

ApeosPort-VII C4421 ApeosPort-VII C3321

User Guide

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1

Before Using the Device

Preface

Thank you for selecting the ApeosPort-VII C4421/C3321 (hereafter referred to as “the device”).

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

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

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

Fuji Xerox Co., Ltd.

Using This Guide

Organization of This Guide

■ 1 Before Using the Device

Describes how to use this guide as well as the names of each part of the device.

■ 2 Setup

Describes how to switch the device on and off, how to connect to a computer, initial settings for the fax, scan, and email features.

■ 3 Basic Operations

Describes the basic information on using the device such as apps overview and types of paper and other media.

■ 4 Print

Describes the basic operations and features for the print services.

■ 5 Copy

Describes the basic operations and features for the copy services.

■ 6 Fax

Describes the basic operations and features for the fax services.

■ 7 Scan

Describes the basic operations and features for the scan services.

■ 8 Send from Folder

Describes the basic operations and features to use folders.

■ 9 Job Flow Sheets

Describes the operations to use job flow sheets.

■ 10 Address Book

Describes the basic operations and features of the Address Book.

■ 11 Jobs

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

■ 12 General Settings

Describes the menu items that can be confirmed/set by general users or the system administrator included in the [Device] app.

■ 13 Advanced Settings

Describes the menu items that can be confirmed/set by the system administrator included in the [Device] app.

■ 14 Encryption and Digital Signature Settings

Describes how to configure the device to use the encryption and the digital signature features with your communications and documents.

■ 15 Authentication and Accounting Features

Describes the authentication feature to restrict the availability of services and the accounting feature to manage the use of each feature based on the selected authentication method.

■ 16 Maintenance

Describes how to replace consumables and to clean the device.

■ 17 Problem Solving

Describes troubleshooting procedures to solve the problems with the device.

■ 18 Installing/Removing Optional Components

Describes how to install options.

■ 19 Appendix

Describes the specifications and maintenance service of the device.

Conventions

- The screen shots and illustrations used in this guide vary depending on the device configuration and optional components installed. Some of the items in the screen shots may not be displayed or available depending on your device configuration.
- Descriptions in this guide may differ from the specifications of driver and utility software you use due to the software version.
- In this guide, "Computer" refers to a personal computer or workstation.
- The following terms are used in this guide:

Important

- Important information that you should read.

Note

- Additional information on operations or features.

Reference

- Reference destination information regarding the described topics.
- The following symbols are used in this guide:

" "

- A cross-reference included in this guide.
- Names of media, features, touch screen messages and input text.



[]



- The name of external guide to be referred to.
- Names of buttons and menus displayed on the touch screen.
- Names of menus, windows, or dialog boxes displayed on the computer screen and their buttons and menu names.

< > key
>

- Keys on the keyboard of the computer.
- Path to a certain item within a procedure on the control panel or a computer.

- Orientation of originals or paper is described in this guide as follows:

 , Long Edge Feed (LEF): Loading the original or paper in portrait orientation when viewed from the front of the device.

 , Short Edge Feed (SEF): Loading the original or paper in landscape orientation when viewed from the front of the device.

- Some features require the setup by our service representative. Contact our Customer Support Center.

- Some features require the optional components to use. Contact our Customer Support Center.
- The menu items displayed on the touch screen vary depending on the authentication method or installed options.
- XPS stands for XML Paper Specification.
- WSD stands for Web Service on Devices.
- The extensional built-in hard disk (HDD) and the Solid State Drive (SSD) are generically referred to as "storage" in this guide.
- The contents of this guide are subject to change without notice.

Important Security Instructions

The Security Warning screen is displayed when any one of the following conditions is fulfilled and entered into the system administration mode.

- The system administrator's user ID and password are default values.
- The SNMP protocol's community name and authentication password are default values.
- The Global IP Address is used and [Login Type] is set to [No Login Required].

We recommend changing the system administrator's user ID and password, and SNMP protocol's community name and authentication password from the default values. Changing these settings prevents the device from the malicious person's attacks such as changing settings or exploitation of information.

Note

- Changing the system administrator's user ID and password, and SNMP protocol's community name and authentication password from the default values affects the behavior of cooperative software or utilities. Check the influence before changing these settings.

When using the Global IP Address on the device, set the IP filtering setting to prevent the device from illegal access from an external network such as browsing the job history or accessing folders.

Set [Login Type] to [Log In to Local Accounts] or [Log In to Remote Accounts].

Select [Log In to Local Accounts] to use the user information registered on the device to manage authentication. Only the users who have succeeded in the authentication can use the device. When using this method, entering a user ID or using a smart card is required to log in.

