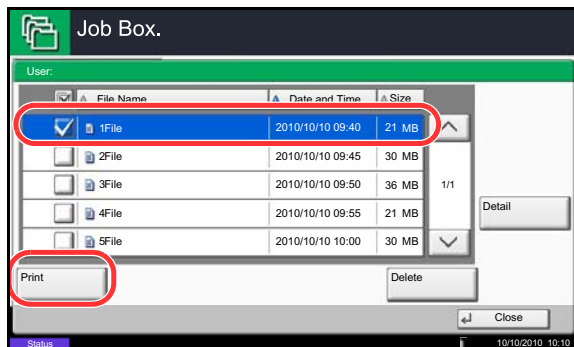
5 Select the document to print, and press [Print].

6 Specify the number of prints as desired.

7 Press [Start Print] to start printing.

Deleting a Document

You can delete documents stored in the Quick Copy/Proof and Hold box.

Use the procedure below to delete a document.

1 Press the **Document Box** key.

2 Press [Job Box], [Quick Copy/Proof and Hold], then [Open].

3 Select the creator of the document and press [Open].
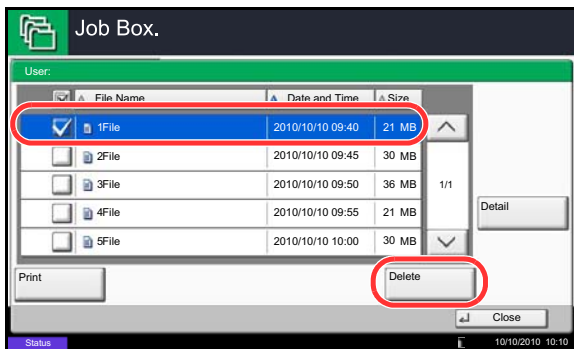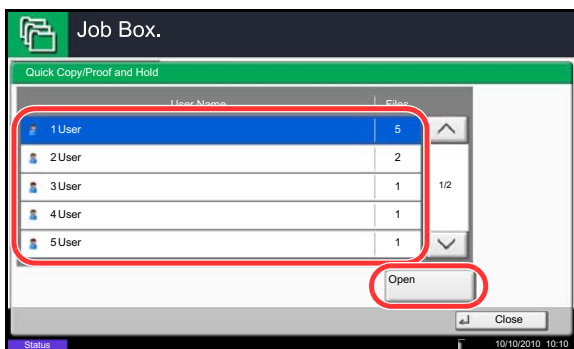
4 Select the document to delete and press [Delete].

The delete confirmation screen appears.

5 Press [Yes]. The document is deleted.

Repeat Copy

Repeat Copy Job Retention

To maintain free space on the hard disk, you can set the maximum number of stored jobs.

Use the procedure below to specify the maximum number of stored jobs.
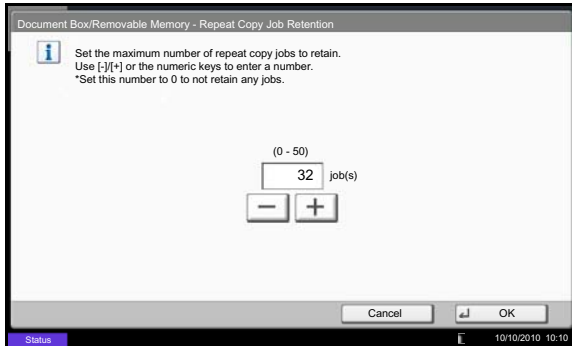
1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory], [Next] of *Job Box*, [Change] of *Repeat Copy Job Retention*.

3 Use the [+] and [–] keys or the numeric keys to enter the maximum number of stored jobs.

You can enter any number between 0 and 50.

NOTE: If you enter a value of 0 (zero), no jobs are stored.

4 Press [OK]. The maximum number of stored jobs is set.

Printing a Document

You can print the documents stored in the Repeat Copy box.

Use the procedure below to print a document.
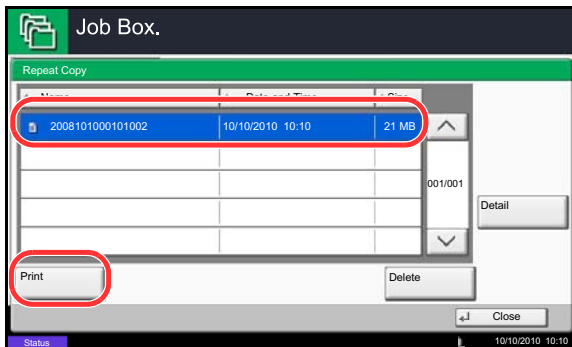
1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Repeat Copy] box, and press [Open].

4 Select the document to print and press [Print].

5 If the document is protected by a password, enter the password using the numeric keys.

6 Press [Start Print] to start printing.

The Repeat Copy box job will be deleted when the main power switch is turned off.

Deletion of Job Retention

This setting specifies that documents, such as Private Printing, Quick Copying, or Proof and Hold Printing, saved temporarily in the job box are automatically deleted after they have been saved for a set time.

The table below shows the available settings.

Item	Detail
Off	Temporary documents are not automatically deleted.
1 hour	Documents are deleted after 1 hour.
4 hours	Documents are deleted after 4 hours.
1 day	Documents are deleted after 1 day.
1 week	Documents are deleted after 1 week.

Use the procedure below to set automatic deletion for temporary documents.

1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory], [Next] of *Job Box*, then [Change] of *Deletion of Job Retention*.

3 Select the time for automatic deletion.

To deactivate automatic deletion, press [Off].

4 Press [OK].

NOTE: This function is valid for documents saved after the function is set. Regardless of this function setting, temporary documents are deleted when the main power switch is turned off.

Form for Form Overlay

Storing a Form

You can store forms to be used for the form overlay in the *Form for Form Overlay* box. One page can be registered in one form.

Use the procedure below to store a form.
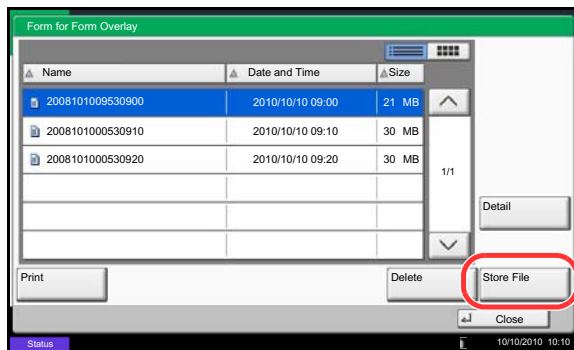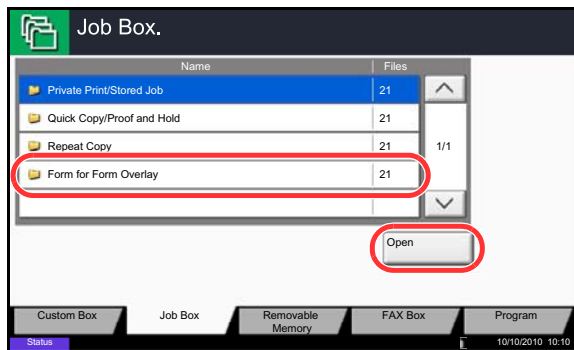
1 Press the **Document Box** key.

2 Place the original in the document processor or on the platen.

3 Press [Job Box].

4 Select [Form for Form Overlay] and press [Open].

5 Press [Store File].

6 If necessary, select the image quality of original, scanning density, etc. before the original is scanned.

7 Press the **Start** key. The original is scanned and stored in the *Form for Form Overlay* box.

NOTE: For information on using image overlays with a stored form, see *Form Overlay on page 4-23* and *Form Overlay from Custom Boxes (Form Overlay) on page 7-9*.

Deleting a Form Stored

You can delete the form stored in the *Form for Form Overlay* box.

Use the procedure below to delete a form.

1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Form for Form Overlay] and press [Open].

4 Select the form to delete and press [Delete].

The delete confirmation screen appears.
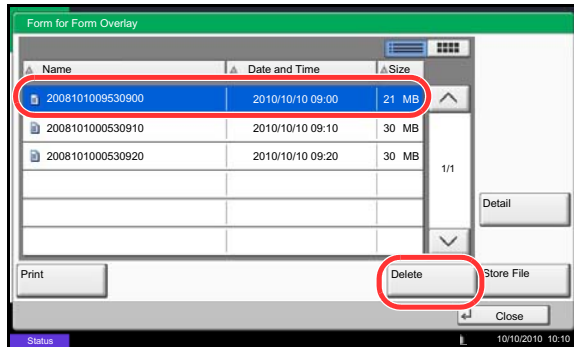
5 Press [Yes]. The form is deleted.

Printing Documents Stored in Removable USB Memory

Plugging USB memory directly into the machine enables you to quickly and easily print the files stored in the USB memory without having to use a computer.

Limitations

- The following file types can be printed:
  - PDF file (Version 1.7 or older)
  - TIFF file (TIFF V6/TTN2 format)
  - JPEG file
  - XPS file
  - Encrypted PDF file
- PDF files you wish to print should have an extension (.pdf).
- Files to be printed should be saved no further down than the top 3 folder levels, including the root folder.
- Use USB memory properly formatted by this machine.
- Plug the USB memory directly into the USB Port (A1). We do not guarantee that USB memory printing is error free if a USB hub is used.

Printing (Print)

Print documents stored in the removable USB memory.
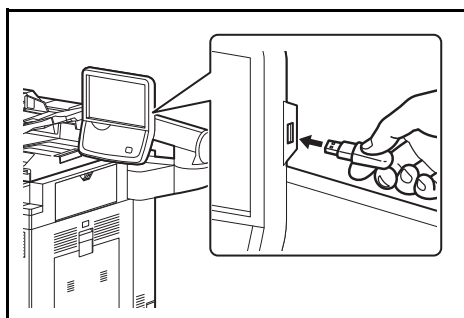
1 Plug the USB memory into the USB Port (A1).

IMPORTANT: Use USB memory formatted by this machine. If a USB memory formatted by any other device is used, *The removable memory is not formatted.* may appear. To format a USB memory, press [Format] and follow the instructions on the screen.

2 When the machine reads the USB memory, *Removable Memory is recognized. Displaying files.* may appear. Press [Yes] to display the removable memory screen.

NOTE: If the message does not appear, press the Document Box key and then [Removable Memory].

3 Select the folder containing the file to be printed and press [Open].

The machine will display documents in the top 3 folder levels, including the root folder.

NOTE: 1000 documents can be displayed. To return to a higher level folder, press [Up].

Removable Memory.

Removable Memory			
☐	Name	Date and Time	Size
☑	1 Document	2010/10/10 09:30	1 MB
☐	2 Document	2010/10/10 09:40	3 MB
☐	3 Document	2010/10/10 09:50	4 MB
☐	4 Document	2010/10/10 10:00	1 MB
☐	5 Document	2010/10/10 10:05	2 MB

Up

001/999

Memory Information

Remove Memory

Print | Delete | Detail | Open | Store File

Custom Box | Job Box | Removable Memory | FAX Box | Program

Status   10/10/2010 10:10
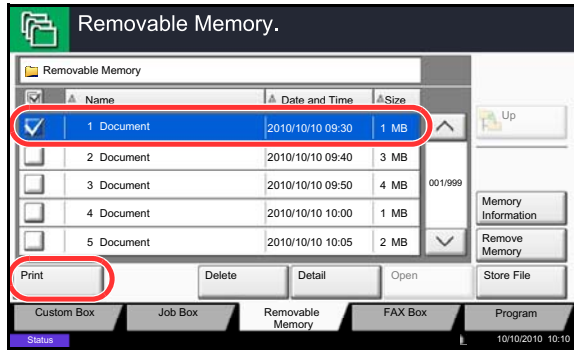
4 Select the file to be printed and press [Print].

5 Change the number of copies, duplex printing, etc. as desired.

For the features that can be selected, refer to *Document print features on page 7-23*.

After a document saved in the machine is selected, the [User File Settings] key may appear in the setting screen for the feature to be used.

- To use the settings saved with the document, press [User File Settings].
- If you need to change the print settings, change the print settings.

6 Press the **Start** key. Printing of the selected file begins.

Document print features

The features below can be selected when printing a document.

- Paper Selection (page 4-3)
- Collate/Offset (page 3-14)
- Staple (page 3-18)
- Punch (page 3-20)
- Paper Output (page 4-13)

- Duplex (page 3-12)
- Job Finish Notice (page 4-40)
- Priority Override (page 4-42)
- Fold (page 4-11)
- Text Stamp (page 4-30)

- Bates Stamp (page 4-31)
- Encrypted PDF Password (page 7-23)
- JPEG/TIFF Print (page 7-23)
- XPS Fit to Page(page 7-23)

Encrypted PDF Password

To print a PDF that is protected by a password, enter the password before printing.

JPEG/TIFF Print

Select the image size when printing JPEG or TIFF files.

Item	Description
Paper Size	Fit the image size to the selected paper size.
Image Resolution	Print at resolution of the actual image.
Print Resolution	Fit the image size to the print resolution.

XPS Fit to Page

Reduces or enlarges the image size to fit to the selected paper size when printing XPS files.

Saving Documents to USB Memory (Scan to USB)

This function allows you to store scanned image files in USB memory connected to the machine. You can store files in PDF, TIFF, JPEG, XPS or high-compression PDF format.

NOTE: The maximum number of the storable files is 100.

Storing Documents (Store File)

The procedure for storing documents in removable USB memory is explained below.
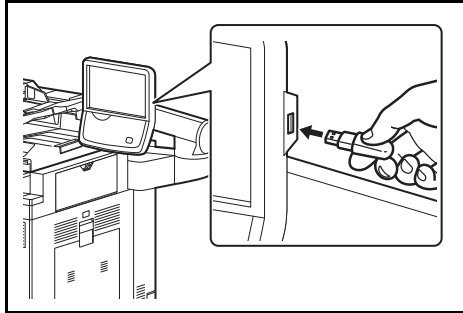
1 Plug the USB memory into the USB Port (A1).

IMPORTANT: Use only USB memory that has been formatted on this machine. If USB memory formatted on another device is used, *The removable memory is not formatted* message may appear. To format the USB memory, press [Format].

CAUTION: When [Format] is pressed, all data in the external media is erased.

2 When the machine reads the USB memory, *Removable Memory is recognized. Displaying files.* may appear. Press [Yes] to display the removable memory screen.

NOTE: If the message does not appear, press the Document Box key and then [Removable Memory].
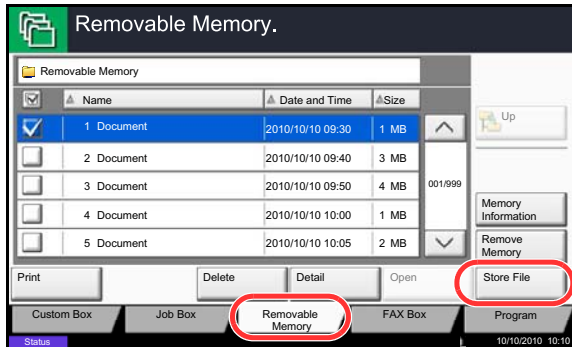
3 Select the folder where the file will be stored and press [Open].

The machine will display the top 3 folder levels, including the root folder.

4 Press [Store File].

⬚	▲ Name	▲ Date and Time	▲Size	
☑	1 Document	2010/10/10 09:30	1 MB	
☐	2 Document	2010/10/10 09:40	3 MB	
☐	3 Document	2010/10/10 09:50	4 MB	
☐	4 Document	2010/10/10 10:00	1 MB	
☐	5 Document	2010/10/10 10:05	2 MB	

5 Set the type of original, file format, etc., as desired.

For the features that can be selected, refer to *Document Store features on page 7-25*.

6 Press the **Start** key. The original is scanned and the data is stored in the USB memory.

Document Store features

The features below can be selected when saving a document.

- Original Size (page 6-2)
- Mixed Size Originals (page 6-8)
- 2-sided/Book Original (page 6-11)
- Original Orientation (page 6-12)
- Storing Size (page 7-4)

- Prevent Bleed-thru (page 6-25)
- Density (page 6-19)

- Original Image (page 6-18)
- Scan Resolution (page 6-20)
- Color Selection (page 6-23)

- Sharpness (page 6-21)
- Background Density Adj. (page 6-22)
- Zoom (page 6-6)
- Centering (page 6-7)

- Border Erase (page 6-26)
- Continuous Scan (page 6-24)
- Job Finish Notice (page 6-36)

- File Name Entry (page 6-28)
- File Format (page 6-14)

- Text Stamp (page 6-39)
- Bates Stamp (page 6-40)

Removing USB Memory

Remove the USB memory.

IMPORTANT: Be sure to follow the proper procedure to avoid damaging the data or USB memory.

---
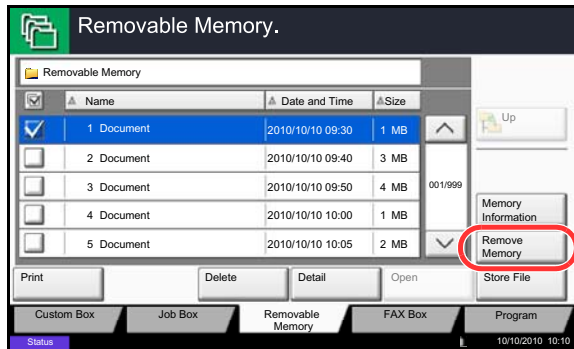
1 Press the **Document Box** key.

2 Press [Removable Memory].

3 Press [Remove Memory].

4 Press [OK], and remove the USB memory after *Removable Memory can be safely removed.* is displayed.

NOTE: USB memory can also be removed after checking the status of the device.
For details, refer to *Check of Device Status, on page 8-14.*

---

8 Status / Job Cancel

This chapter explains how to check the status and history of jobs and cancel the jobs being processed or waiting to be printed.

This chapter also explains how to check the remaining amount of toner and paper and the status of devices, and how to cancel the fax communication.

Checking Job Status

Check the status of jobs being processed or waiting to be printed.

Available Status Screens

The processing and waiting status of jobs are displayed as a list on the touch panel in three different screens - Printing Jobs, Sending Jobs, and Storing Jobs. The following job status are available.

Screen	Job status to be displayed
Printing Jobs	• Copy • Printer • FAX reception • i-FAX reception • E-mail reception • Printing from Document Box • Printing data from removable memory • Application • Job Report /List
Sending Jobs	• FAX transmission • i-FAX transmission • E-mail • Folder • Application • Multiple destination • Sending Job FAX using Delayed transmission
Storing Jobs	• Scan • FAX • i-FAX • Printer • Join Box Document • Copy Box Document

Displaying Status Screens

Use the procedure below to display the Status screen.
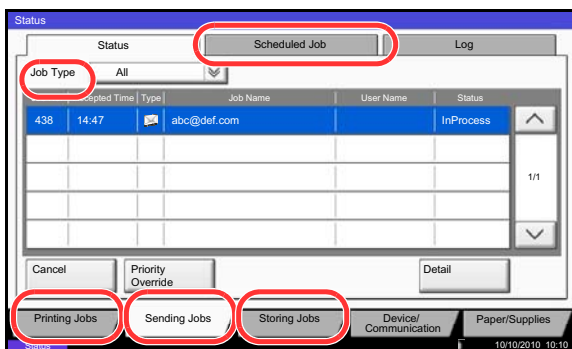
1 Press the **Status/Job Cancel** key.

2 The Status screen appears. Press either [Printing Jobs], [Sending Jobs], or [Storing Jobs] to check the status.

To check the scheduled transmission job, press [Sending Jobs] and then [Scheduled Job].

For an explanation of the screen, refer to *Details of the Status Screens on page 8-3*.

Details of the Status Screens

The items and keys displayed on the status screens are as follows.

For information on how to display the Status screen, see *Displaying Status Screens on page 8-2*.

Printing Jobs
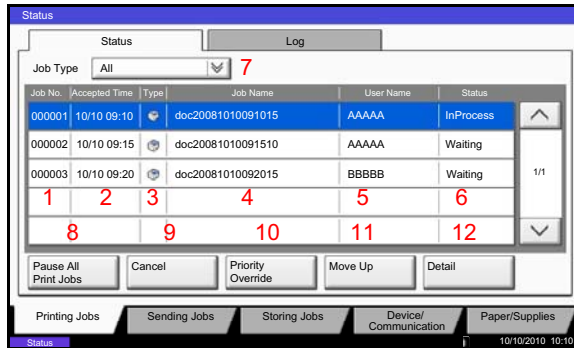
The table below lists the items displayed in the Printing Jobs Status screen.