Select [Log In to Remote Accounts] to use the user information registered on a remote authentication server to manage authentication.

Reference

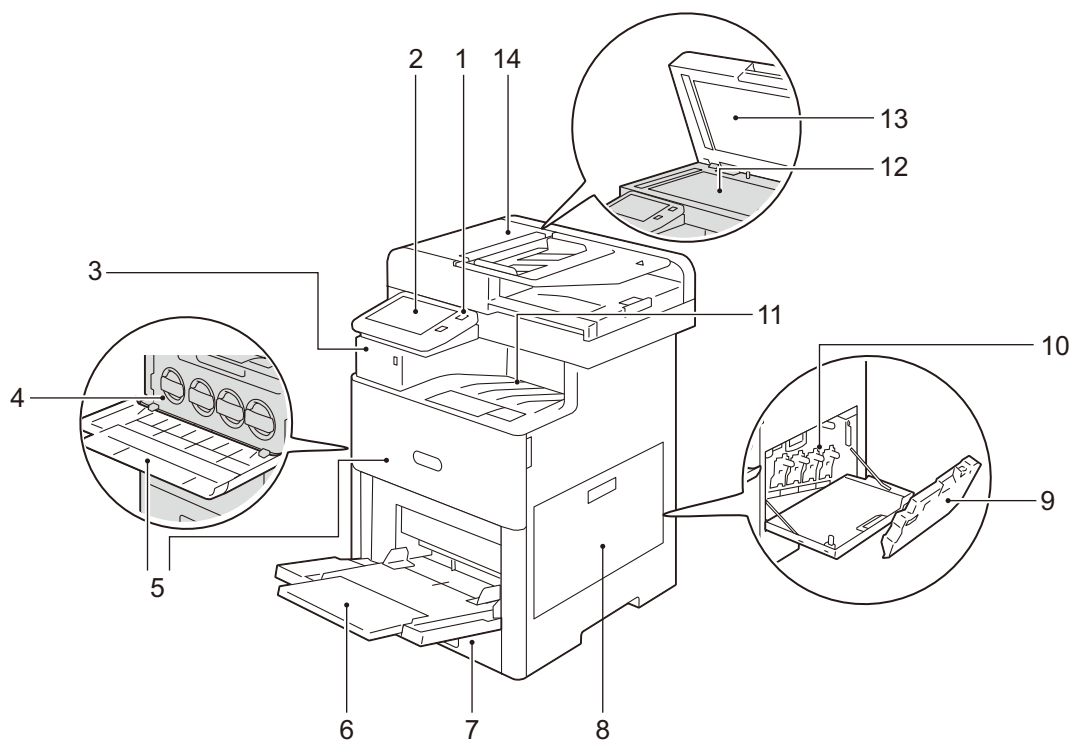
- For how to change the system administrator's user ID and password, refer to "[Administrator Settings]" (P.328).
- For information on changing the SNMP authentication information and the IP filtering settings, refer to the help of CentreWare Internet Services.
- For information the login type settings, refer to "[Authentication]" (P.328).