No.	Item / Key	Detail
1	Job No.	Acceptance No. of job
2	Accepted Time	Accepted Time of job
3	Type	Icons that indicate the job type ■Copy job ■Printer job ■Job from Document Box ■FAX reception ■i-FAX reception ■E-mail reception ■Data from Removable Memory ■Application job ■Report / List
4	Job Name	Job Name or file name
5	User Name	User Name for the executed job
6	Status	Status of job InProcess: The status before starting to print. Printing: Printing Waiting: Print Waiting Pause: Pausing print job or error Canceling: Canceling the job

No.	Item / Key	Detail
7	[∨] of Job Type	Sorts by specific type of job
8	[Pause All Print Jobs]	Pauses all the printing jobs. By pressing this key again, the printing jobs will be resumed.
9	[Cancel]	Select the job to be canceled from the list, and press this key.
10	[Priority Override]	Select the job to be overridden, and press this key. (Refer to *Priority Override for Waiting Jobs on page 8-12*)
11	[Move Up]	In the list, select the job that you want to move up the job queue and press this key. (Refer to *Reordering Print Jobs on page 8-12*)
12	[Detail]	Select the job for displaying detailed information from the list, and press this key. (Refer to *Checking the Detailed Information of Histories on page 8-10*)

Sending Jobs
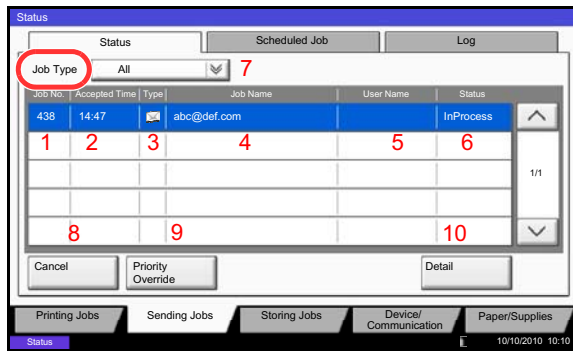
The table below lists the items displayed in the Sending Jobs Status screen.

No.	Item / Key	Detail
1	Job No.	Acceptance No. of job
2	Accepted Time	Accepted Time of job
3	Type	Icons that indicate the job type ■Sending Job FAX ■Sending Job i-FAX ■Sending Job E-mail ■Sending Job Folder ■Sending Job Application ■Sending Job Multiple
4	Destination	Destination (Either destination name, FAX number, E-mail address, or server name)
5	User Name	User Name for the executed job
6	Status	Status of job InProcess: The status before starting sending such as during scanning originals Sending: Sending Waiting: Sending Waiting Canceling: Canceling the job Pause: Pausing the job
7	[⌄] of Job Type	Only selected type of jobs is displayed.
8	[Cancel]	Select the job you want to cancel from the list, and press this key.
9	[Priority Override]	Select the job to be overridden, and press this key. * Only displayed when the optional fax kit is installed.
10	[Detail]	Select the job whose detailed information you want to display from the list, and press this key. (Refer to *Checking the Detailed Information of Histories on page 8-10*)

8

Storing Jobs

The table below lists the items displayed in the Storing Jobs Status screen.

No.	Display / Key	Details
1	Job No.	Acceptance No. of job
2	Accepted Time	Accepted Time of job
3	Type	Icons that indicate the job type ■Storing Job Scan ■Storing Job Printer ■Storing Job FAX ■Storing Job i-FAX ■Join Box Document ■Copy Box Document
4	Job Name	Job name or file name is displayed.
5	User Name	User Name for the executed job
6	Status	Status of job InProcess: The status before starting to save such as during scanning originals Storing: Storing Data Canceling: Canceling the job Pause: Pausing the job
7	[⌄] of Job Type	Only selected type of jobs is displayed.
8	[Cancel]	Select the job you want to cancel from the list, and press this key.
9	[Detail]	Select the job whose detailed information you want to display from the list, and press this key. (Refer to *Checking the Detailed Information of Histories on page 8-10*)

Checking the Detailed Information of Jobs

Check the detailed information of each job.

Use the procedure below to check a job's information.

1 Press the **Status/Job Cancel** key.

2 Press [Printing Jobs], [Sending Jobs], or [Storing Jobs].

To check the scheduled transmission, press [Sending Jobs] and then [Scheduled Job].

3 Select the job whose details you wish to check from the list, and press [Detail].

Detailed information of the selected job is displayed.
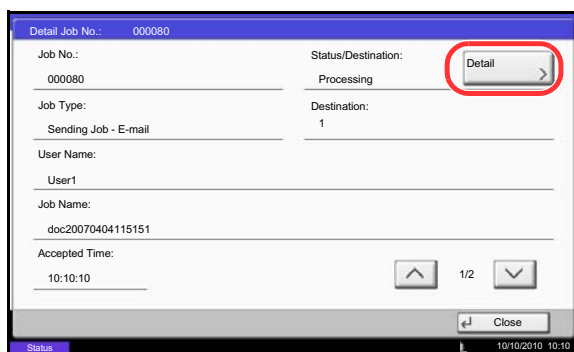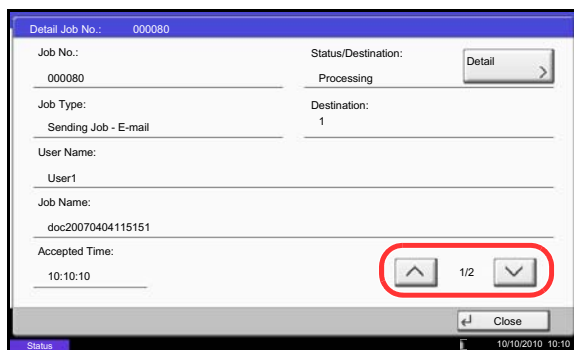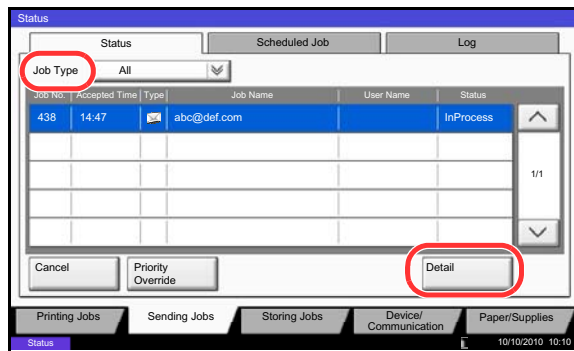
Use [∨] or [∧] to see the next or previous page of information.

In Sending Jobs, you can check the destination by pressing [Detail] in *Status/Destination*.

Detail Job No.: 000081

Job Type All

Type	Destination	Status
	doc20070404131415	Sending
	User01	Waiting

1/2

Detail

Close

Status

10/10/2010 10:10
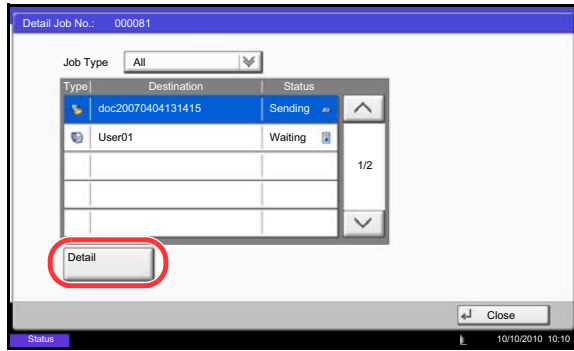
Status/Destination is displayed when address is selected. Press [Detail] to display the list.
Press [∨] or [∧], select a destination and press [Detail]. Information on the selected job is displayed for checking.

4 To exit from the detailed information, press [Close].

Checking Job History

Check the history of completed jobs.

NOTE: Job history is also available by Command Center RX or KMnet Viewer from the computer.
If *Hide All* is selected in *Display Jobs Log on page 9-40*, users without administrator privileges cannot view the job log (except for the fax log).

Available Job History Screens

The job histories are displayed separately in three screens - Printing Jobs, Sending Jobs, and Storing Jobs. The following job histories are available.

Screen	Job histories to be displayed
Printing Jobs	• Copy • Printer • FAX reception • i-FAX reception • E-mail reception • Printing from Document Box • Job Report / List • Printing data from removable memory
Sending Jobs	• FAX • i-FAX • E-mail • Folder • Application • Multiple destination
Storing Jobs	• Scan • FAX • i-FAX • Printer • Join Box Document • Copy Box Document

Displaying Job History Screen

The procedure for displaying Job History Screen is explained below.

1 Press the **Status/Job Cancel** key.

2 Press either [Printing Jobs], [Sending Jobs], or [Storing Jobs] to check the log, and press [Log].
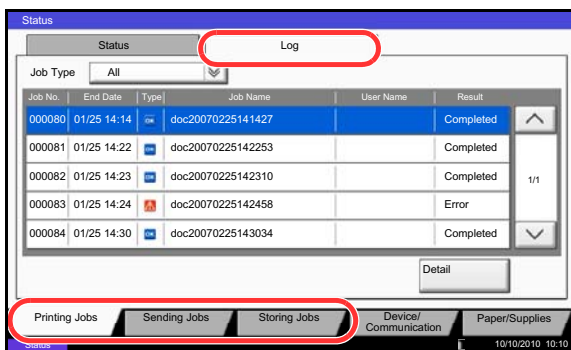
NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

Checking the Detailed Information of Histories

Check the detailed information of each history.

Display of the detailed information of Job Finish history

Use the procedure below to check the job finish history.

1   Press the **Status/Job Cancel** key.

2   Press [Printing Jobs], [Sending Jobs] or [Storing Jobs] and then [Log].

NOTE: If the user authentication screen appears, enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User (Local User List) on page 10-5* for the default login user name and password.

3   Select the job to check details from the list, and press [Detail].

Detailed information of the selected job is displayed.

NOTE: To check the information of the next/previous page, press [∨] or [∧].
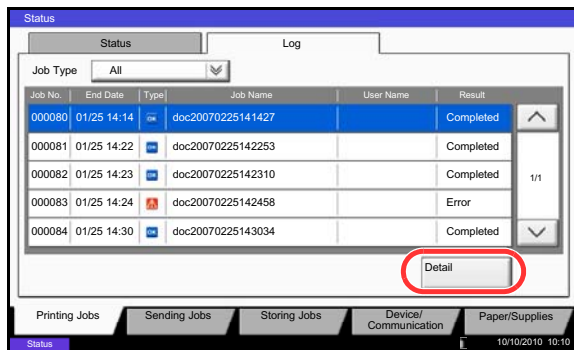
4   To exit from the detailed information, press [Close].

Pause and Resumption of Jobs

Pause /resume all printing jobs in printing/waiting.

The procedure for pausing and resuming jobs is explained below.
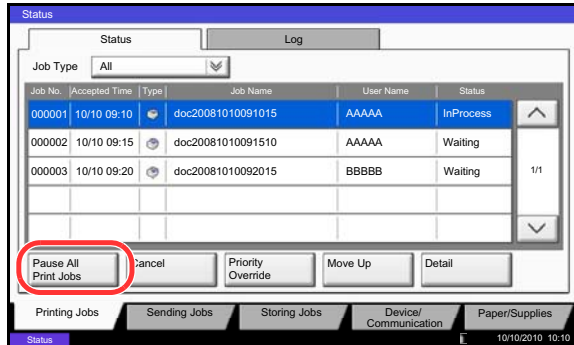
1 Press the **Status/Job Cancel** key.

2 Press [Pause All Print Jobs] on the Printing Jobs Status screen. Printing is paused.

3 When resuming the printing of jobs that have been paused, press [Resume All Print Jobs].

Canceling of Jobs

For more information on canceling jobs, refer to the *Canceling Jobs on page 3-51*.

Priority Override for Waiting Jobs

Priority Override function suspends the current job and prints the job in waiting first.

The procedure for using Priority Override is explained below.
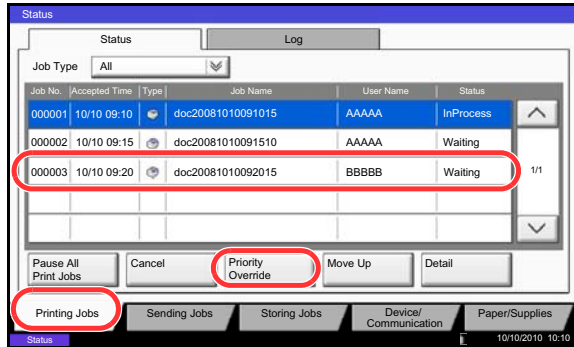
1 Press the **Status/Job Cancel** key.

2 Press [Printing Jobs].

3 Select the job to be given priority, and press [Priority Override].

4 Press [Yes] in the confirmation screen. The current job in printing is suspended, and the job for override printing starts.

5 When the Priority Override is completed, the printing job that has been suspended will be resumed.

Reordering Print Jobs

This function allows you to select a queued print job and raise its output priority.

The procedure for reordering print jobs is explained below.
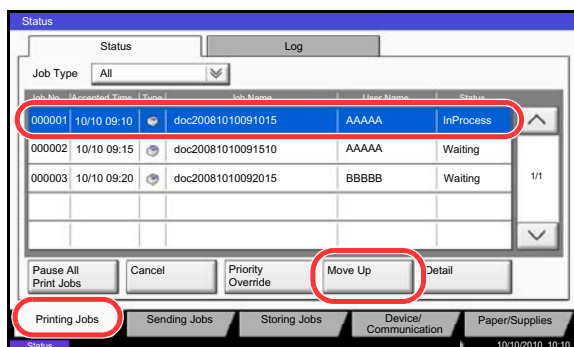
1 Press the **Status/Cancel** key.

2 Press the [Printing Jobs].

3 Select the job to be assigned a higher priority and press [Move Up].
The priority of the selected job is increased by 1 .

To further raise the job's priority, press [Move Up] again. Each time you press [Move Up], the priority increases by 1.

Checking the Remaining Amount of Toner and Paper (Paper/Supplies)

Check the remaining amount of toner, paper, and staples on the touch panel.

Use the procedure below to check the remaining amounts.

1 Press the **Status/Job Cancel** key.

2 Press [Paper/Supplies]. Check the remaining amount of toner and the status of the waste toner box in *Toner Information*, and the remaining amount of paper in each paper source in *Paper*.
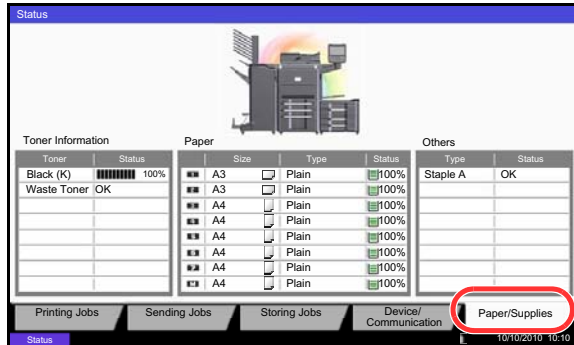
The items you can check are described below.

Remaining amount of toner

You can check the remaining amount of toner level from 100 to 0% (1% increments).

Status of the waste toner box

You can check the status of waste toner box.

Paper

You can check the size, orientation, type, and remaining amount of paper in each paper source. The remaining amount of paper is shown by 5 levels as 100, 80, 50, 30, and 0%, however, the paper in the multi purpose tray is shown by 2 levels as 100% and 0%.

Others

You can check the status of staples and punch waste box.

NOTE: If the optional document finisher and punch unit are installed, the *Others* section provides the status of the punch waste box and whether or not staples are available.

Device/Communication

Configure the devices/lines installed or connected to this machine or check their status. You can also control devices depending on their status.

Displaying Device/Communication Screen

The procedure for using the Device/Communication screen is explained below.

1 Press the **Status/Job Cancel** key.

2 Press [Device/Communication].

The screen to check the status or configure the devices is displayed.

Check of Device Status
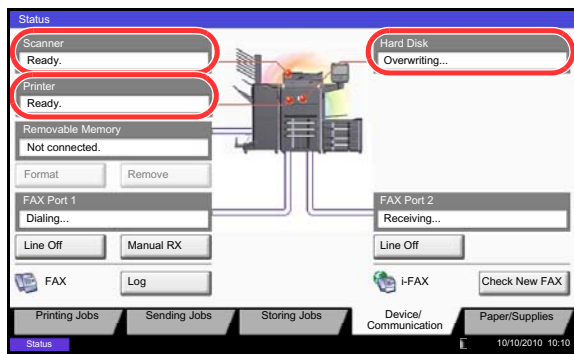
The items you can check are described below.

Scanner

The status of an original scanning in the document processor or the error information (paper jam, opened cover, etc.) is displayed.

Printer

Error information such as paper jam, out of toner, or out of paper, and status such as waiting or printing are displayed.

Hard Disk

The information such as formatting, overwriting for erasure, and error occurrence is displayed.

Configuring the Devices
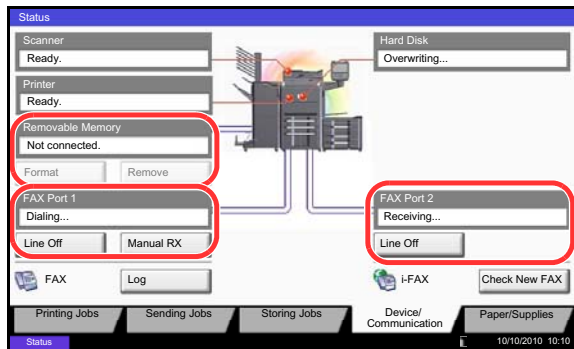
Detailed information on controlling devices is given below.

Removable Memory (USB Memory)

- The usage and capacity of the external media connected to this machine are displayed.
- Press [Format] to format external media.

CAUTION: When [Format] is pressed, all data in the external media is erased.

- Press [Remove] to safely remove the external media. For details, refer to *Removing the USB Memory* in the next section.

FAX Port 1, FAX Port 2

- The information such as sending/receiving and dialing is displayed.
- Press [Line Off] to cancel a fax in sending/receiving. For details, refer to *Canceling FAX Communication on page 8-16* in the section afterwards.
- Press [Manual RX] to start a fax. Use this function when you want to talk to the sender before receiving the fax originals. For details, refer to the *Operation Guide* of FAX kit.
- Press [Log] to display the fax transmission history. For details, refer to the *Operation Guide* of FAX kit.

8

Removing the USB Memory

There is a way to remove the USB memory safely.

Use the procedure below to remove the USB memory.
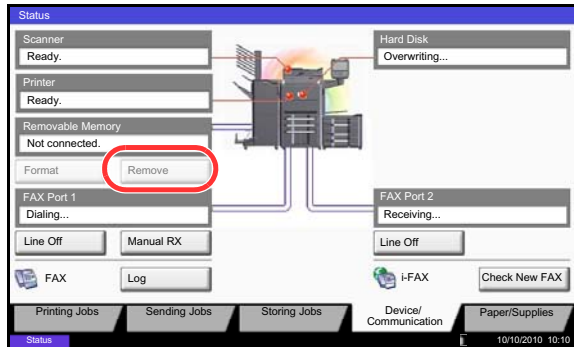
1 Press the **Status/Job Cancel** key.

2 Press [Device/Communication] > [Remove] in *Removable Memory*.

3 When *Removable memory can be safely removed.* is displayed, remove the USB memory.

Canceling FAX Communication

Cancel fax communication.

Use the procedure below to cancel the fax communication.
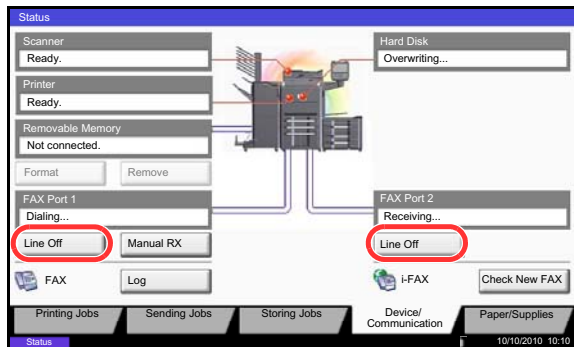
1 Press the **Status/Job Cancel** key.

2 Press [Device/Communication] > [Line Off] in *FAX Port 1* or *FAX Port 2*.

3 Press [Yes] in the confirmation screen. The line is disconnected, and the fax communication is canceled.

11 Maintenance

This chapter describes cleaning and toner replacement.

Regular Maintenance

Toner Container Replacement

When toner runs low, "Toner is running out" appears in the touch panel. Make sure you have a new toner container available for replacement.

When the touch panel displays *Toner is empty.*, replace the toner.

Every time you replace the toner container, be sure to clean the parts as instructed below. Dirty parts may deteriorate output quality.

NOTE:

- For the toner container, always use a genuine toner container. Using a toner container that is not genuine may cause image defects and product failure.
- The memory chip in the toner container of this product stores information necessary for improving customer convenience, operation of the recycling system for used toner containers, and planning and development of new products. The stored information does not include information that makes it possible to identify individuals, and is only used anonymously for the above purposes.

CAUTION: Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

---
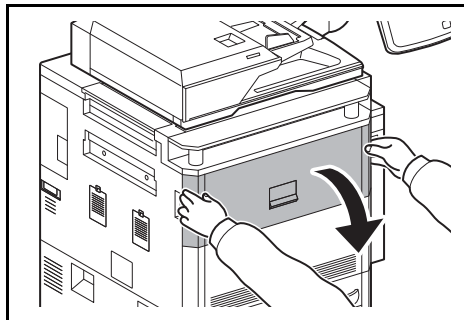
1 Open the front cover.
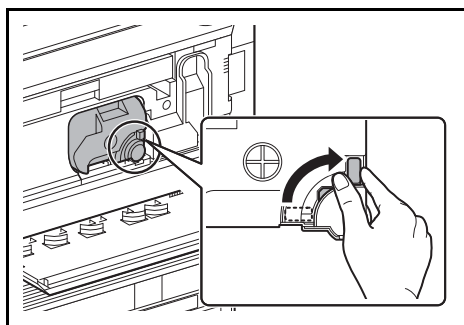
2 Turn the toner container release lever to the vertical position.
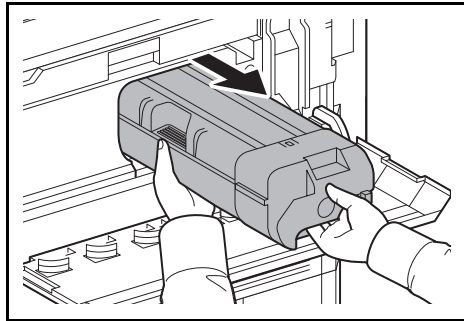
3 Remove the toner container and insert it into the provided plastic disposal bag.
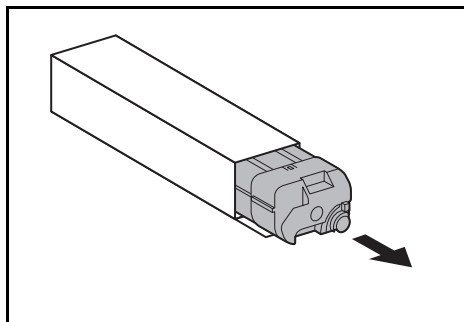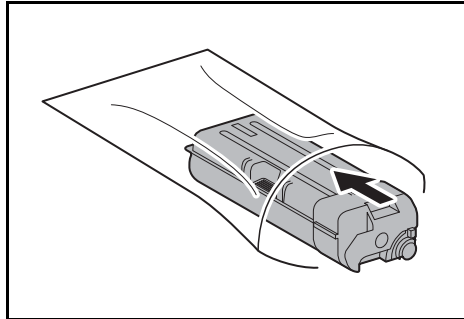
4 Remove the new toner container from the box.
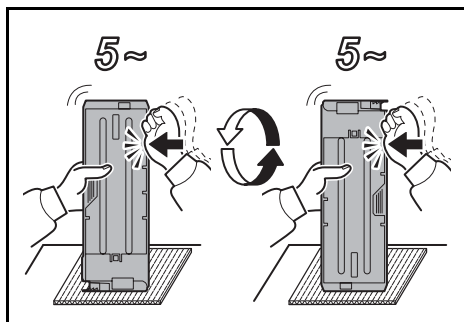
5 Place a cushioning material on a flat surface, hold the toner container vertically on the material, and tap the upper part of the container about 5 times. Invert the toner container so that the other end is up, and hit in the same way.
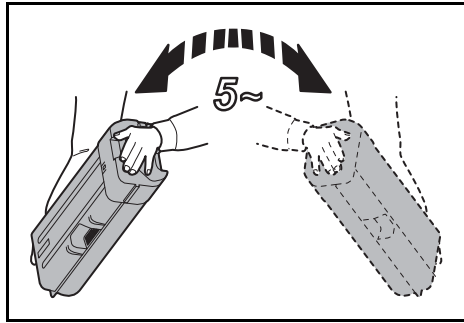
6 Shake the toner container in a wide vertical curve-like motion about 5 times as shown.
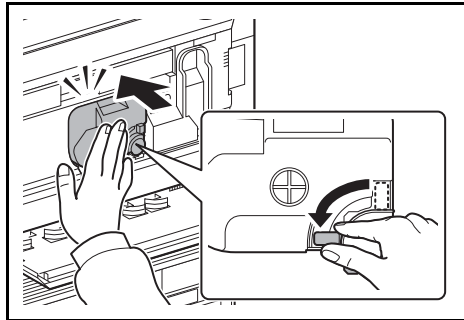
7 Hold the toner container with both hands and gently push it all the way in.

8 After pushing the toner container all the way in, turn the toner container release lever to the horizontal position.
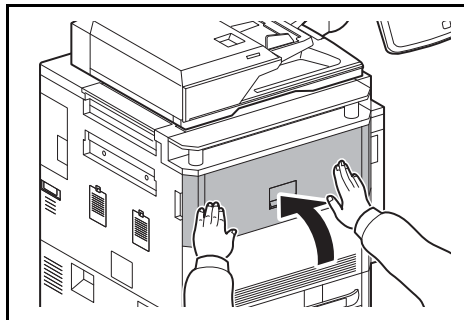
9 Close the front cover.

NOTE: Return the exhausted toner container and waste toner box to your dealer or service representative. The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations

Waste Toner Box Replacement

When "Waste toner box almost full" appears in the touch panel, make sure you have a new waste toner box available for replacement.
When the touch panel shows "Replace the waste toner box", immediately replace the waste toner box.

⚠ CAUTION: Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.
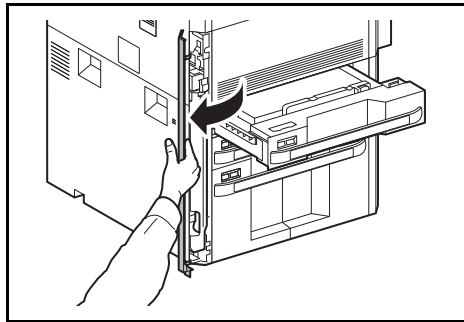
1 Open the front cover.
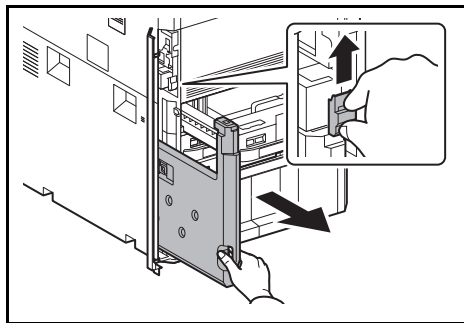
2 Push up the release key for the waste toner box and pull out the waste toner box.
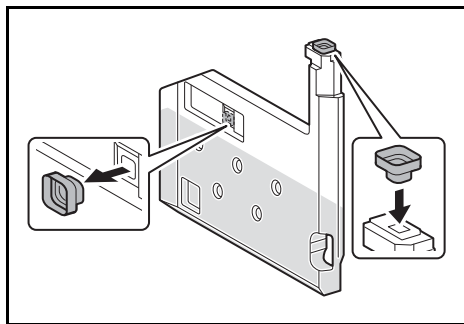
3 Detach the accessory cap from the side of the box and attach to the tip.
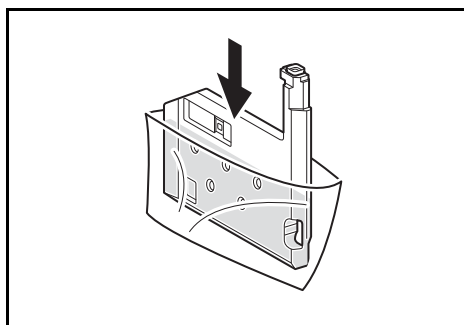
4 Insert into the provided plastic disposal bag.

11
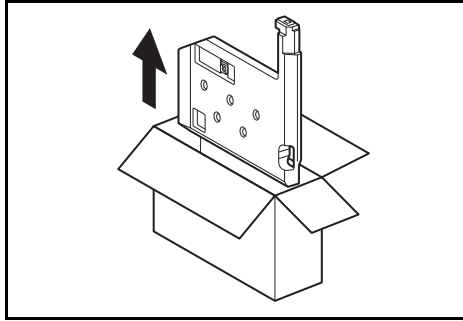
5 Gently remove the new waste toner box from its packaging.
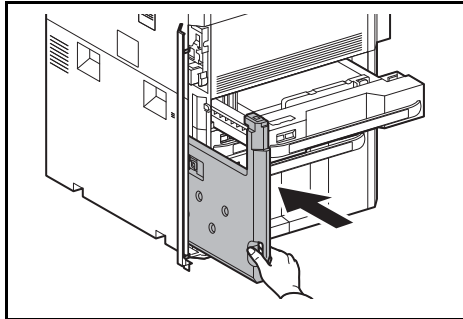
6 Install a new waste toner box.
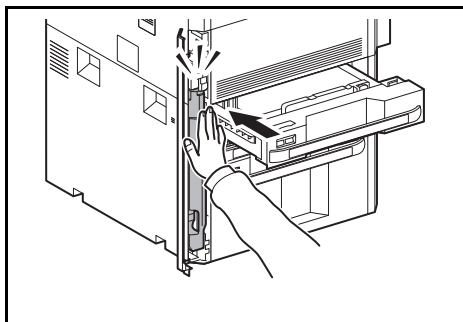
7 Push the waste toner box firmly all the way in.
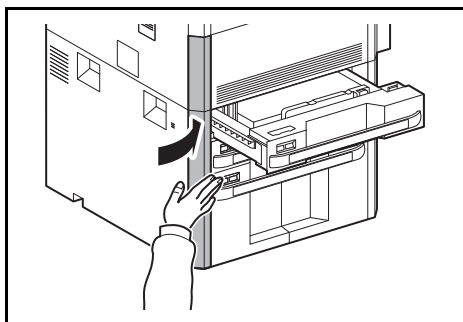
8 Close the front cover.

NOTE: Return the exhausted toner container and waste toner box to your dealer or service representative. The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations.

Replacing Staples

A staple cartridge is installed in the optional document finisher, and center-fold unit.

The document finisher contains staple cartridge holder A.

The optional folding unit contains staple cartridge holders B and C. The refill procedure for staple cartridge holders B and C are the same as for staple cartridge holder A.

If a message displays indicating that staples have run out, the staple cartridge holder need to be replenished with staples.

NOTE: If the Staple Unit runs out of staples, contact your service representative or the place of purchase.

Follow the steps below to refill staples.

Refilling Staple Cartridge Holder A

NOTE: See page 11-8 to refill staple cartridge holder B/C of the optional folding unit.
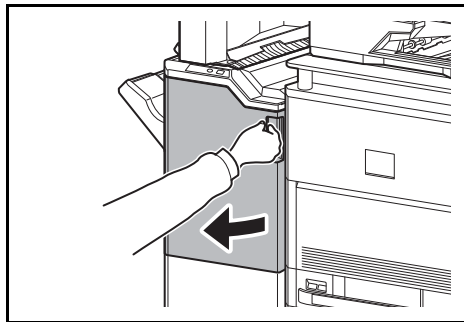
1 Open the front cover 1.
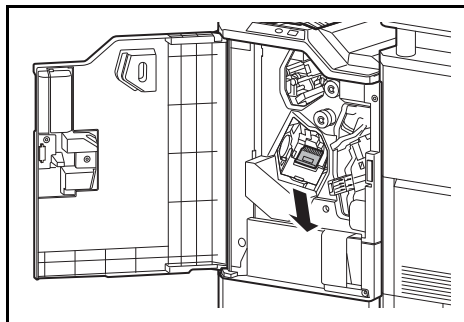
2 Remove the staple cartridge holder.
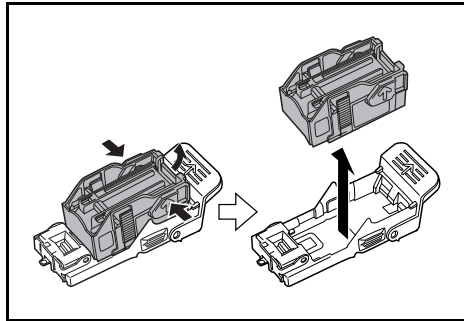
3 Remove the empty staple cartridge from the staple cartridge holder.

NOTE: The staple cartridge can only be removed when it contains no more staples.
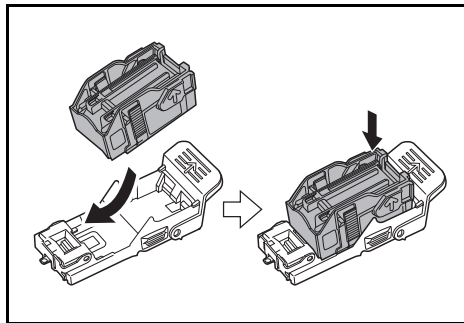
4 Insert the new staple cartridge into the staple cartridge holder.
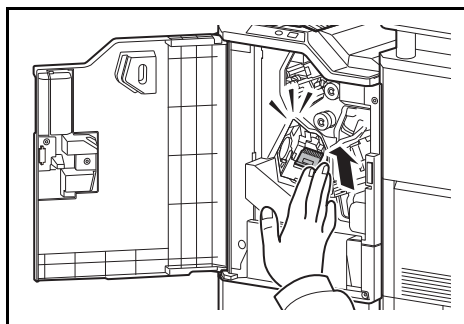
5 Re-install the staple cartridge holder. The staple cartridge holder will click into place when it has been inserted correctly.

6 Close the front cover 1.

Refilling Staple Cartridge Holders B/C (Option)

Follow the steps below to refill staples for the optional folding unit. Follow the same procedure to refill staple cartridge holders B and C.
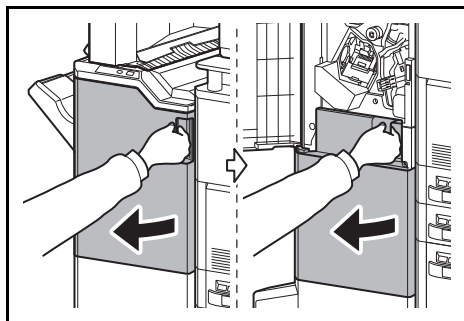
1 Open the front cover 1 and 2.
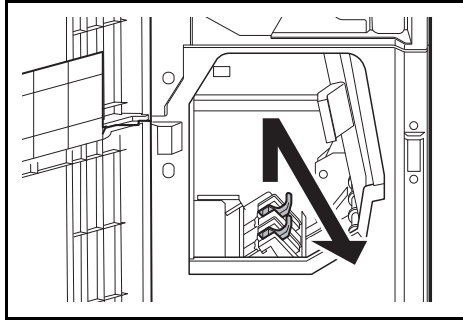
2 Remove the staple cartridge holder B or C.
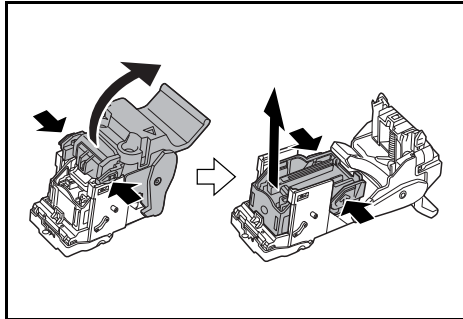
3 Open the stopper and remove the empty staple cartridge.

NOTE: The staple cartridge can only be removed when it contains no more staples.
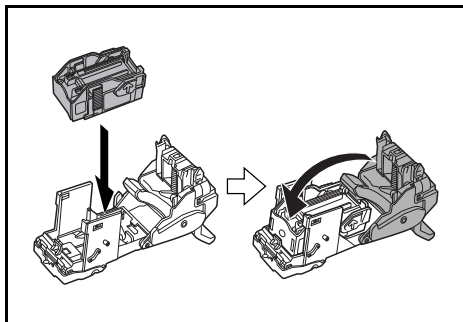
4 Insert the new staple cartridge into the staple cartridge holder and close the stopper.
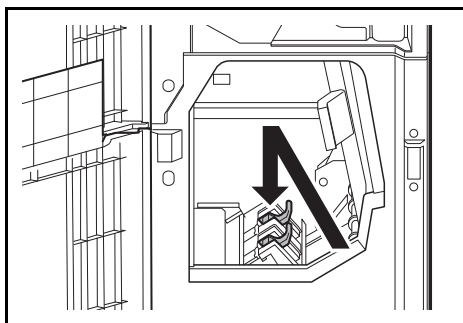
5 Re-install the staple cartridge holder.

When re-installing, align the triangle marks on the staple cartridge holder and the staple unit. The staple cartridge holder will click into place when it has been inserted correctly.

6 Close the front cover 1 and 2.

Emptying the Punch Waste Box (Option)

If a message is displayed on the machine operation panel indicating that the waste punch box is full, be sure to empty the scraps in the punch waste box.

Leave the main power switch on the machine switched ON (|) while performing this procedure.
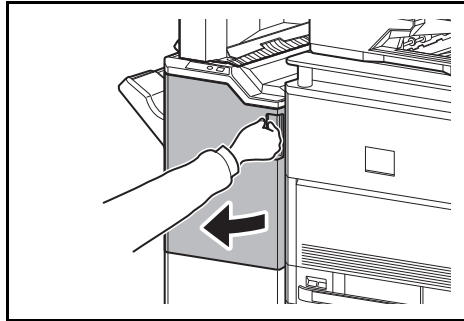
1 Open the front cover 1.
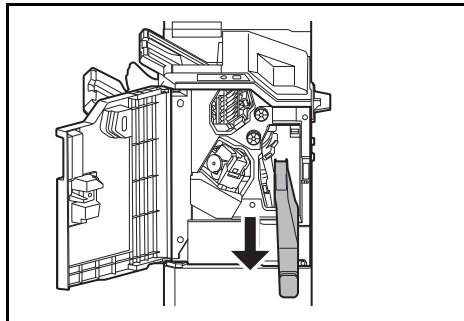
2 Grasp the punch waste box handle and remove the box from the Document Finisher.

NOTE: Take care not to spill the waste hole punch scraps when removing the container.
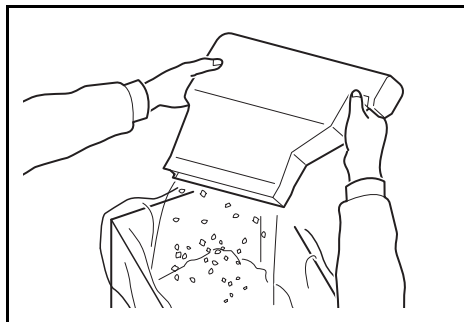
3 Dispose of the hole punch scraps appropriately.
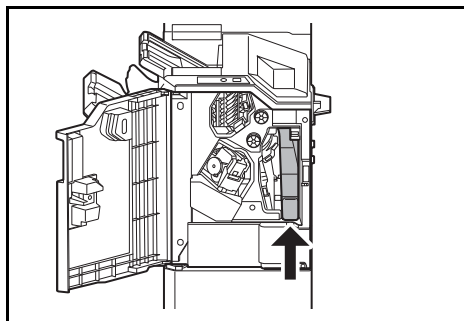
4 Re-install the punch waste box. Align it with the guides in the Document Finisher.

5 Close the front cover 1.

Cleaning

Clean the machine regularly to ensure optimum output quality.

⚠ **CAUTION:** For safety, always unplug the power cord before cleaning the machine.

Platen Cover / Glass Platen

Wipe the backside of the platen cover, the inside of the document processor and the glass platen with a soft cloth dampened with alcohol or mild detergent.

IMPORTANT: Do not use thinner or other organic solvents.