Device Components

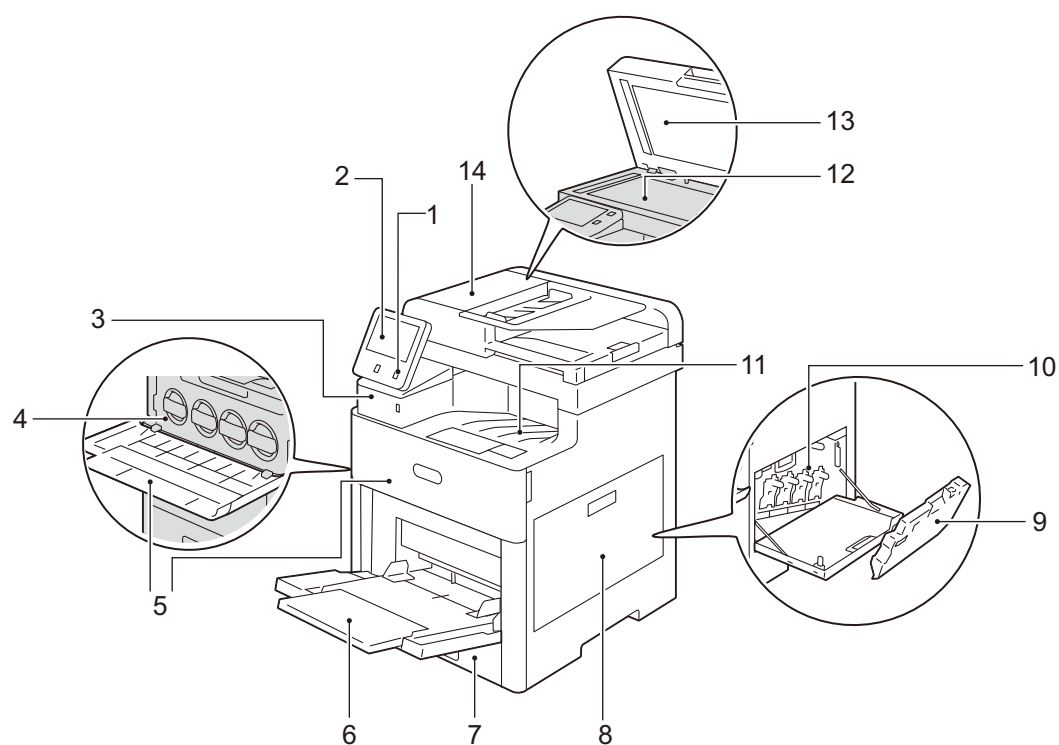
Main Unit

Front view of the device

- ApeosPort-VII C4421



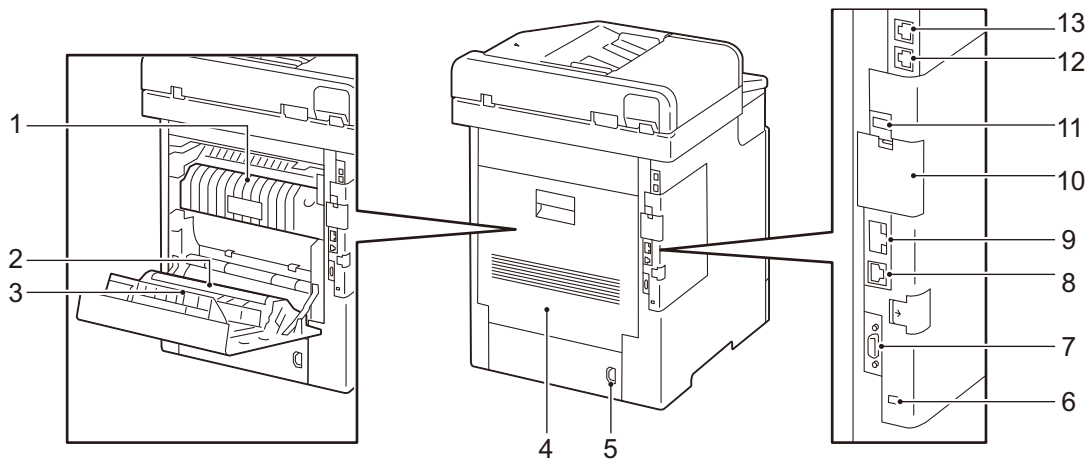
- ApeosPort-VII C3321



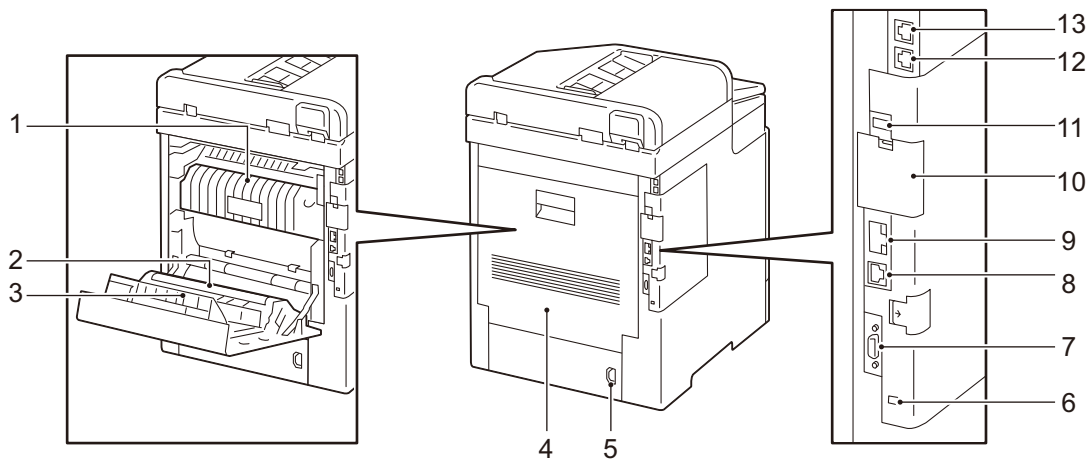
| No. | Component | Function |
|-----|----------------------------------|---|
| 1 | Power button | Switches the power of the device on and off. Reference • Refer to "Power Source" (P.32). |
| 2 | Control panel | Consists of operation buttons, LED indicators, and the touch screen. Reference • Refer to "Control Panel" (P.27). |
| 3 | IC Card Reader (optional) | Used to authenticate a user using a smart card. When you touch the smart card to the IC Card Reader, the device reads the user information registered on the smart card and authenticates the user. Note • When the device is in the Power Saver mode, touching the smart card to the IC Card Reader deactivates the Power Saver mode. However, this operation does not deactivate the Sleep mode. For more information, refer to "Exiting the Power Saver Mode" (P.64). |
| 4 | Toner cartridges | Contains toners. |
| 5 | Front cover | Open this cover to replace consumable and clean the device. |
| 6 | Tray 5 (bypass tray) | Used for loading non-standard paper, such as thick-stock paper and other special media, that cannot be loaded in the standard trays. |
| 7 | Paper tray | Load paper here. Note • Tray 2, 3, 4 are optional. |
| 8 | Side cover | Open this cover to replace consumable and clean the device. |
| 9 | Waste toner container | Collects waste toner. |
| 10 | Drum cartridges | Contains photoconductors. |
| 11 | Output tray | Copies and prints are delivered here. |
| 12 | Document glass | Load an original here. |
| 13 | Document cover | Holds an original in place. |
| 14 | Duplex Automatic Document Feeder | Load originals here. Reference • Refer to "Document Feeder" (P.26). |