Platen Cover
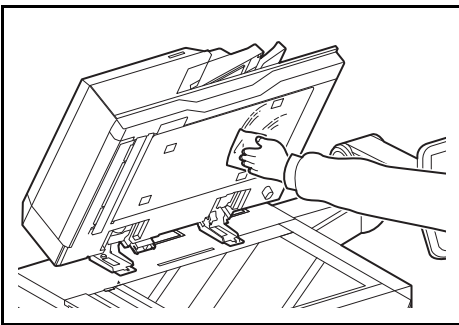
Glass Platen
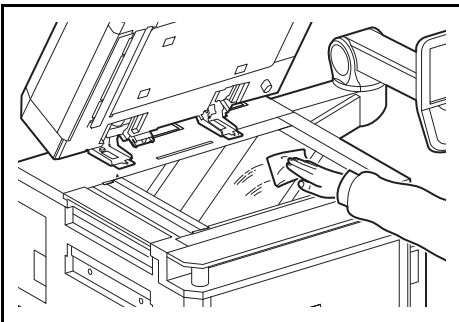
Slit Glass/Dual scanning area

If black streaks or dirt appears in copies when using the document processor, clean the slit glass with the supplied cleaning cloth. The message *Clean the slit glass.* may be displayed if the slit glass requires cleaning. When using the document processor that features dual scanning, clean the dual scanning unit also.
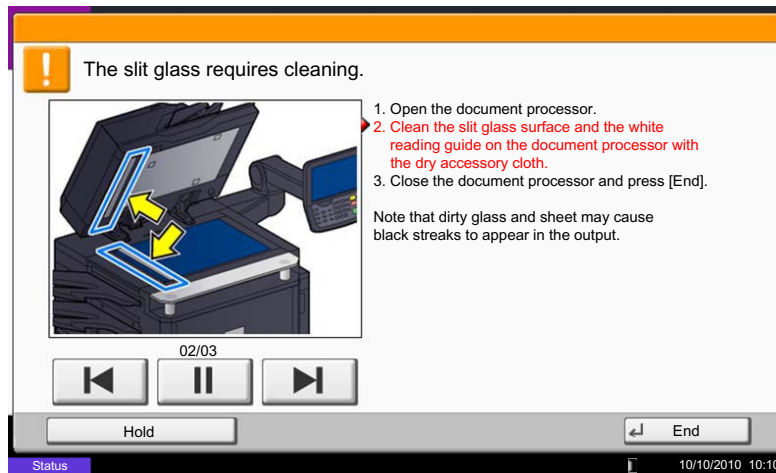
NOTE: Wipe the slit glasses with the dry accessory cloth. Do not use water, soap or solvents for cleaning.
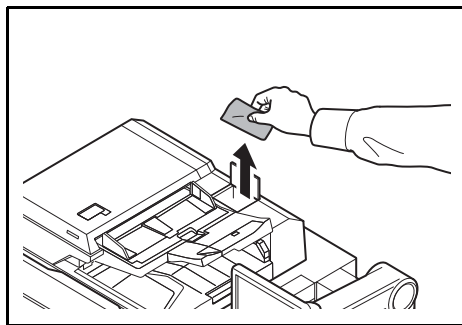
1 Remove the cloth from the cleaning cloth compartment.
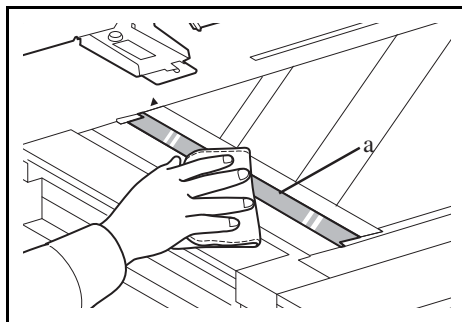
2 Open the document processor and wipe the slit glass (a).
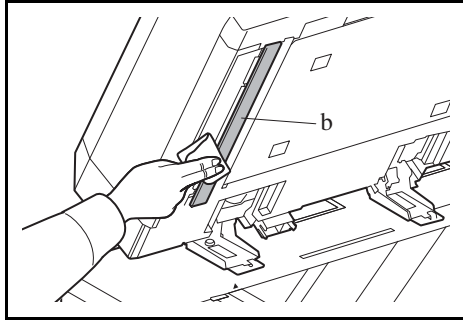
3 Wipe the white guide (b) on the document processor.
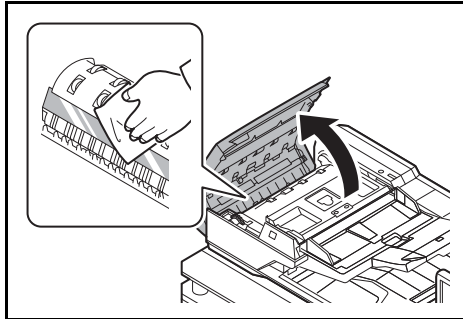
4 Open the top cover of the document processor and wipe the glass (scanning unit).
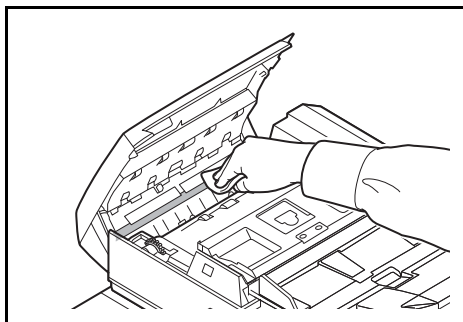
5 Wipe the white roller.

6 Close the document processor top cover and return the cleaning cloth to the cleaning cloth compartment.

7 Press [End] on the touch panel.

Conveying Guide

Clean the conveyor guide regularly (at least monthly) to ensure optimum output quality.

IMPORTANT: Wipe the slit glasses with the dry accessory cloth. Do not use water,soap or solvents for cleaning. Do not touch the photoconductor drum.
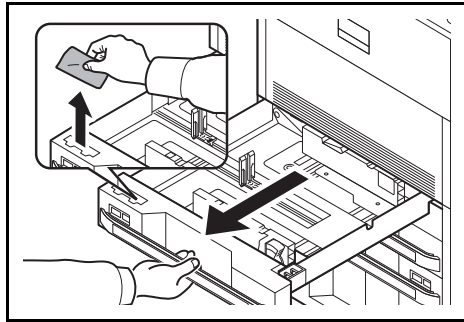
1 Pull out cassette 1 and remove the cloth from the cleaning cloth compartment.
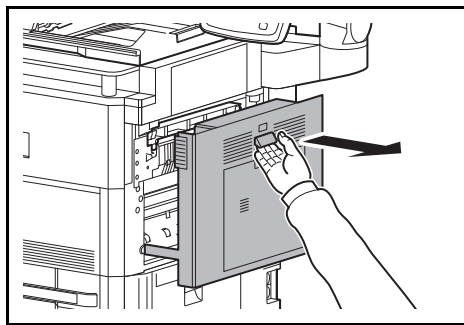
2 Pull up the lever and open the right cover 1.
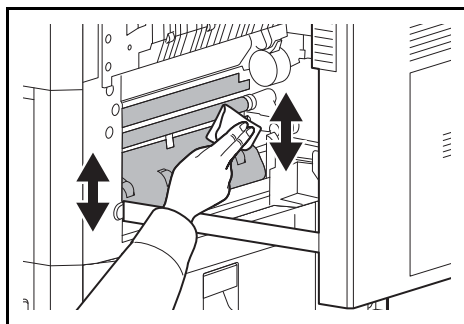
3 Wipe off the dirt on both sides of the conveying guide.
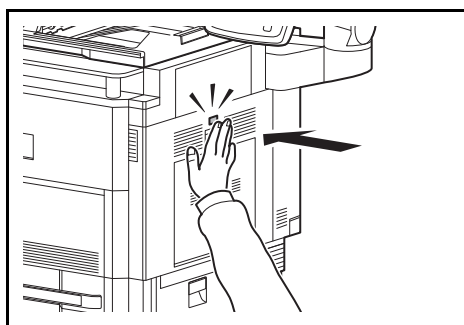
4 Press the specified position of the right cover 1 to close.

5 Return the cleaning cloth to the cleaning cloth compartment and push cassette 1 back in place securely.

Separator

Clean the separator regularly (at least monthly) to ensure optimum output quality.
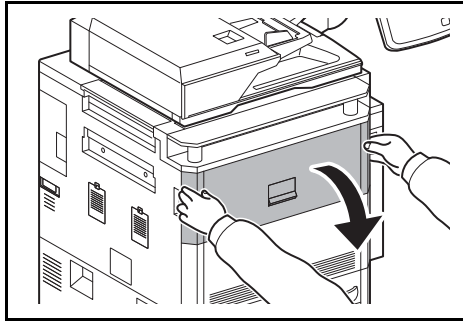
1 Open the front cover.
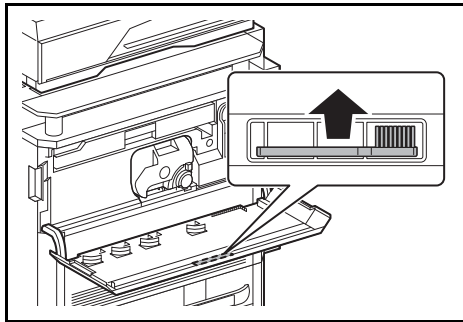
2 Remove the cleaning brush (blue colored).
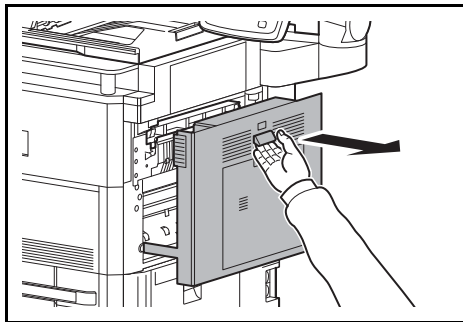
3 Pull up the lever and open the right cover 1.
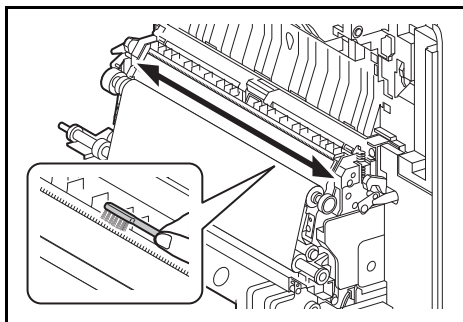
4 As shown in the figure, clean dirt from the separator by moving the brush from side to side along the separator.
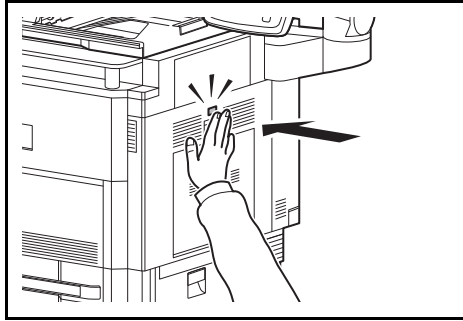
5 Press the specified position of the right cover 1 to close.

6 Put away the cleaning brush and close the front cover.

12 Troubleshooting
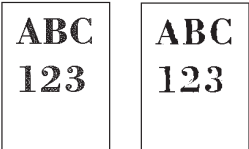
This chapter explains how to solve problems with the machine.
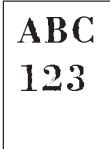
Solving Malfunctions

The table below provides general guidelines for problem solving.
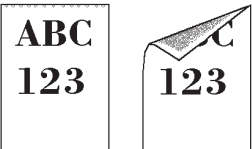
If a problem occurs with your machine, look into the checkpoints and perform procedures indicated on the following pages. If the problem persists, contact your Service Representative.

Symptom	Checkpoints	Corrective Actions	Reference Page
An application does not start.	Is the Auto Panel Reset time short?	Set the Auto Panel Reset time to 30 seconds or more.	*9-77*
The operation panel does not respond when the main power switch is turned on.	Is the machine plugged in?	Plug the power cord into an AC outlet.	*2-8*
Pressing the Start key does not produce copies.	Is there a message on the touch panel?	Determine the appropriate response to the message and respond accordingly.	*12-7*
	Is the machine in Sleep mode?	Press the **Power** key to recover the machine from Sleep mode. The machine will be ready to copy within a minute.	*2-12*
Blank sheets are ejected.	Are the originals loaded correctly?	When placing originals on the platen, place them face-down and align them with the original size indicator plates.	*2-46*
		When placing originals in the document processor, place them face-up.	*2-48*
	—	Check that the application software is correctly operated.	—
Printouts are too light.	Is the paper damp?	Replace the paper with new paper.	*2-29*
	Have you changed the density?	Select appropriate density level.	*3-9* *9-68*
	Is the toner distributed evenly within the toner container?	Shake the toner container from side to side several times.	*11-2*
	Is there a message indicating the addition of toner?	Replace the toner container.	*11-2*
	Is EcoPrint mode enabled?	Disable EcoPrint mode.	*9-59*
	—	Run [Drum Refresh1].	*9-72*
	—	Run [Developer Refresh].	*9-73*
	—	Make sure the paper type setting is correct for the paper being used.	*9-4*

Symptom	Checkpoints	Corrective Actions	Reference Page
Printouts are too dark.	Have you changed the density?	Select appropriate density level.	*3-9* *9-68*
	—	Run [Calibration].	*9-74*
	—	Run [Drum Refresh1].	*9-72*
	—	Run [Developer Refresh].	*9-73*
Copies have a moire pattern (dots grouped together in patterns and not aligned uniformly).	Is the original a printed photograph?	Set the image quality to [Printer Output] or [Book/Magazine] in [Photo].	*3-9*
Printouts are not clear.	Did you choose appropriate image quality for the original?	Select appropriate image quality.	*3-9*
Dirt on the print side of the paper.	Is the platen or the document processor dirty?	Clean the platen or the document processor.	*11-11*
	Is the conveying guide dirty?	Clean the conveying guide.	*11-14*
	—	Run [Drum Refresh1].	*9-72*
	—	Run [Developer Refresh].	*9-73*
Printouts are fuzzy. ABC 123	Is the machine being used in very humid conditions?	Use in an environment that has suitable humidity.	—
	—	Run [Drum Refresh1].	*9-72*
Images are skewed.	Are the originals placed correctly?	When placing originals on the platen, align them with the original size indicator plates.	*2-48*
		When placing originals in the document processor, align the original width guides securely before placing the originals.	*2-48*
	Is the paper loaded correctly?	Check the position of the paper width guides.	*2-31*

12

Symptom	Checkpoints	Corrective Actions	Reference Page
Paper often jams.	Is the paper loaded correctly?	Load the paper correctly.	*2-31*
	—	Change the orientation in which the paper is positioned.	*xl* *2-31* *2-38*
	Is the paper of the supported type? Is it in good condition?	Remove the paper, turn it over, and reload it.	*2-31*
	Is the paper curled, folded or wrinkled?	Replace the paper with new paper.	*2-31*
	Are there any loose scraps or jammed paper in the machine?	Remove any jammed paper.	*12-21*
Printouts have black lines. ABC 123	Are the slit glass and the Dual scanning area dirty?	Clean the slit glass and the Dual scanning area.	*11-12*
Printouts are wrinkled or curled.	Is the paper separator of the paper feed unit dirty?	Clean the paper separator.	*11-15*
	Is the paper damp?	Replace the paper with new paper.	*2-29*
	—	Change the orientation in which the paper is positioned.	*xl* *2-31* *2-38*
Cannot print.	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
	Is the machine powered on?	Turn on the main power switch.	*3-2*
	Are the printer cable and network cable connected?	Connect the correct printer cable and network cable securely.	*2-3*
	Was the machine powered on before the printer cable was connected?	Power on the machine after connecting the printer cable.	*2-3*
	Is the print job paused?	Resume printing.	*8-3*
Documents are printed improperly.	Are the application software settings at the PC set properly?	Check that the printer driver and application software settings are set properly.	—
Cannot print with USB memory. **USB memory not recognized.**	Is the USB host blocked?	Select [Unblock] in the USB host settings.	*9-107*
	—	Check that the USB memory is securely plugged into the machine.	—

Symptom	Checkpoints	Corrective Actions	Reference Page
When displaying an image sent from the machine on the PC, an image size is shrunk vertically or horizontally.	Have you selected 200×100dpi Normal or 200×400dpi Super Fine for the scan resolution?	Select a scan resolution other than 200×100dpi Normal or 200×400dpi Super Fine when sending an image.	—
Dirt on the top edge or back of the paper. ABC 123	Check the paper chute and the ramp.	Open the right cover and check for toner on the paper ramp inside the paper transfer unit. Clean the paper ramp using a soft, dry, lint-free cloth.	—
Part of the image is periodically faint or blurred.	—	Run [Developer Refresh].	*9-73*
	—	Run [Drum Refresh1].	*9-72*
Part of the image is periodically faint or shows white lines.	—	Run [Drum Refresh1].	*9-72*
Print on the back of the sheet is visible on the front.	—	Set [Prevent Bleed-through] to [On].	*4-36* *6-25* *9-20*
The background density is obtrusive.	—	Run [Background Density Adj.].	*4-35* *6-22* *9-19*
Perform Tone Curve Adjustment in the System Menu. **is displayed.**	Over long periods of use, the effects of the ambient temperature and humidity can cause output hues to vary slightly.	Run [Tone Curve Adjustment].	*9-71*

12

Symptom	Checkpoints	Corrective Actions	Reference Page
Cannot send via SMB.	Is the network cable connected?	Connect the correct network cable securely.	*2-3*
	Have the network settings for the equipment been configured properly?	Configure the TCP/IP settings properly.	*9-94*
	Have the folder sharing settings been configured properly?	Check sharing settings and access privileges under the folder properties.	*3-24*
	Has the SMB protocol been set to [On]?	Set the SMB protocol setting to [On].	*3-24*
	Has the [Host Name] been entered properly?	Check the name of the computer to which data is being sent.*	*3-24*
	Has the [Path] been entered properly?	Check the share name for the shared folder.	*3-24*
	Has the [Login User Name] been entered properly?	Check the domain name and login user name.**	*3-24*
	Has the same domain name been used for the [Host Name] and [Login User Name]?	Delete the domain name and backslash ("\") from the [Login User Name].	*3-24*
	Has the [Login Password] been entered properly?	Check the login password.	*3-24*
	Have exceptions for Windows Firewall been configured properly?	Configure exceptions for Windows Firewall properly.	*3-35*
	Do the time settings for the equipment, domain server, and data destination computer differ?	Set the equipment, domain server, and data destination computer to the same time.	—
	Is the touch panel displaying *Send error.*?	Refer to *Responding to Send Error*.	*12-17*

* You can also enter a full computer name as the host name (for example, pc001.abcdnet.com).
** You can also enter login user names in the following formats:
Domain_name/user_name (for example, abcdnet/james.smith)
User_name@domain_name (for example, james.smith@abcdnet)

Responding when Error Messages

If the touch panel displays any of these messages, follow the corresponding procedure.