Left side and rear views of the Device

- ApeosPort-VII C4421



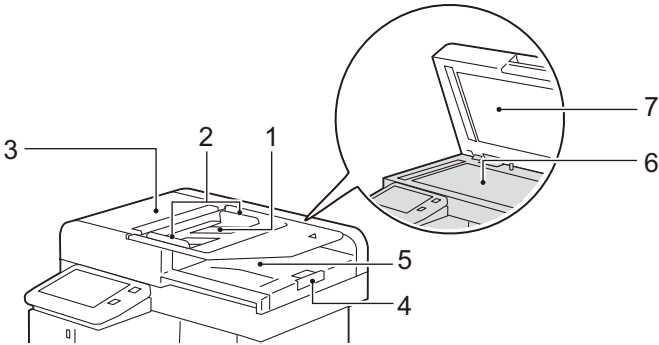
- ApeosPort-VII C3321



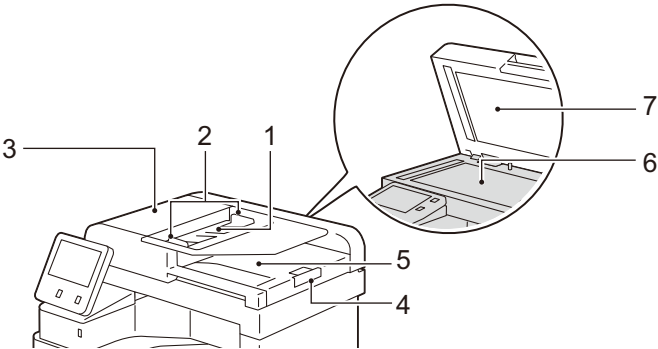
| No. | Component | Function |
|-----|------------------------------|---|
| 1 | Fusing unit | Fuses toner to paper. |
| 2 | Transfer roller | Transfers toner to paper. |
| 3 | Duplex module | Automatically prints or copies on both sides of paper. |
| 4 | Rear door | Open this cover to clear paper jams, replace consumable, and clean the device. |
| 5 | Power connector | Connects to the power cable. |
| 6 | Security slot | Attach the Kensington lock that avoids the device from theft. |
| 7 | FDI connector | Not available. |
| 8 | USB 3.0 interface connector | Connects a USB cable for printing. |
| 9 | Ethernet interface connector | Connects to a network cable. |
| 10 | Wireless LAN Kit socket | Attach the Wireless LAN Kit (optional) here. |
| 11 | USB 2.0 interface connector | Not available. |
| 12 | LINE connector | Connects to a telephone line. |
| 13 | PHONE connector | Enables you to connect the device to a telephone device. Do not connect any device (fax system) other than a telephone. |