Alphanumeric

Error Message	Checkpoints	Corrective Actions	Reference Page
Acceptable fold count exceeded.	Is the acceptable number of sheets exceeded?	Press [Continue] to print using Fold per acceptable number of sheets. Press [Cancel] to cancel the job.	*4-11*
Acceptable staple count exceeded.*	Is the acceptable number of sheets exceeded?	Press [Continue] to print without using Staple. Press [Cancel] to cancel the job.	—
Activation error.	—	Failed to activate the application. Contact administrator.	—
	—	Expansion Authentication is disabled. Turn the main power switch off and on. If the error exists, contact administrator.	—
Add paper in cassette #.	Is the indicated cassette out of paper?	Load paper. Select the available paper. Press [Continue] to print.	*2-29*
Add paper in Multi Purpose tray.	Is the paper of the selected size loaded in the multi purpose tray?	Load paper. Select the available paper. Press [Continue] to print.	*2-34*
Box is not found.	—	The specified box cannot be found. Job is canceled. Press [End].	—
Box limit exceeded.*	—	Document box is full, and no further storage is available. Job is canceled. Press [End].	—
	—	Repeat Copy box is full, and no further repeat copy is available. Press [Continue] to print scanned pages. Press [Cancel] to cancel the job.	—
Cannot connect to Authentication Server.*	—	Set machine time to match the server's time.	*2-14*
	—	Check the domain name.	*10-2*
	—	Check the host name.	*10-2*
	—	Check the connection status with the server.	—

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

Error Message	Checkpoints	Corrective Actions	Reference Page
Cannot duplex print on this paper.*	Did you select a paper size/ type that cannot be duplex printed?	If the selected paper is not changed and [Continue] is pressed, duplex is released. Select the available paper. Press [Continue] to print.	*3-12*
Cannot find the destination computer. Check the computer.	Is the machine connected to the network?	Make sure that the machine is connected to the network.	*2-3*
	Is the PC to which the scanned image is to be sent connected to the network?	Make sure that the destination PC is connected to the network.	*2-3*
	Has the setting of the shared folder to which the scanned image is to be sent been changed?	Return the setting for the destination shared folder to the previous setting.	*3-29*
	Is the account information (user ID, password) used to access the shared folder to which the scanned image is to be sent incorrect?	Enter the correct user ID and password. For a domain environment, the domain name must be specified. [User ID]@[Domain Name] Example: sa720XXXX@km	—
Cannot fold this paper.	Did you select a paper size/ type that cannot be folded?	If the selected paper is not changed and [Continue] is pressed, fold is released. Select the available paper. Press [Continue] to print.	*4-11*
Cannot offset this paper.*	Did you select a paper size/ type that cannot be offset?	If the selected paper is not changed and [Continue] is pressed, offset is released. Select the available paper. Press [Continue] to print.	*3-14*
Cannot print the specified number of copies.*	—	Only one copy is available. Press [Continue] to continue printing. Press [Cancel] to cancel the job.	—
Cannot process this job.*	—	Restricted by Authorization settings. The job is canceled. Press [End].	—
	—	Restricted by Job Accounting. The job is canceled. Press [End].	*10-20*

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

Error Message	Checkpoints	Corrective Actions	Reference Page
Cannot punch at the specified position.	Have you selected a position that cannot be punched?	If the selected paper is not changed and [Continue] is pressed, punch is released. Select the available paper. Press [Continue] to print.	*3-20*
Cannot punch this paper.	Did you select a paper size/ type that cannot be punched?	If the selected paper is not changed and [Continue] is pressed, punch is released. Select the available paper. Press [Continue] to print.	*3-20*
Cannot staple at the specified position.	Have you selected a position that cannot be stapled?	If the selected paper is not changed and [Continue] is pressed, staple is released. Select the available paper. Press [Continue] to print.	—
Cannot staple this paper.*	Did you select a paper size/ type that cannot be stapled?	If the selected paper is not changed and [Continue] is pressed, staple is released. Select the available paper. Press [Continue] to print.	—
Cannot use #### due to a failure.	—	Call service.	—
Check the document processor.	Is the document processor open?	Close the document processor.	—
	Is the top cover of the document processor open?	Close the document processor cover.	—
Check the folder setting at the PC.	Is the machine connected to the network?	Make sure that the machine is connected to the network.	*2-3*
	Is the PC to which the scanned image is to be sent connected to the network?	Make sure that the destination PC is connected to the network.	*2-3*
	Has the setting of the shared folder to which the scanned image is to be sent been changed?	Return the setting for the destination shared folder to the previous setting.	*3-29*
	Is the account information (user ID, password) used to access the shared folder to which the scanned image is to be sent incorrect?	Enter the correct user ID and password. For a domain environment, the domain name must be specified. [User ID]@[Domain Name] Example: sa720XXXX@km	—

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

12

Error Message	Checkpoints	Corrective Actions	Reference Page
Check the paper in the multi purpose tray.	—	The paper size is different. Set selected size paper and press [Continue].	*2-38*
Check the side feeder.	—	The side feeder is not installed correctly. Attach the side feeder.	—
Confidential document was detected.	—	The machine detects the document guard pattern. Job is canceled. Press [End].	*9-108*
Empty the punch waste box.	Is the punch waste box full?	Follow the instructions on the touch panel and empty the punch waste box.	*11-10*
Error occurred at cassette #.	—	Open the cassette. Check inside the machine and remove the paper.	—
Error occurred at the multi purpose tray.	—	Remove the paper from the multi purpose tray.	*2-38*
Failed to specify Job Accounting.*	—	Failed to specify Job Accounting when processing the job externally. The job is canceled. Press [End].	—
Failed to store job retention data.	—	The job is canceled. Press [End].	—
Folding tray is full of paper.	Is the acceptable storage capacity exceeded?	Remove the paper. Printing then resumes.	—

*   When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

Error Message	Checkpoints	Corrective Actions	Reference Page
Hard Disk error.	—	An error has occurred on the hard disk. Job is canceled. Press [End]. The possible error codes and their descriptions are as follows. 01: The amount of data that can be saved at once has been exceeded. Restart the system or turn the power OFF/ON. If the error still occurs, divide the file into smaller files. If the error occurs after the file is divided, the hard disk is damaged. Execute [System Initialization]. 04: Insufficient space on the hard disk to complete this operation. Move data or delete unneeded data.	—
Incorrect account ID.	—	The account ID was incorrect when processing the job externally. The job is canceled. Press [End].	—
Incorrect box password.	—	The box password was incorrect when processing the job externally. The job is canceled. Press [End].	—
Incorrect Login User Name or Password.	—	The login user name or password was incorrect when processing the job externally. The job is canceled. Press [End].	—
Incorrect password.	Is an incorrect password entered?	Enter the correct password.	—
Install the punch waste box.	—	Follow the instructions on the touch panel and install the punch waste box.	—
Install the waste toner box.	—	The waste toner box is not installed correctly. Set it correctly.	*11-5*
Job Accounting restriction exceeded.*	Is the acceptable printing count restricted by Job Accounting exceeded?	The printing count exceeded the acceptable count restricted by Job Accounting. Cannot print any more. This job is canceled. Press [End].	—

* When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

12

Error Message	Checkpoints	Corrective Actions	Reference Page
KPDL error.*	—	PostScript error has occurred. The job is canceled. Press [End].	—
Machine failure.	—	Internal error has occurred. Make a note of the error code displayed on the touch panel. Call service.	—
Mailbox tray is full of paper.	Is the acceptable storage capacity exceeded?	Remove the paper. Printing then resumes.	—
Main unit lower left tray is full of paper.	Is the acceptable storage capacity exceeded?	Remove the paper and press [Continue]. Printing then resumes.	—
Main unit upper left tray is full of paper.	Is the acceptable storage capacity exceeded?	Remove the paper and press [Continue]. Printing then resumes.	—
Maximum number of scanned pages.	Is the acceptable scanning count exceeded?	Cannot scan pages any more. Follow the instructions on the touch panel.	—
Memory is full.*	—	The memory is full and the job cannot be continued. Press [Continue] to print the scanned pages. The print job cannot be processed completely. Press [Cancel] to cancel the job.	—
	—	The process cannot be performed due to insufficient memory. If only [End] is available, press [End]. The job will be canceled.	—
No item has been entered. Please enter item.	Did you enter an item name for the created item in the item create screen?	Enter an item name.	—
Paper left.	—	Remove paper from the document finisher.	—
Paper jam.	—	If a paper jam occurs, the machine will stop and the location of the jam will be indicated on the touch panel. Leave the machine on and follow the instructions to remove the jammed paper.	*12-21*
Please enter password.	—	Enter the password.	—

*   When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

Error Message	Checkpoints	Corrective Actions	Reference Page
Please select at least one item.	Did you select an item in the item selection screen?	Select an item.	—
Removable memory error.*	Is writing to a removable memory prohibited?	An error occurred in the removable memory. The job stopped. Press [End]. Possible error codes are as follows: 01: Connect a removable memory that can be written to.	—
	—	An error occurred in the removable memory. The job stopped. Press [End]. Possible error codes are as follows: 01: The amount of data that can be saved at once has been exceeded. Restart the system or turn the power OFF/ON. If the error still occurs, the removable memory is not compatible with the machine. Use the removable memory formatted by this machine. If the removable memory cannot be formatted, it is damaged. Connect a compatible removable memory.	*7-22*

*   When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

12

Error Message	Checkpoints	Corrective Actions	Reference Page
Removable memory is full.*	—	This job is canceled. Press [End]. Insufficient free space in the removable memory. Delete unneeded files.	—
Replace all originals and press [Continue].	—	Remove originals from the document processor, put them back in their original order, and place them again. Press [Continue] to resume printing. Press [Cancel] to cancel the job.	*2-48*
Replace the waste toner box.	Is the waste toner box full?	Replace the waste toner box.	*11-5*
Remove originals in the document processor.	Are there any originals left in the document processor?	Remove originals from the document processor.	—
Scanner memory is full.*	—	Scanning cannot be performed due to insufficient memory of the scanner. Follow the instructions on the touch panel.	—
Send error.*	—	An error has occurred during transmission. The job is canceled. Press [End]. Refer to Responding to Send Error for the error code and corrective actions.	*12-17*
Staple is empty.*	Has the document finisher run out of staples?	If the staples are depleted, the machine will stop and the location of staple depletion will be indicated on the touch panel. Leave the machine on and follow the instructions to replace the staple case. Press [Continue] to print without stapling. Press [Cancel] to cancel the job.	—
Staple is empty. (Manual Staple)	Has staple cartridge holder A run out of staples?	Add staples to staple cartridge holder A.	*11-7*
Staple jam.	—	If a staple jam occurs, the machine will stop and the location of the jam will be indicated on the touch panel. Leave the machine on and follow the instructions to remove the jammed staple.	—
System error.	—	System error has occurred. Follow the instructions on the touch panel.	—

*   When Auto Error Clear is set to [On], processing resumes automatically after a set amount of time elapses.

Error Message	Checkpoints	Corrective Actions	Reference Page
The cover is open.	Is there any cover which is open?	Close the cover indicated on the touch panel.	—
The folding tray is open.	—	Set the folding tray.	—
The folding unit is open.	—	Close the folding unit.	—
The phone receiver is off the hook.	—	Put down the receiver.	—
The power cable is unplugged.	—	Turn the main power switch off and check that the power cable is correctly plugged. After checking the power cable, turn the main power switch on.	*2-8*
The removable memory is not formatted.	Is the removable memory formatted by this machine?	Perform [Format] on this machine.	—
The slit glass requires cleaning.	—	Clean the slit glass using the cleaning cloth supplied with the document processor.	*11-12*
Toner container is empty.	—	Replace the toner container to our specified toner container.	*11-2*
Toner is empty.	—	Replace the toner container to our specified toner container.	*11-2*
Toner is running out.	—	It is almost time to replace the toner container. Obtain a new toner container.	—
Tray # is full of paper.	Is the acceptable storage capacity exceeded?	Remove the paper. Printing then resumes.	—
Unknown toner installed.	Is the installed toner container our own brand?	We will not be liable for any damage caused by the use of third party supplies in this machine.	—
Unknown Toner Installed. PC	Does the installed toner container's regional specification match the machine's?	Install the specified container.	—

12

Error Message	Checkpoints	Corrective Actions	Reference Page
Warning for high temperature. Adjust the room temperature.	—	Adjust the temperature and the humidity of your room.	—
Warning for low temperature. Adjust the room temperature.	—	Adjust the temperature and the humidity of your room.	—
Warning low memory.	—	Cannot start the job. Try again later.	—
Waste toner box almost full.	—	It is almost time to replace the waste toner box. Obtain a new waste toner box.	—
You cannot use this system.	Is a workflow registered?	Close FMU Connection and create a workflow. To create a workflow, File Management Utility (PC application) is required.	*File Management Utility User Guide*

Responding to Send Error

When an error occurs during transmission, *Send Error* appears. Check the error code and error message below, and follow the corresponding corrective actions.

Error Code	Error Message	Corrective Actions	Reference Page
1101	Failed to send the e-mail. Failed to send i-FAX.	Check the host name of the SMTP server on the Command Center RX.	*2-27*
	Failed to send via FTP.	Check the host name of FTP.	
	Failed to send via SMB.	Check the host name of SMB.	
1102	Failed to send via SMB.	Check the SMB settings. - Login user name and login password **NOTE:** If the sender is a domain user, specify the domain name. - Host name - Path	*3-24*
	Failed to send the e-mail. Failed to send i-FAX.	Check the following on the Command Center RX. - SMTP login user name and login password - POP3 login user name and login password	
	Failed to send via FTP.	Check the FTP settings. - Login user name and login password **NOTE:** If the sender is a domain user, specify the domain name. - Path - Folder share permissions of the recipient	
1103	Failed to send via SMB.	Check the SMB settings. - Login user name and login password **NOTE:** If the sender is a domain user, specify the domain name. - Path - Folder share permissions of the recipient	*3-24*
	Failed to send via FTP.	Check the FTP settings. - Path - Folder share permissions of the recipient	*3-24*

12

Error Code	Error Message	Corrective Actions	Reference Page
1104	Failed to send the e-mail.	Check the e-mail address. **NOTE:** If the address is rejected by the domain, you cannot send the e-mail.	*3-23*
	Failed to send i-FAX.	Check the i-FAX address. **NOTE:** If the address is rejected by the domain, you cannot send i-FAX.	*FAX System (V) Operation Guide Chapter 8 "Internet Faxing (i-FAX) (Option)"*
1105	Failed to send via SMB.	Select [On] of the SMB settings on the Command Center RX.	*2-27*
	Failed to send the e-mail.	Select [On] of the SMTP settings on the Command Center RX.	
	Failed to send via FTP.	Select [On] of the FTP settings on the Command Center RX.	
	Failed to send i-FAX.	Select [On] of the i-FAX settings on the Command Center RX.	*FAX System (V) Operation Guide Chapter 8 "Internet Faxing (i-FAX) (Option)"*
1106	Failed to send the e-mail. Failed to send i-FAX.	Check the sender address of SMTP on the Command Center RX.	*2-27*
1131	Failed to send via FTP.	Select [On] of the secure protocol settings on the Command Center RX.	*2-27*
1132	Failed to send via FTP.	Check the following of the FTP server. - Is FTPS available? - Is the encryption available?	*2-27*
2101	Failed to send via SMB. Failed to send via FTP.	Check the network and SMB settings. Check the network and FTP settings. - The network cable is connected. - The hub is not operating properly. - The server is not operating properly. - Host name and IP address - Port number	*2-27*
	Failed to send the e-mail. Failed to send i-FAX.	Check the network and Command Center RX. - The network cable is connected. - The hub is not operating properly. - The server is not operating properly. - POP3 server name of the POP3 user - SMTP server name	

Error Code	Error Message	Corrective Actions	Reference Page
2102 **2103**	Failed to send via FTP.	Check the following of the FTP server. - Is FTP available? - The server is not operating properly.	—
		Check the network. - The network cable is connected. - The hub is not operating properly. - The server is not operating properly	
	Failed to send the e-mail. Failed to send i-FAX.	Check the network. - The network cable is connected. - The hub is not operating properly. - The server is not operating properly.	
2201	Failed to send the e-mail. Failed to send via FTP. Failed to send via SMB. Failed to send i-FAX.	Check the network. - The network cable is connected. - The hub is not operating properly. - The server is not operating properly.	—
2202	Failed to send the e-mail. Failed to send via FTP. Failed to send i-FAX.		
2203	Failed to send via FTP. Failed to send via SMB.		
2231	Failed to send via FTP.		
2204	Failed to send the e-mail. Failed to send i-FAX.	Check the e-mail size limit of the SMTP settings on the Command Center RX.	*2-27*
3101	Failed to send the e-mail. Failed to send i-FAX.	Check the authentication methods of both the sender and the recipient.	—
	Failed to send via FTP.	Check the network. - The network cable is connected. - The hub is not operating properly. - The server is not operating properly.	
3201	Failed to send the e-mail. Failed to send i-FAX.	Check the SMTP user authentication method of the recipient.	—

12

Error Code	Error Message	Corrective Actions	Reference Page
0007 4201 4701 5101 5102 5103 5104 7101 7102 7103 720f	—	Turn the main power switch off and back on. If this error occurs several times, make a note of the displayed error code and contact your service representative.	—
9181	—	The scanned original exceeds the acceptable number of pages of 999. Send the excess pages separately.	—

Clearing Paper Jams
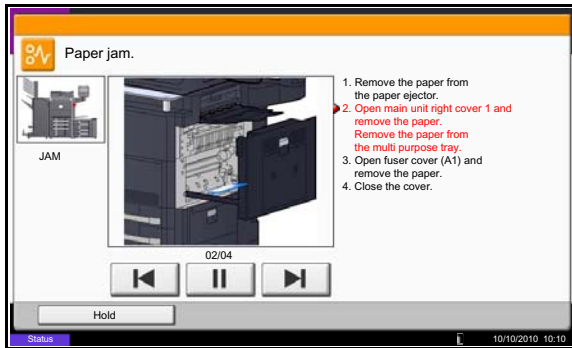
If a paper jam occurs, the touch panel will display *Paper Jam.* and the machine will stop. Refer to these procedures to remove the jammed paper.

Jam Location Indicators

If a paper jam occurs, the location of the jam will be displayed as the following figure with a letter corresponding to the affected component in the machine. Clearing instructions will also be displayed.
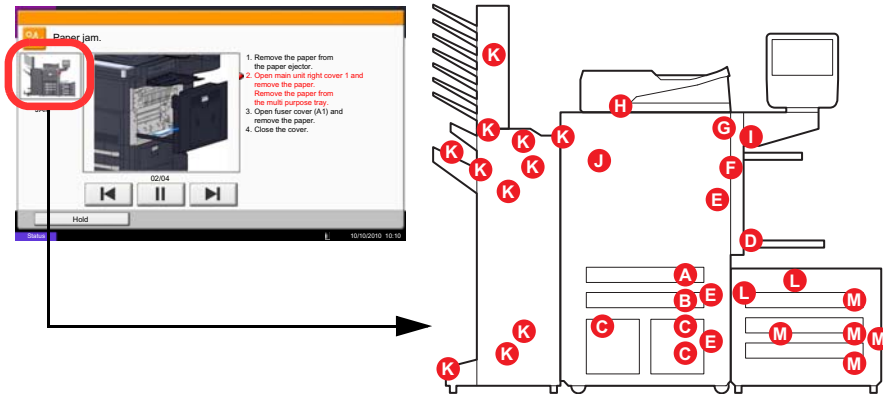
Paper Jam Location Indicator	Paper Jam Location	Reference Page
A	Cassette 1	*12-22*
B	Cassette 2	*12-23*
C	Cassette 3 or 4	*12-24*
D	Multi Purpose Tray	*12-27*
E	Inside the right cover 1, 3 or 4	*12-28*
F	Duplex unit	*12-30*
G	Fixing unit	*12-33*
H	Document processor	*12-34*
I	Right tray	*12-35*
J	Bridge Unit	*12-36*
K	Document finisher (Option)	*12-37*
L	Cassette 5 (Option)	*12-44*
M	Cassette 6,7 (Option)	*12-46*

After you remove the jam, the machine will warm up again and the error message will be cleared. The machine resumes with the page that was printing when the jam occurred.

Precautions with Paper Jams

- Do not reuse jammed papers.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.
- Discard paper that has jammed in the optional document finisher. A page affected by a paper jam will be printed again.

⚠️ **CAUTION:** The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

Cassette 1

Follow the steps below to clear paper jams in cassette 1.
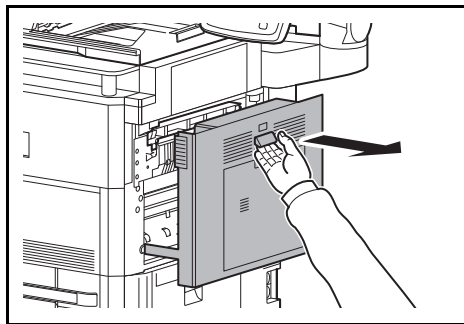
1 Pull up right cover 1 lever and open the right cover 1.
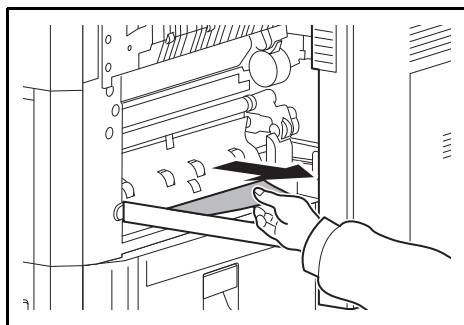
2 Remove the jammed paper.
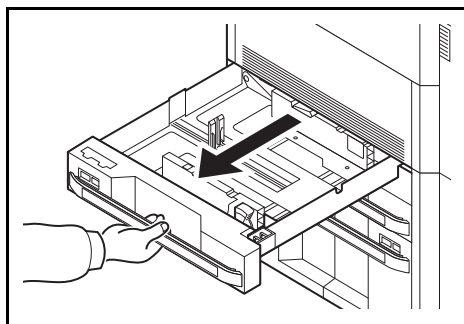
3 Pull out cassette 1.
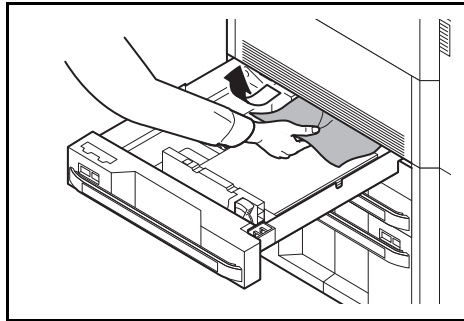
4 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.
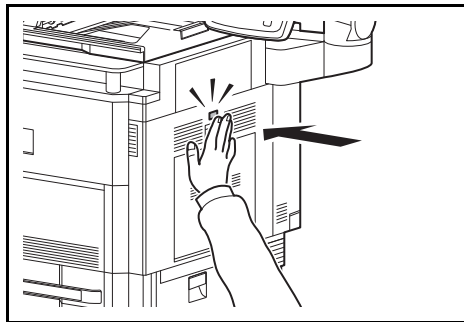
5 Push cassette 1 back in place securely.