Document Feeder

- ApeosPort-VII C4421



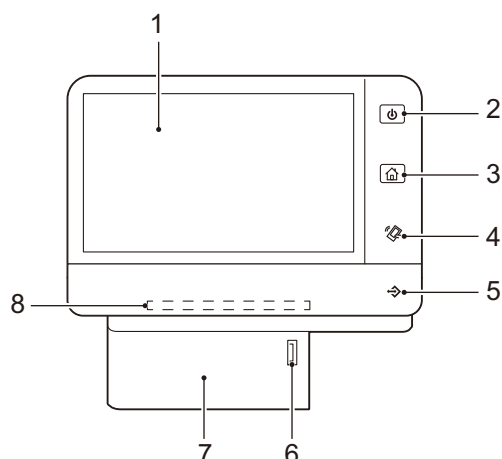
- ApeosPort-VII C3321



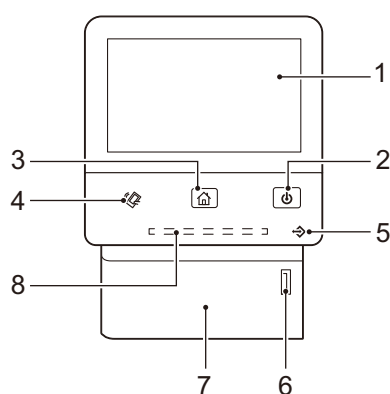
| No. | Component | Function |
|-----|----------------------|---|
| 1 | Document feeder tray | Load originals here. |
| 2 | Document guides | Use these guides to align the edges of originals. |
| 3 | Left cover | Open this cover to clear paper jams. |
| 4 | Document stopper | Prevents outputs from falling off. |
| 5 | Document output tray | Scanned documents are delivered here. |
| 6 | Document glass | Scans a loaded original. |
| 7 | Document cover | Holds an original in place. |

Control Panel

- ApeosPort-VII C4421















- ApeosPort-VII C3321















| No. | Component | Function |
|-----|-----------------|---|
| 1 | Touch screen | Displays messages required for operation, and buttons for various features. You can directly touch the touch screen to instruct operations and set features. |
| 2 | Power button | Press this button to turn the device on or off. You can use the button to wake the device or put it to the Power Saver mode. The button flashes slowly when the device is in the Power Saver mode. |
| 3 | Home button | Press this button to display the Home screen. |
| 4 | NFC area | Hold your NFC-enabled mobile device near this area. The NFC feature must be enabled on the device to communicate with each other. Reference • For details, refer to "Print via NFC" (P.117). |
| 5 | Data LED | Blinks when the device is sending or receiving data to or from a client. This indicator lights up when data is stored in the device memory, or when faxes are stored in a folder. |
| 6 | USB memory slot | Insert a USB 2.0 memory device directly here. |

| No. | Component | Function |
|-----|------------------------------------|---|
| 7 | Embedded IC Card Reader (optional) | <p>When you touch the smart card to the IC Card Reader, the device reads the user information registered on the smart card and authenticates the user.</p> <p>Note</p> <ul style="list-style-type: none">• When the device is in the Power Saver mode, touching the smart card to the IC Card Reader deactivates the Power Saver mode. However, this operation does not deactivate the Sleep mode. For more information, refer to "Exiting the Power Saver Mode" (P.64). |
| 8 | Status LED | <p>Briefly glows blue when an operation is accepted or when a process is completed. The LED flashes amber if a system error or a problem with the device occurs, including paper jams and running out of paper or toner.</p> |

Graphic Symbol List

| Graphic symbol | Description |
|---|--|
|  | DANGER, CAUTION, AND WARNING |
|  | CAUTION (HEATED SURFACE) |
|  | DO NOT RELOAD PAPER PRINTED WITH OTHER DEVICE |
|  | DO NOT USE INKJET PAPER |
|  | DO NOT USE TRANSPARENT FILM |
|  | DO NOT USE FOLDED, CREASED, OR CURLED PAPER |
|  | DO NOT USE PAPER WITH STAPLES OR CLIPS ATTACHED |
|  | DO NOT COPY MONEY |
|  | IC CARD READER |
|  | LOAD PRINT SIDE FACE UP |
|  | MAXIMUM LOADABLE QUANTITY |
|  | PAPER REMAINING LEVEL |

| | |
|---|------------------------------------|
|  | CLEANING |
|  | USB TERMINAL MARKING |
|  | LAN TERMINAL MARKING |
|  | WIRELESS NETWORK KIT SOCKET |
|  | PHONE CONNECTOR |
|  | LINE CONNECTOR |
|  | SECURITY SLOT |
|  | POWER BUTTON |
|  | HOME BUTTON |
|  | PAPER JAM |
|  | COOLING |
|  | ELAPSED TIME |

License

This section describes information about software license. Be sure to read through it.

This product contains OSS distributed under the terms of various open source licenses.

You can obtain the applied license, copyright notice, and license terms of each OSS from [Home] > [Support] > [Download OSS License information] on CentreWare Internet Services.

The product contains OSS distributed under the terms of various open source licenses, including the GNU Library General Public License 2.0.