6 Press the specified position to close right cover 1.

Cassette 2

Follow the steps below to clear paper jams in cassette 2.
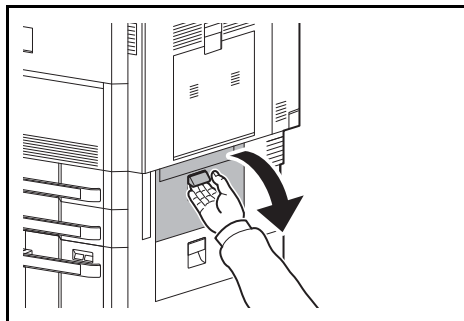
1 Open right cover 3.
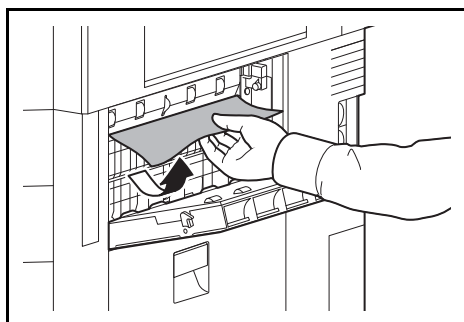
2 Remove the jammed paper.
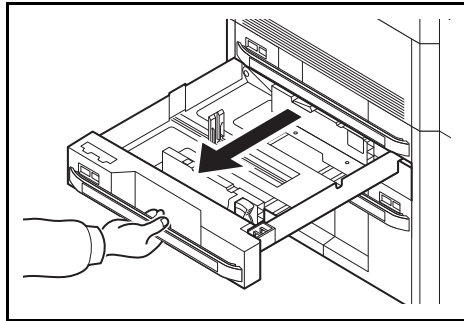
3 Pull out cassette 2.
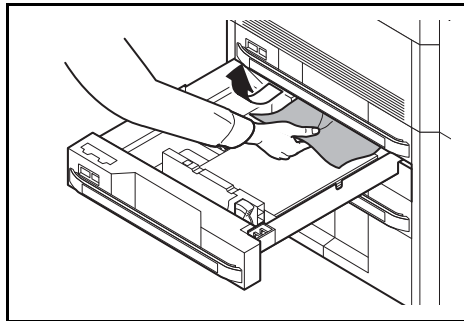
4 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.

5 Push cassette 2 back in place securely.

6 Close right cover 3.

Cassettes 3 and 4

Follow the steps below to clear paper jams in cassettes 3 or 4.
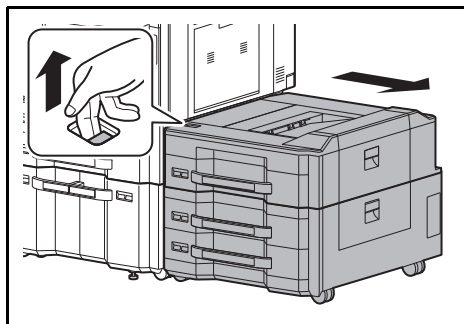
1 If you are using the optional side feeder, pull up the release lever and separate the side feeder from the multifunction machine.
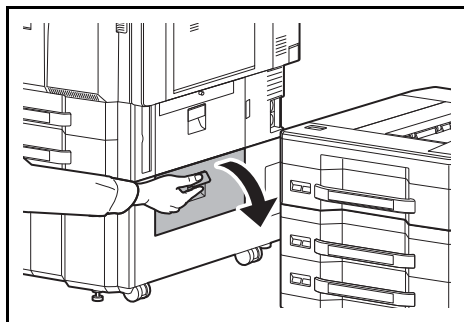
2 Open right cover 4.
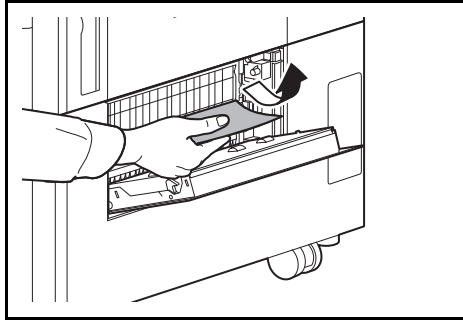
3 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.
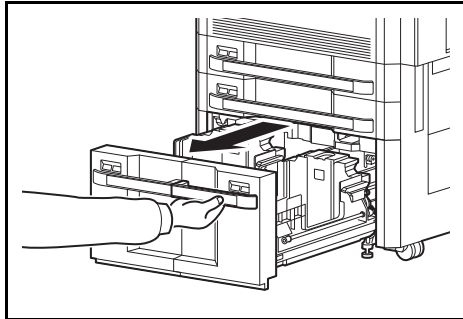
4 Pull out cassettes 3 and 4.
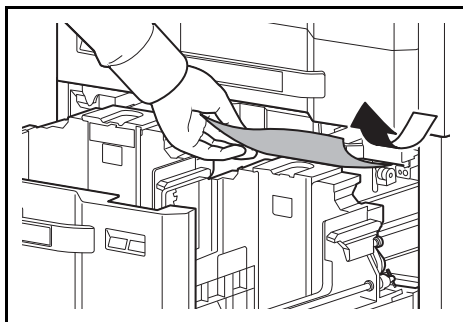
5 Remove the jammed paper.
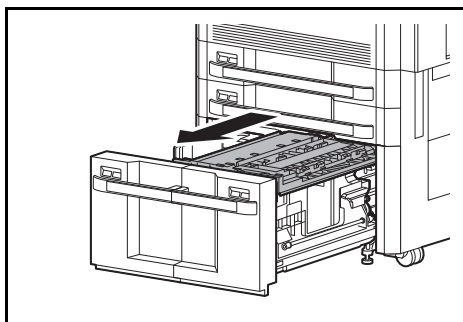
6 Pull out the paper feed unit (B1).

12
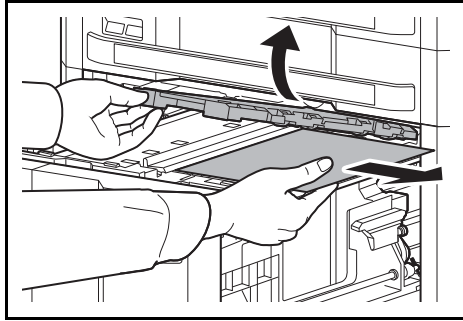
7 Open the paper feed unit cover (B2) and remove the jammed paper.
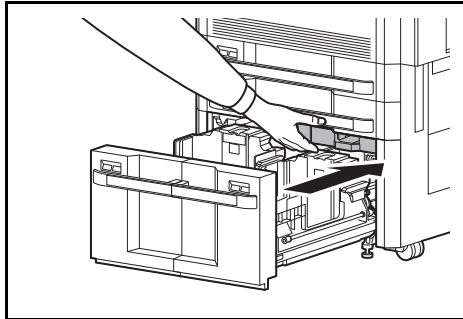
8 Close the paper feed unit cover (B2) and push the paper feed unit all the way back in.

9 Push the cassette back in place securely.

10 Close right cover 4.

Multi Purpose Tray

Follow the steps below to clear paper jams in the multi purpose tray.
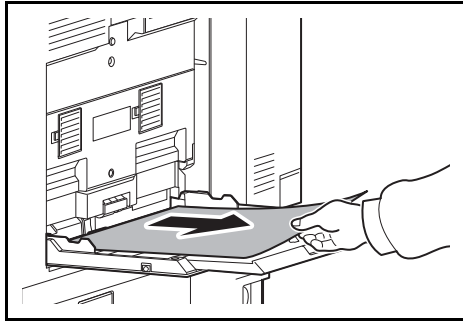
1 Remove all sheets of paper from the multi purpose tray.
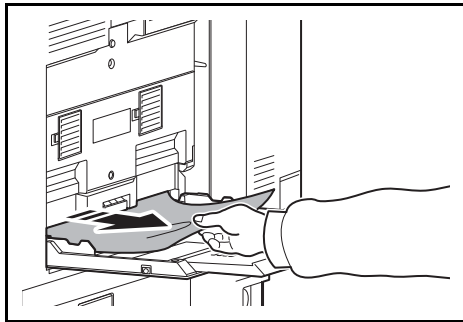
2 If paper is jammed inside, pull the paper toward you to remove.
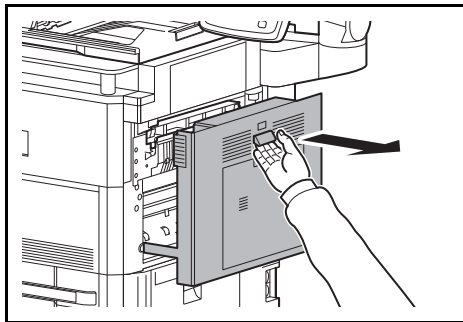
3 Pull up right cover 1 lever and open the right cover 1.
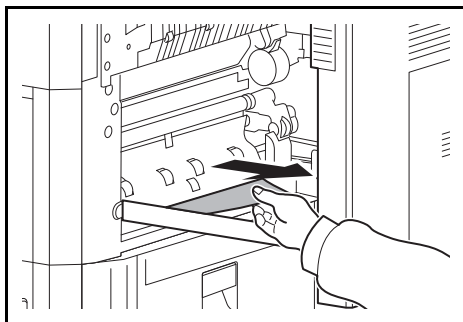
4 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.

12
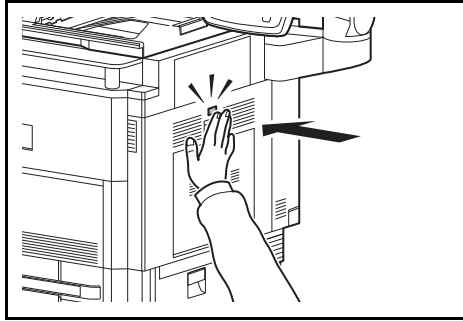
5 Press the specified position to close right cover 1.

Inside the Right Covers 1, 3 and 4

Follow the steps below to clear paper jams inside right cover 1, 3 or 4.
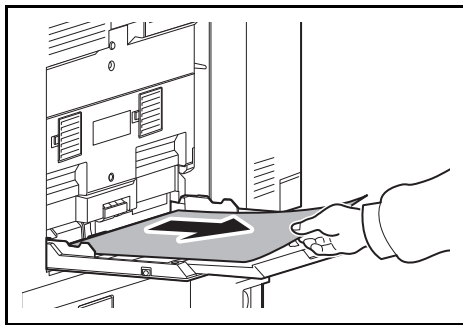
1 Remove all sheets of paper from the multi purpose tray.
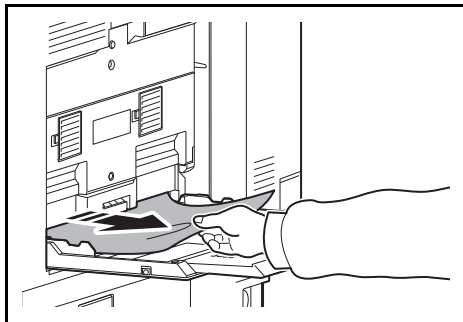
2 If paper is jammed inside, pull the paper toward you to remove.
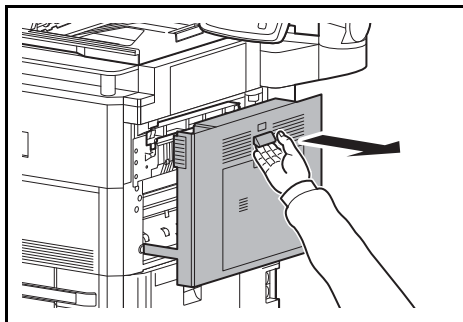
3 Open the right cover where the paper is jammed inside.
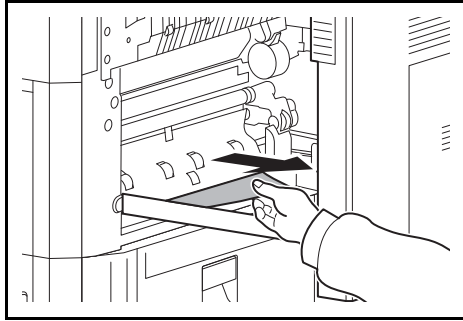
4 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.

5 If you are using the optional document finisher, follow step on page *12-36* to remove jammed paper in the optional bridge unit.

6 Close the right cover.

12

Duplex unit

Follow the steps below to clear paper jams in the duplex unit.
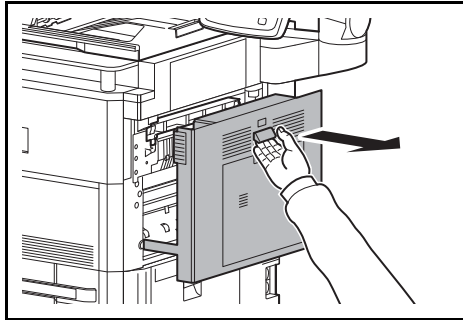
1 Pull up right cover 1 lever and open the right cover 1.
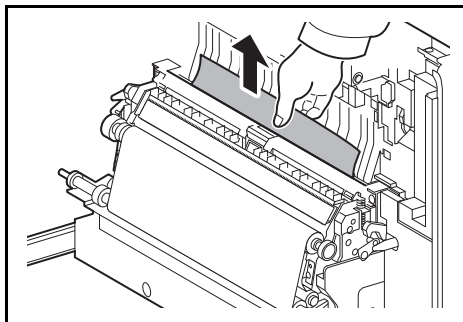
2 Remove the jammed paper.
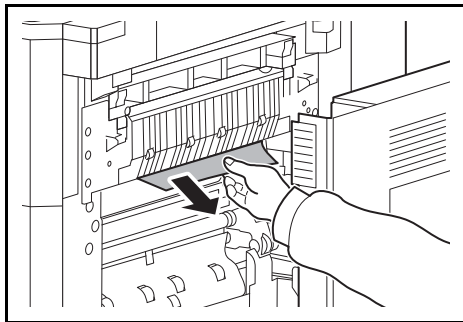
3 Press the specified position to close right cover 1.
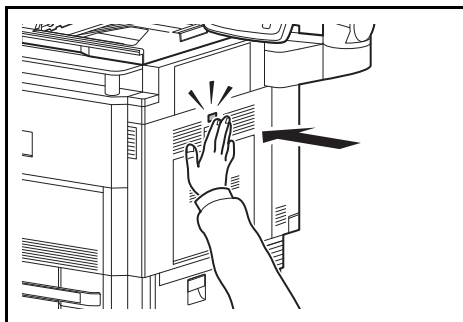
Duplex Unit and Cassette 1

Follow the steps below to clear paper jams in duplex unit and cassette 1.
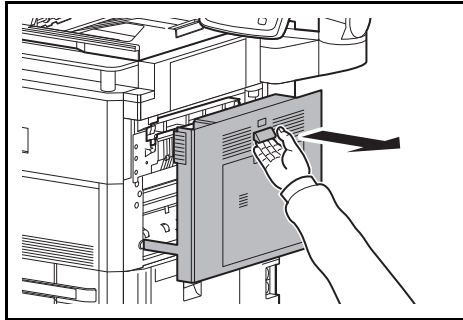
1 Pull up right cover 1 lever and open the right cover 1.
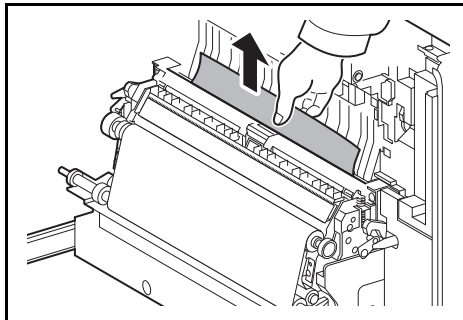
2 Remove the jammed paper.
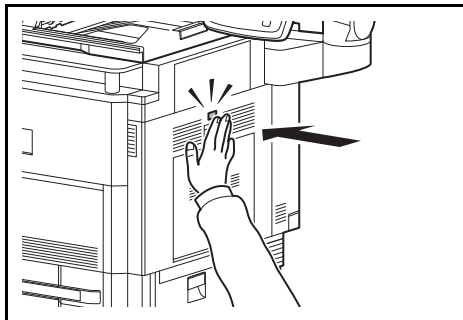
3 Press the specified position to close right cover 1.
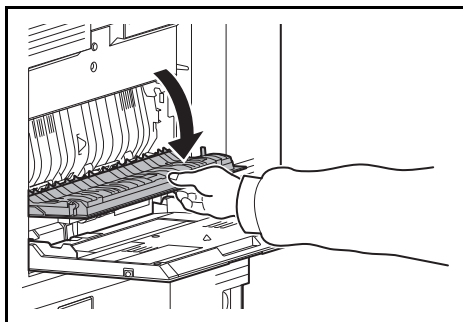
4 Open the right cover 2.
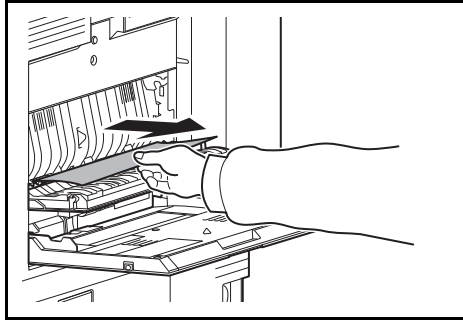
12

5 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.
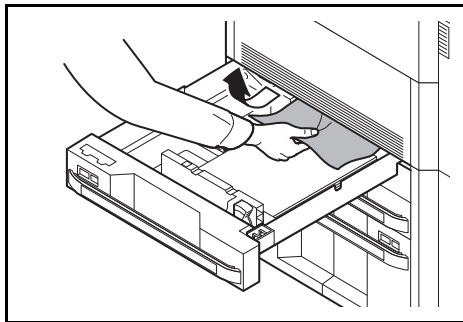
6 Close the right cover 2.

7 Pull out cassette 1 and remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.

8 Push cassette 1 back in place securely.

Fixing unit

Follow the steps below to clear paper jams in the fixing unit.
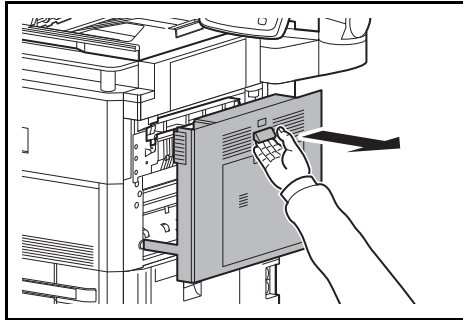
1 Pull up right cover 1 lever and open the right cover 1.
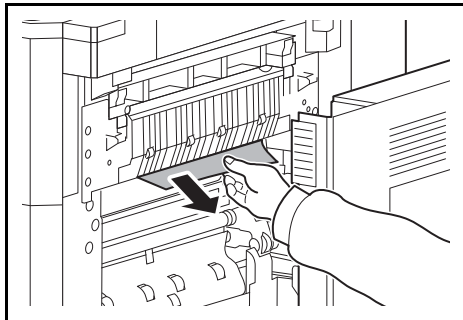
2 Remove the jammed paper.
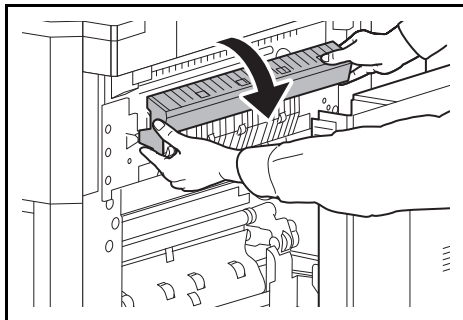
3 Open the fuser cover.

⚠ **CAUTION:** The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

4 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.

12
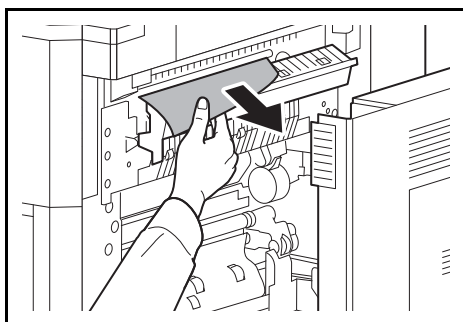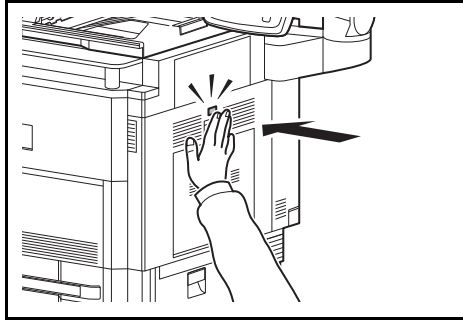
5 Push the fuser cover back in place, and press the specified position to close right cover 1.