You may find a copy of the source code, if and as required under the OSS License, at the following web page:

https://www.fujixerox.co.jp/etc/oss/mfp/ap7_c4422/v1_0

2

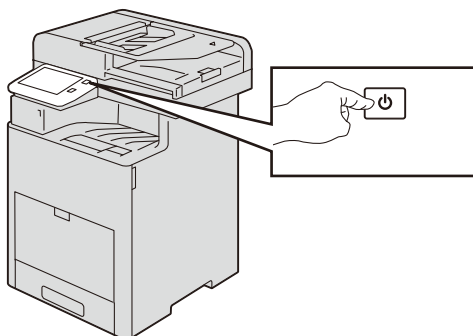
Setup

Power Source

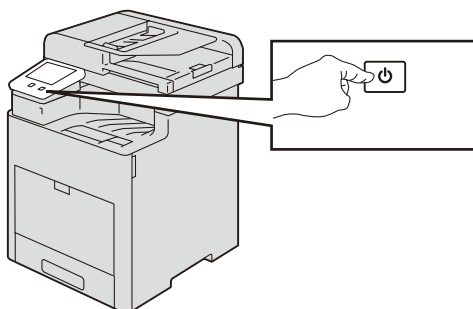
Switching the Power On

1 Press the Power button to switch the power on.

- ApeosPort-VII C4421



- ApeosPort-VII C3321



Note

- If the device does not power on, check that the power cable is plugged in.

Making the Initial Settings

An initial setup wizard appears after the device is switched on for the first time.

Set necessary information and tap [Next] on each screen. Follow the displayed instruction.

When [Device Setup Complete] appears, tap [Finished].

Note

- For details on the settings, see the descriptions for each item. The items set by the initial setup wizard can be changed anytime.

Switching the Power Off

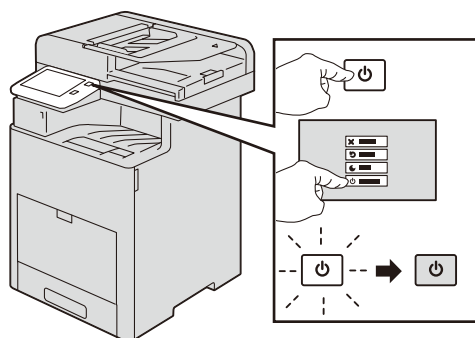
- 1 Before switching the power off, make sure that the device has completed all copy or print jobs. Then, make sure that the Data LED does not blink.

Important

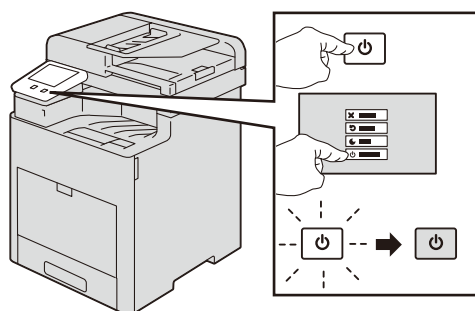
- Do not switch the power off in the following situations. If the power is switched off, the processing data may be erased.
 - While data is being received
 - While a job is being printed
 - While a job is being copied
 - While a job is being scanned
- When switching the power off, wait 5 seconds after outputs have been delivered.

- 2 Press the Power button and select [Power Off Device] to turn off the device.

- ApeosPort-VII C4421



- ApeosPort-VII C3321



Important

- Power off processing is performed internally on the device for a while after the power is switched off. Therefore, do not perform other operation immediately after switching the power off.

Note

- When powering the device on after it has been switched off, wait until the flash of the Power button ends after the touch screen has gone dark.
- You can set the device to be switched off automatically at the same time every day. For more information, refer to Scheduled Power Off.

Switching the Power Off from Remote Location

Note

- The system administrator's ID and passcode are required to switch the power off. Ask your system administrator for the ID and passcode.

- 1** Access CentreWare Internet Services through a computer.

Reference

- For information on how to access CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.85).

- 2** Click [Support].

- 3** Click [Power Off Device].

- 4** Click [Power Off].