Document Processor

Follow the steps below to clear paper jams in the document processor (Dual scan DP).
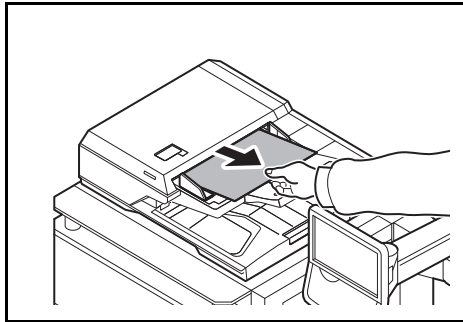
1 Remove the original from the original tray.
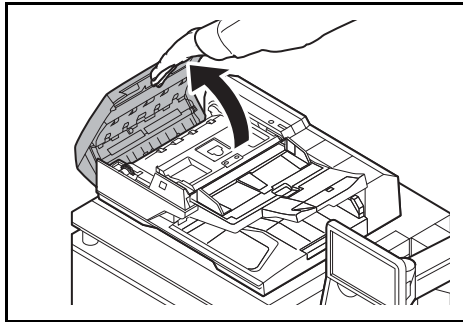
2 Open the document processor top cover.
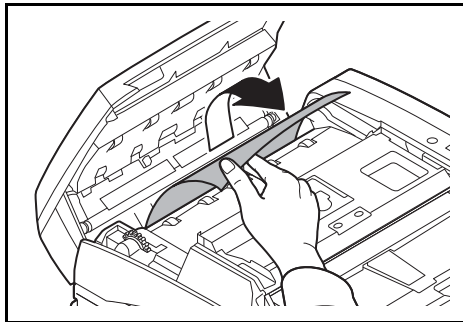
3 Remove the jammed original.

If the original tears, remove every loose scrap from inside the machine.
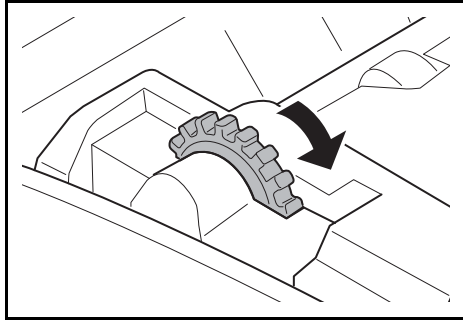
If the original is difficult to remove, turn the dial. The original will scroll out to a position where it can be removed easily.

If the original tears, remove every loose scrap from inside the machine.

4 Close the document processor top cover.

5 Reload the originals on the document processor tray.

Right tray

Follow the steps below to clear paper jams in the right tray.
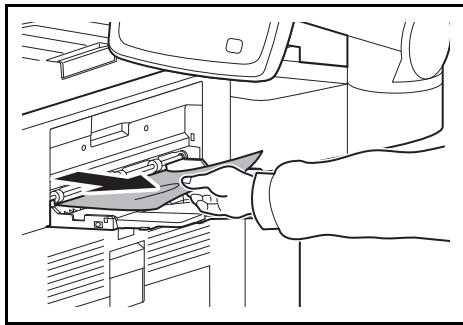
1 If jammed paper is seen through the paper ejection slot of the right tray, pull it toward your side to remove it.

If the paper tears, remove every loose scrap from inside the machine.
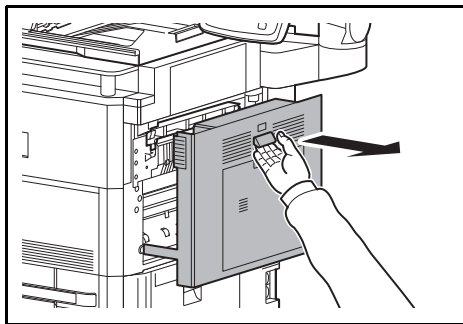
2 Pull up right cover 1 lever and open the right cover 1.
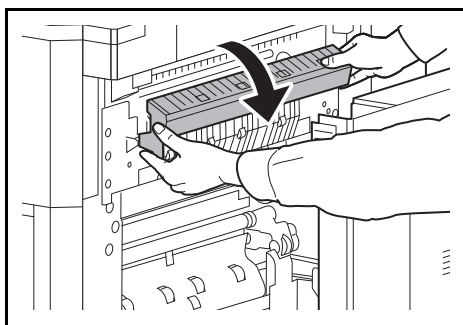
3 Press the lever and open the fuser cover.
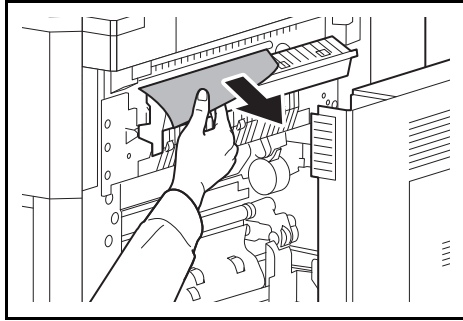
12

4 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.
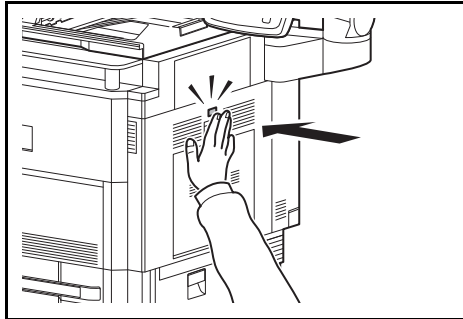
5 Press the indicated position to close right cover 1.

Bridge Unit

If a paper jam occurs in the bridge unit, follow the steps below to remove the jam.
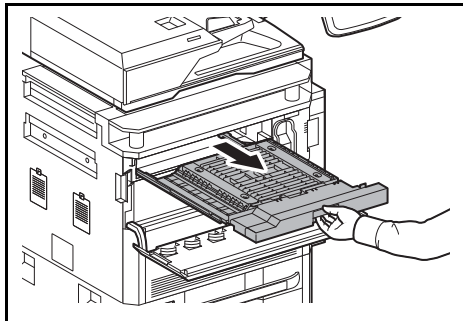
1 Open the front cover.

2 Pull out the relay unit.
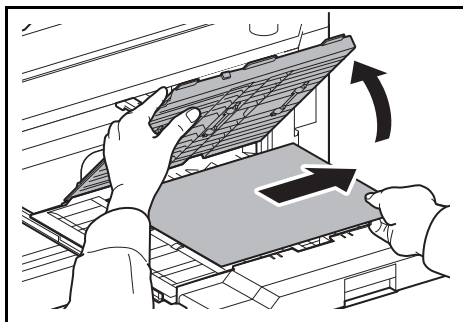
3 Open the relay unit cover and remove the jammed paper.
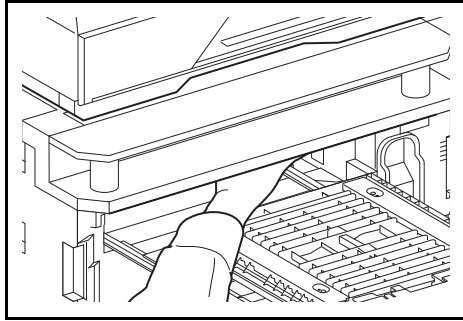
4 Remove the jammed paper.

If the paper tears, remove every loose scrap from inside the machine.
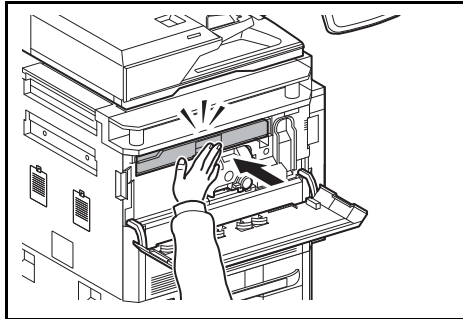
5 Close the relay unit cover and push the bridge unit all the way back in.

6 Close the front cover.

Document Finisher

If a paper jam occurs in the optional document finisher, follow the steps below to remove the jam.

Coupling Section
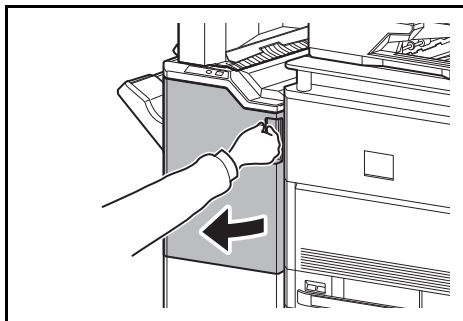
1 Open the front cover 1.
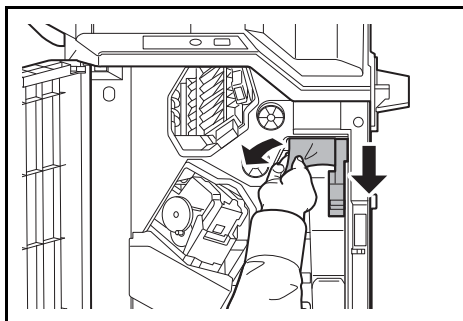
2 Open conveyor guide (D1) and remove the jammed paper.

3 Close the conveyor guide (D1) and front cover 1.

Tray A
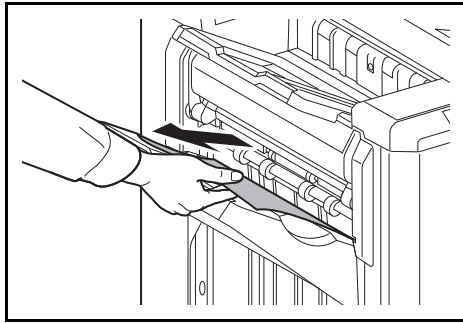
1 If jammed paper is seen through the paper ejection slot, pull it toward your side to remove it.
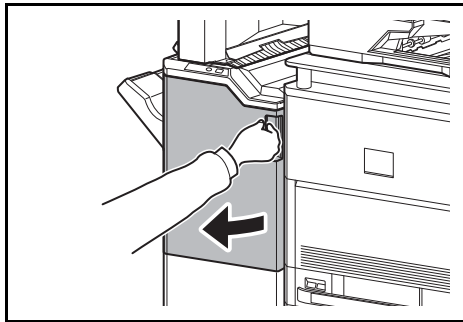
2 Open the front cover 1.
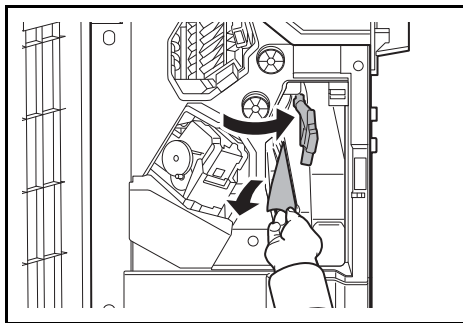
3 Open the conveyor guide (D6) and remove the jammed paper.
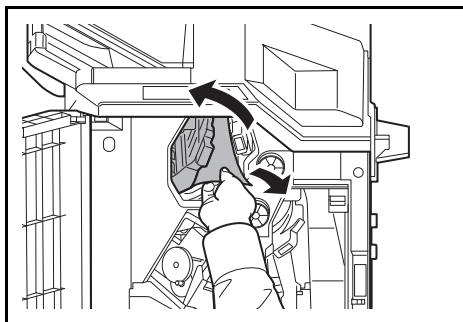
4 Close the conveyor guide (D6).

5 Open the conveyor guide (D4) and remove the jammed paper.
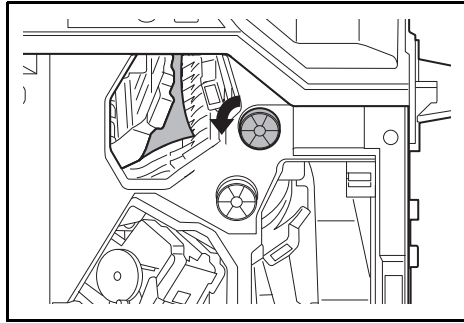
NOTE: If it is difficult to remove the jammed paper, turn feed knob D3 until the jammed paper is in a location where it is easy to remove.

6 Close the conveyor guide (D4) and front cover 1.

Tray B
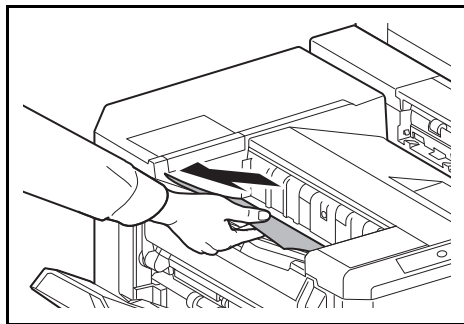
1 If jammed paper is seen through the paper ejection slot, pull it toward your side to remove it.
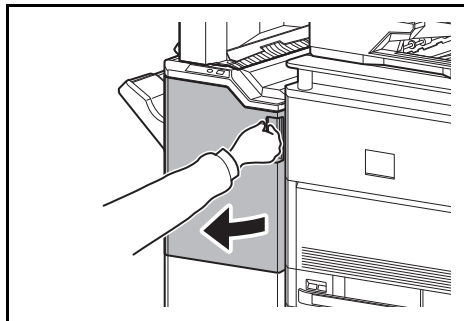
2 Open the front cover 1.
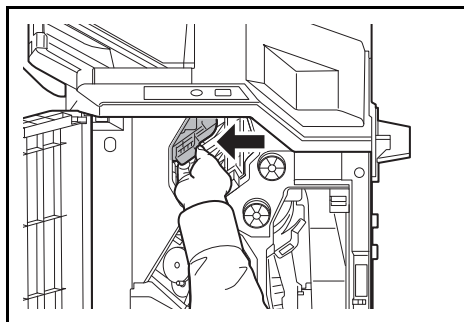
3 Open the conveyor guide (D2).

12
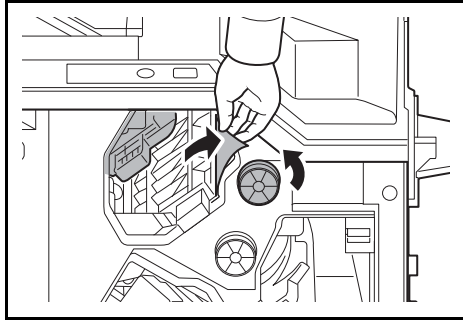
4 Turn the conveyor knob (D3) to the left to feed the paper along to enable easy removal.

5 Close the conveyor guide (D2) and front cover 1.

Tray C
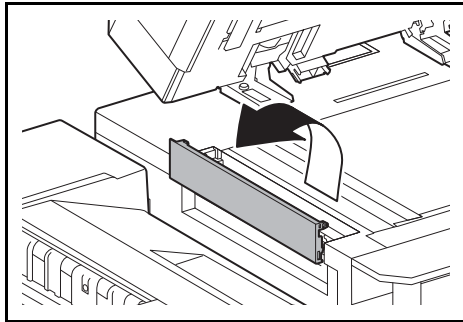
1 Open the upper left cover.
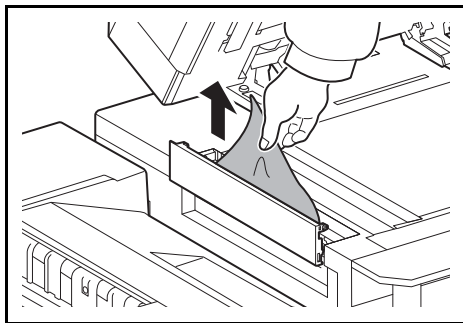
2 Remove the jammed paper.

3 Close the upper left cover.

Conveyor / Inner Tray
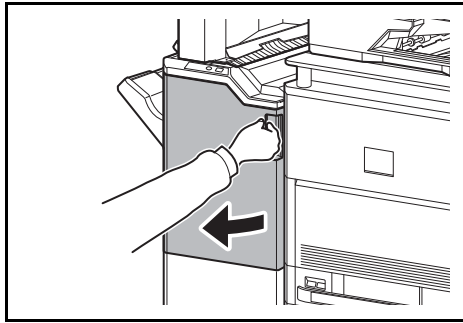
1 Open the front cover 1.
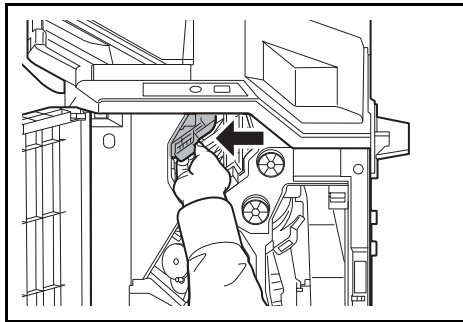
2 Open the conveyor guide (D2).
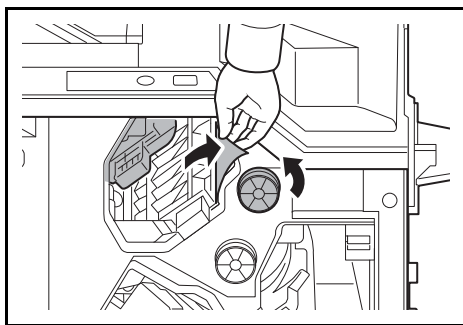
3 Turn the conveyor knob (D3) to the left to feed the paper along to enable easy removal.

4 Follow step 2 onward on page 12-38 to remove jammed paper.

Mailbox (Option)
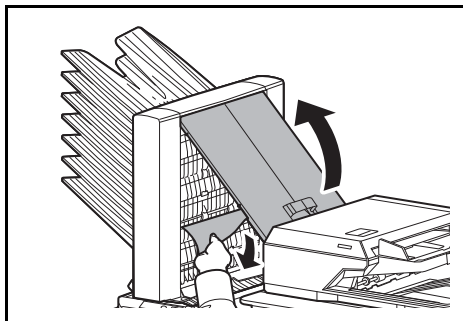
1 Open the mailbox cover and remove the jammed paper.

2 Close the mailbox cover.

12

Center-Folding Unit (Option)

Ejection Section
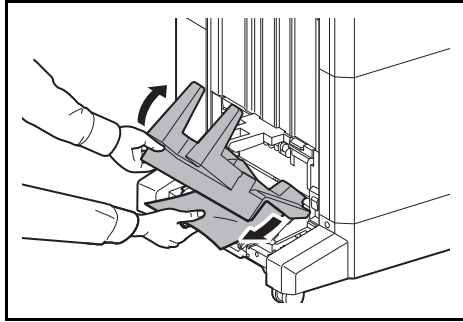
1 Lift up the folding tray and remove any jammed paper.
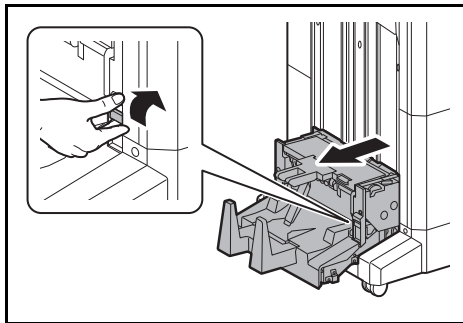
2 Push the folding unit release lever and pull out the folding unit.
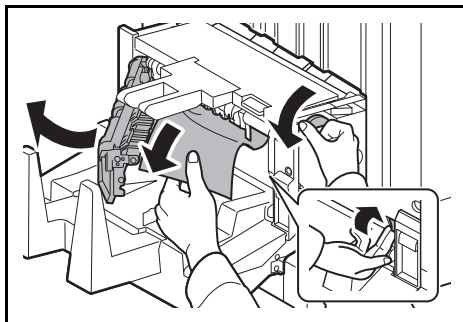
3 Press the release lever, open the left cover of the center fold unit, and remove the jammed paper.

4 Turn feed knob D9 until the jammed paper is in a location where it is easy to remove.
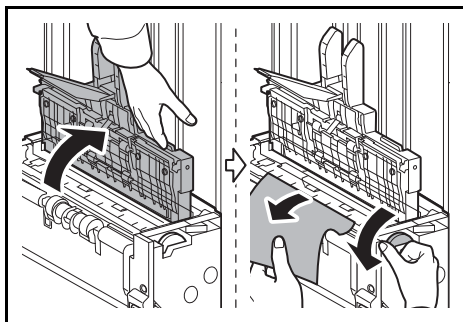
5 Close the folding unit left cover.

6 Open the folding unit top cover and remove the paper jam.

7 Turn feed knob D9 until the jammed paper is in a location where it is easy to remove.

8 Close the folding unit top cover, and return the folding unit to its original position.

Conveyor Section
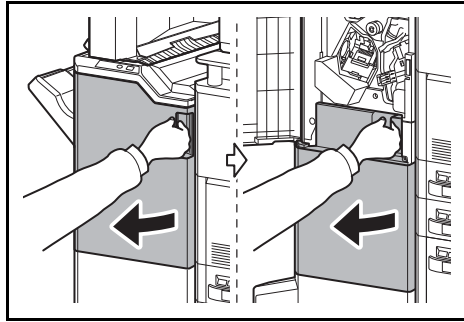
1 Open the front cover 1 and 2.
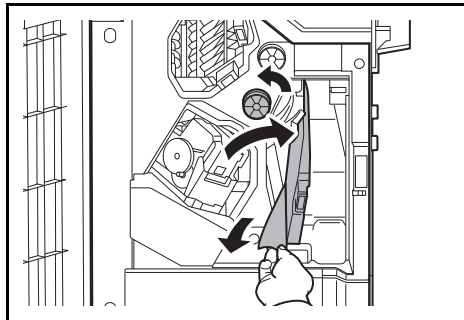
2 Open the conveyor guide (D7) and remove the jammed paper.