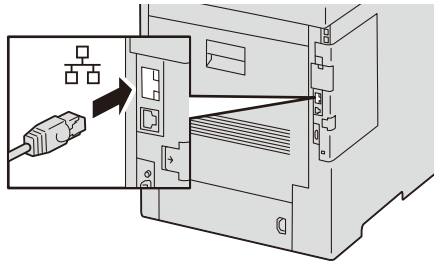
Interface Cables

Using the Ethernet Interface

Note

- The following problems may be resolved by disabling [Energy Efficient Ethernet] under [Device] > [Connectivity & Network Setup] > [Protocol Settings] > [Ethernet Settings].
 - Slow network connection on the device
 - Unstable network condition of the device which causes frequent timeout errors
 - The device fails to connect to the network after returning from a long-term Sleep mode

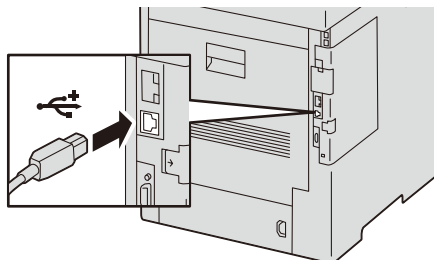
- 1 Press the Power button and select [Power Off] to switch off the power.
- 2 Make sure that the touch screen is blank and the Power button is not lit.
- 3 Connect a network cable to the Ethernet interface connector.



- 4 Press the Power button to switch on the power.

Using the USB Interface

- 1 Press the Power button and select [Power Off Device] to switch off the power.
- 2 Make sure that the touch screen is blank and the Power button is not lit.
- 3 Connect the USB cable to the interface connector.



- 4 Connect the other end of the USB cable to the computer.
- 5 Press the Power button to switch on the power.
- 6 Restart the computer.

Connecting with Wireless LAN

To connect to the device via a wireless network, the optional Wireless LAN Kit is required. You also need to configure wireless LAN settings.

Reference

- For information on the Wireless LAN Kit, refer to "Installing/Removing Wireless LAN Kit" (P.461).
- For information on the setting method, refer to "WLAN Network Configuration" (P.40).

Setting the IP address

You need to set the IP address and other network information before using the device connected to the network.

Note

- When you specify an IP address in IPv6 mode, use the installer of the device or CentreWare Internet Services. For how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.85).

- 1 Press the Home button.
- 2 Log in to the System Administration mode.

Note

- For more information, refer to "Login to Authentication Mode" (P.77).

- 3 Tap [Device].
- 4 Tap [Connectivity & Network Setup] > [Protocol Settings].
- 5 Tap [TCP/IP - Common Settings].
- 6 Select [Dual Stack], [IPv4], or [IPv6] according to your environment.

Note

- If your network supports both IPv4 and IPv6, select [Dual Stack].

- 7 Tap [TCP/IP - Network Settings] to set the how to acquire the IP address according to your environment.

The following describes the example of when [IPv4] is selected in step 6.

- 8 Tap [IPv4 - IP Address Resolution].
- 9 Set the method to assign the IP address.

■To set the IP address automatically:

- 1) Tap [DHCP / AutoIP], [BOOTP], or [DHCP] then proceed to step 10.

■To set the IP address manually:

- 1) Tap [STATIC], and the tap [Start].
- 2) Tap [IPv4 - IP Address].
- 3) Enter the IP address, and then tap [Start].
- 4) Tap [IPv4 - Subnet Mask].

5) Enter the subnet mask address, and then tap [Start].

6) Tap [IPv4 - Gateway Address].

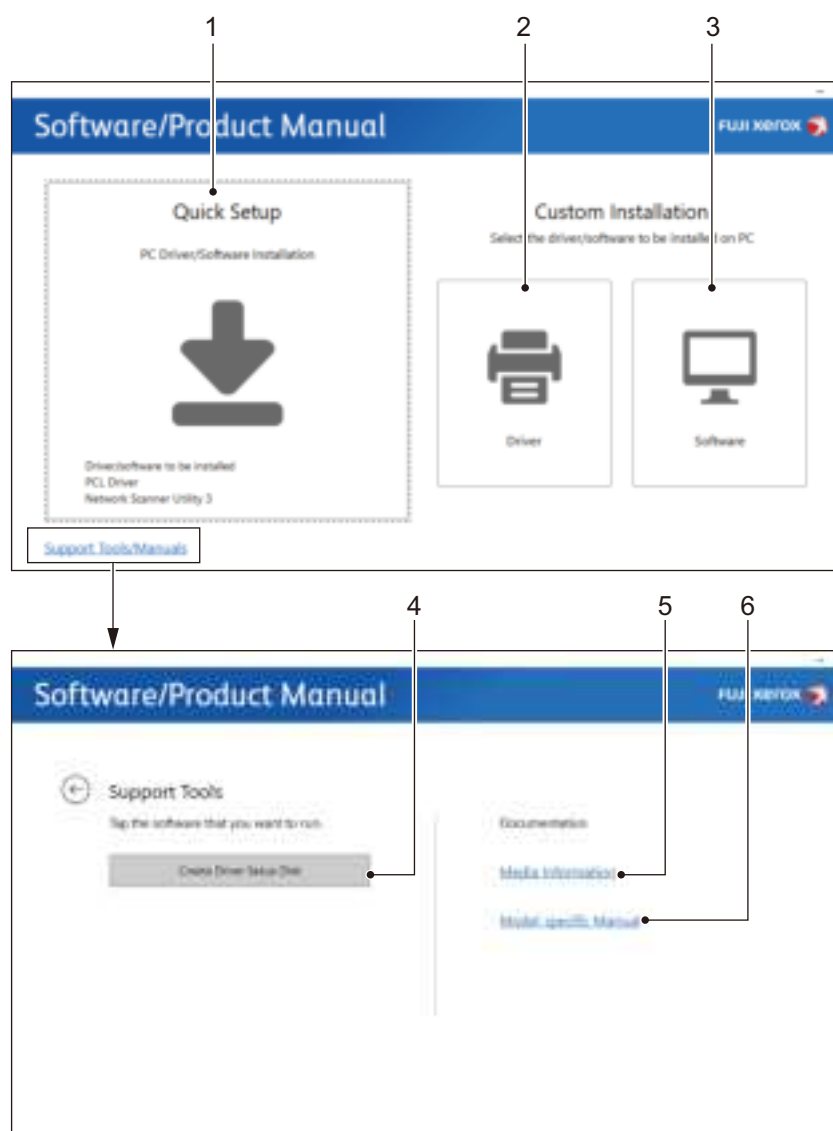
7) Enter the gateway address, and then tap [Start].