3 Turn feed knob D5 until the jammed paper is in a location where it is easy to remove.

   If there is no paper jam in the conveyor guide (D7), proceed to the following step.
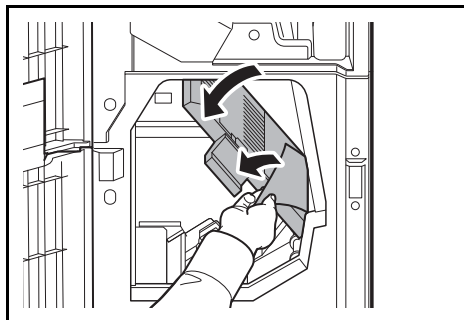
4 Close the conveyor guide (D7).

5 Open the conveyor guide (D8) and remove the jammed paper.
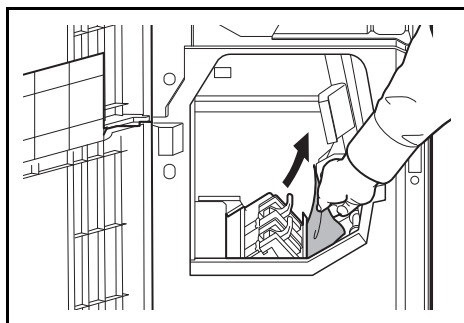
6 Close the conveyor guide (D8).

7 Remove the paper jammed in the center folding unit.

8 Close the front cover 1 and 2.

12

Cassette 5 (Option)

If a paper jam occurs in cassette 5 when you are using the optional side feeder (3,000-sheet), side feeder (500-sheet x 3), or large capacity side feeder (500, 1,500-sheet x 2), follow the steps below to remove the jam.

Side Feeder (3,000-sheet)
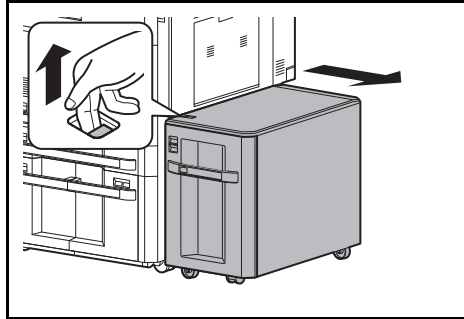
1 Pull up the release lever and separate the side feeder from the multifunction machine.
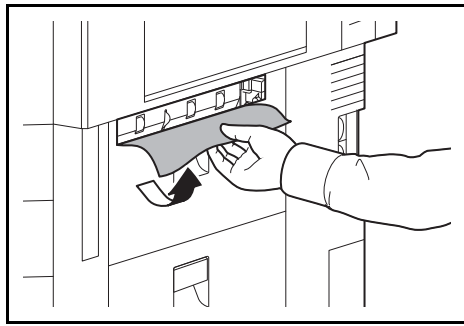
2 Remove the paper from the connection port.
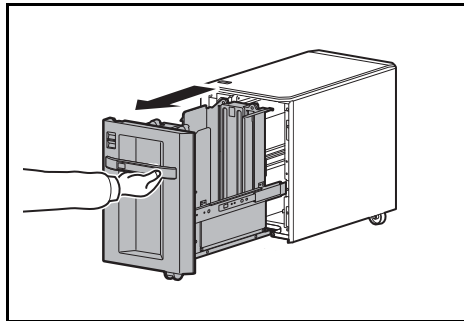
3 Pull out cassette 5.
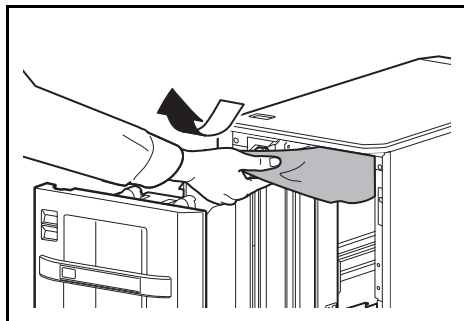
4 Remove the jammed paper.

5 Push the cassette back in place securely.

6 Connect to the multifunction machine.

Side Feeder (500-sheet x 3) or Large Capacity Side Feeder (500, 1,500-sheet x2)
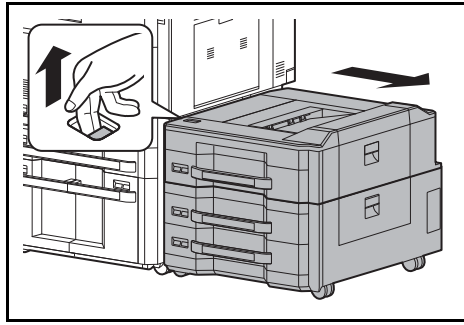
**1** Pull up the release lever and separate the side feeder from the multifunction machine.
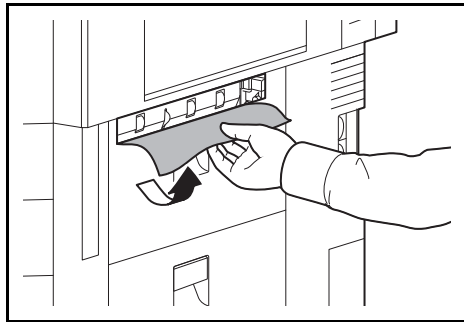
2 Remove the paper from the connection port.
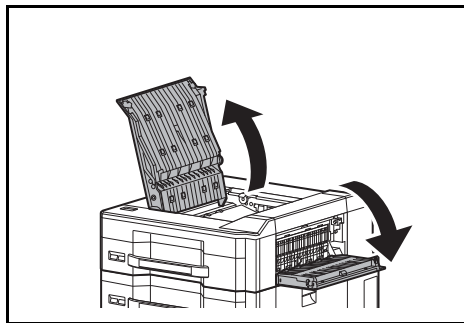
3 Open the top cover and right cover 1.

4 Remove the jammed paper.

12
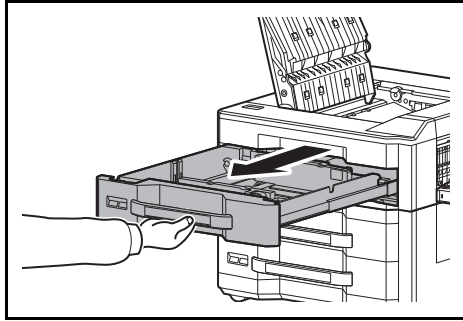
5 Pull out cassette 5.

6 Remove the jammed paper.

7 Push the cassette back in place securely.

8 Close the top cover and right cover 1.

9 Connect to the multifunction machine.

Cassette 6,7 (Option)

If a paper jam occurs in cassette 6 or 7 when you are using the optional side feeder (500-sheet x 3) or large capacity side feeder (500, 1,500-sheet x 2), follow the steps below to remove the jam.

Side Feeder (500-sheet x3)
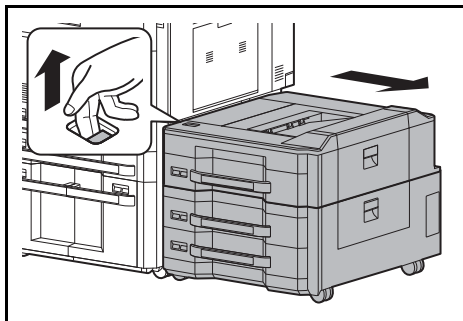
1 Pull up the release lever and separate the side feeder from the multifunction machine.

2 Follow steps 2 to 5 on page 12-45 to remove the jammed paper.
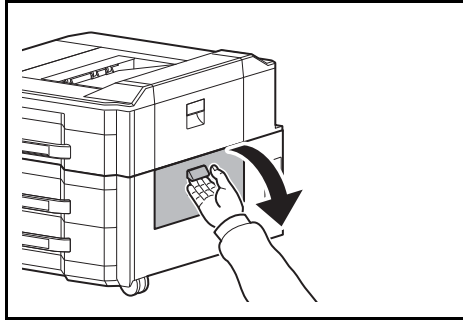
3 Open the right cover 2.
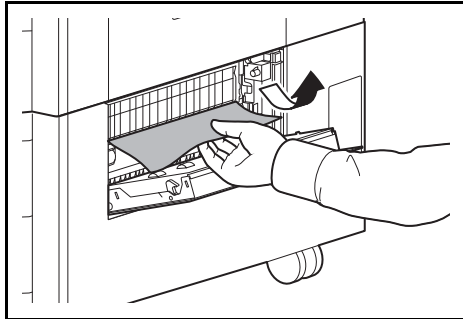
4 Remove the jammed paper.
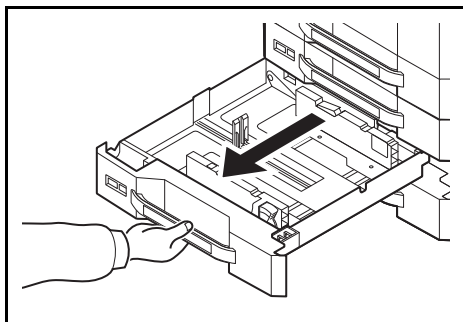
5 Pull out the cassette in use.
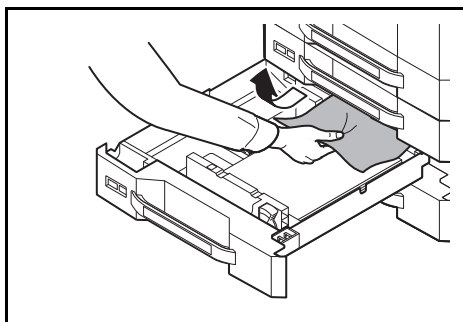
6 Remove the jammed paper.

7 Push the cassette back in place securely.

8 Close the right cover 2.

9 Connect to the multifunction machine.

**Large Capacity Side Feeder (500, 1,500-sheet x2)**
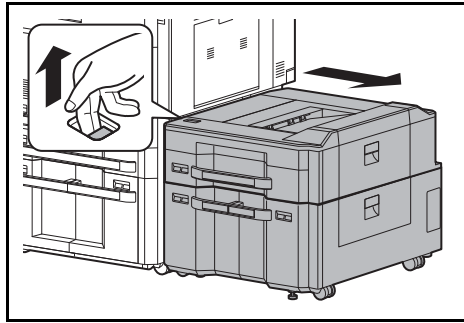
1 Pull up the release lever and separate the side feeder from the multifunction machine.
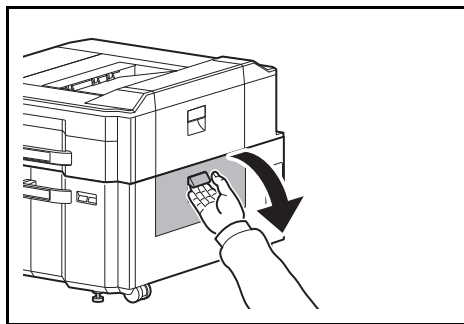
2 Follow steps 2 to 5 on page 12-45 to remove the jammed paper.

3 Open the right cover 2.
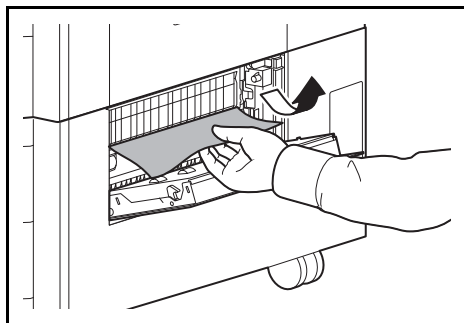
4 Remove the jammed paper.
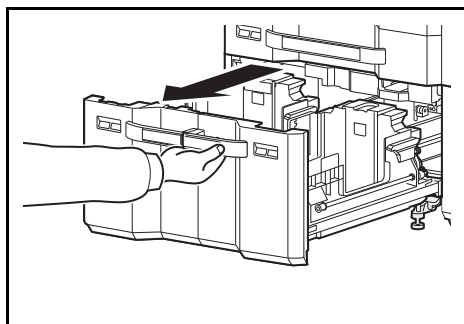
5 Pull out cassettes 6 and 7.
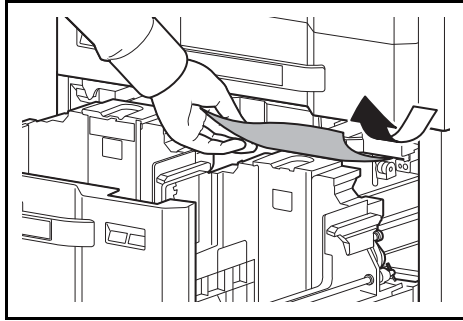
6 Remove the jammed paper.
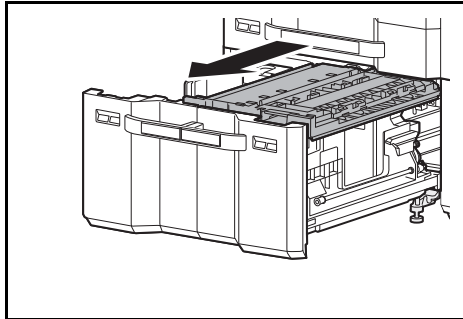
7 Pull out the paper feed unit (B1).
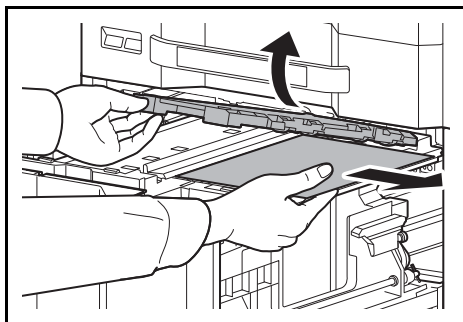
8 Open the paper feed unit cover (B2) and remove the jammed paper.
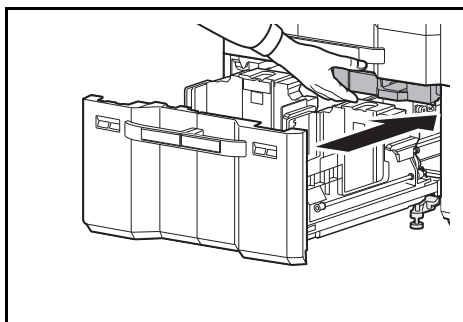
9 Close the paper feed unit cover (B2) and push the paper feed unit all the way back in.

10 Push the cassette back in place securely.

11 Close the right cover 2.

12 Connect to the multifunction machine.

Clearing a Staple Jam

If a message indicating a staple jam is displayed on the machine's operation panel, remove the jammed staples.

Follow the steps below to remove jammed staples.

◆Staple cartridge holder A
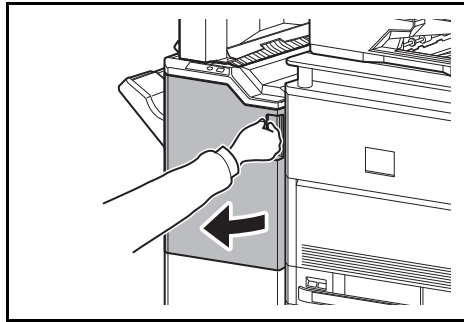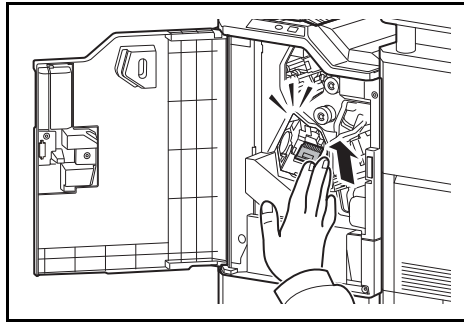
1 Open the front cover 1.
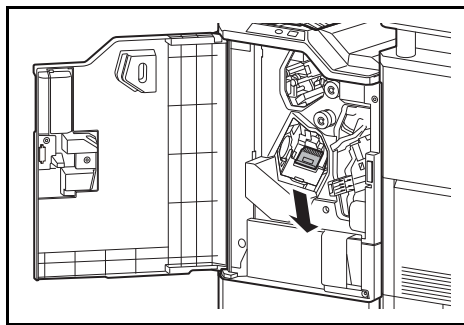
2 Remove the staple cartridge holder A.
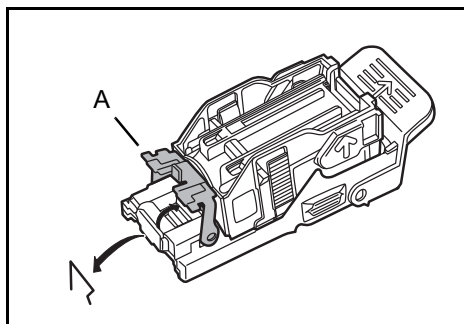
3 Open the cover plate (A) of the staple cartridge holder A and remove any jammed staples.
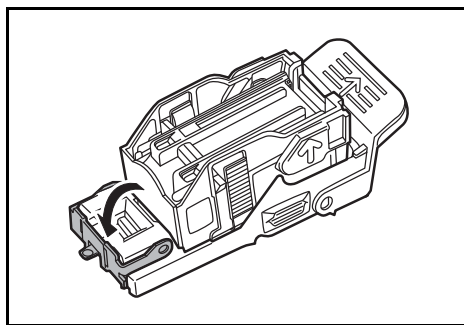
4 Close the cover plate (A) of the staple cartridge holder into its original position.
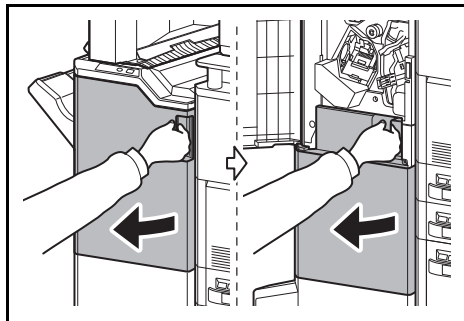
5 Re-install the staple cartridge holder. The staple cartridge holder will click into place when it has been inserted correctly.
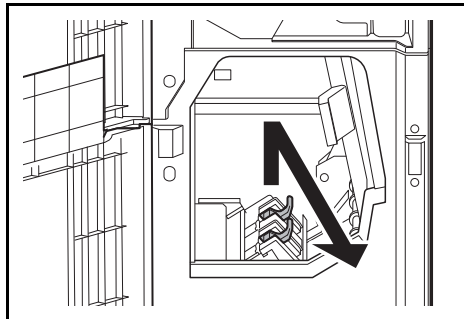
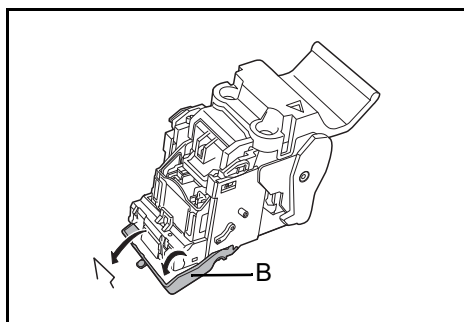**6** Close the front cover 1.

◆**Staple cartridge holder B/C**

Follow the steps below to remove jammed staples from the optional folding unit.
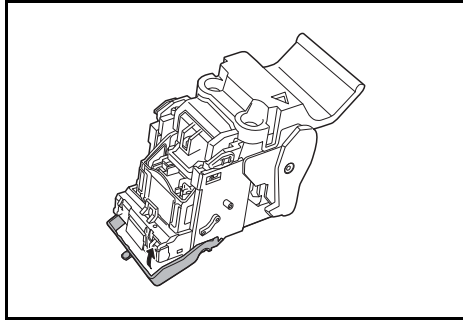
1 Open the front cover 1 and 2.

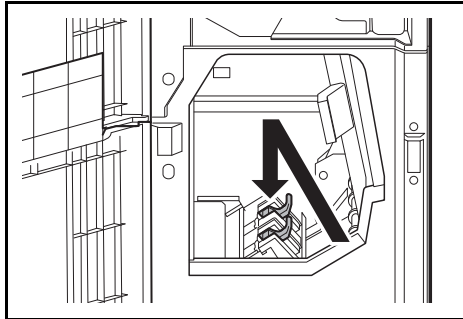**2** Remove staple cartridge holder B or C.

3 Open the cover plate (B) of the staple cartridge holder and remove any jammed staples.

12

4   Close the cover (B) plate of the staple cartridge holder into its original position.

5   Re-install the staple cartridge holder.

When re-installing, align the triangle marks on the staple cartridge holder and the staple unit. The staple cartridge holder will click into place when it has been inserted correctly.

6   Close the front cover 1 and 2.