10 Turn the device off, and then on again.

Installing Software for Windows

Using the “Software / Product Manual” Disc

With the “Software/Product Manual” disc, you can use the following features.



1 [Quick Setup]

You can install the basic software which you can use with the device all at once. The following software can be installed:

- PCL Driver
- Network Scanner Utility 3

Reference

- For how to install, refer to "Installing with [Quick Setup]" (P.38).

2 [Custom Installation] > [Driver]

You can select and install only the drivers that you need. The following drivers can be installed:

- PCL Driver
- PS Driver
- Common Print Driver

Reference

- For how to install, refer to "Installing with [Custom Installation]" (P.39).

3 [Custom Installation] > [Software]

You can select and install only the software that you need. The following software can be installed:

- Document Monitor
- TIFF Viewer
- ContentsBridge Utility
- Network Scanner Utility 3

Reference

- For how to install, refer to "Installing with [Custom Installation]" (P.39).

4 [Support Tools] > [Create Driver Setup Disk]

You can create a setup disk for the drivers. Using the setup disk reduces the amount of work required when installing drivers on multiple computers with the same settings.

Note

- The setup disk cannot be used on a computer that has a different operating system than the computer that the setup disk was created on. Create a separate setup disk for each of the operating systems.

5 [Media Information]

You can view the contents in the "Software/Product Manual" disc.

6 [Model-specific Manual]

You can display the User Guide (this manual).

Installing with [Quick Setup]

Note

- Perform the following procedure in advance, and then start installing.
 - "Using the Ethernet Interface" (P.35)
 - "Using the USB Interface" (P.35)
 - "Connecting with Wireless LAN" (P.36)

1 Insert the "Software/Product Manual" disc into your computer.

Note

- If the "Software/Product Manual" disc does not start, perform the following.
 1. Right-click the Start button, and then click [Run].
 2. Enter "D:\Launcher.exe" ("D" is the drive letter of the optical drive), and then click [OK].

2 Click [Quick Setup].

- 3 Follow the on-screen instructions to complete the setup.

Installing with [Custom Installation]

Note

- Perform the following procedure in advance, and then start installing.
 - "Using the Ethernet Interface" (P.35)
 - "Using the USB Interface" (P.35)
 - "Connecting with Wireless LAN" (P.36)

- 1 Insert the "Software/Product Manual" disc into your computer.

Note

- If the "Software/Product Manual" disc does not start, perform the following.
 1. Right-click the Start button, and then click [Run].
 2. Enter "D:\Launcher.exe" ("D" is the drive letter of the optical drive), and then click [OK].

- 2 Click [Driver] or [Software].

When you select [Software], proceed to step 5.

- 3 Select [I accept the terms of the license agreement], and then click [Next].

- 4 Select the connection method you are using, and then click [Next].

- 5 Follow the on-screen instructions to complete the setup.

Installing Software for Mac

- 1 Insert the "Software/Product Manual" disc into your computer.
- 2 Open the following folders in the disc: [Software] > [MacPrinter] > [MacOSX] > [Common].
- 3 Double-click the pkg file in the folder.
- 4 Follow the on-screen instructions to complete the setup.

Installing Software for Linux

The latest print drivers for Linux computers can be downloaded from our official web site.

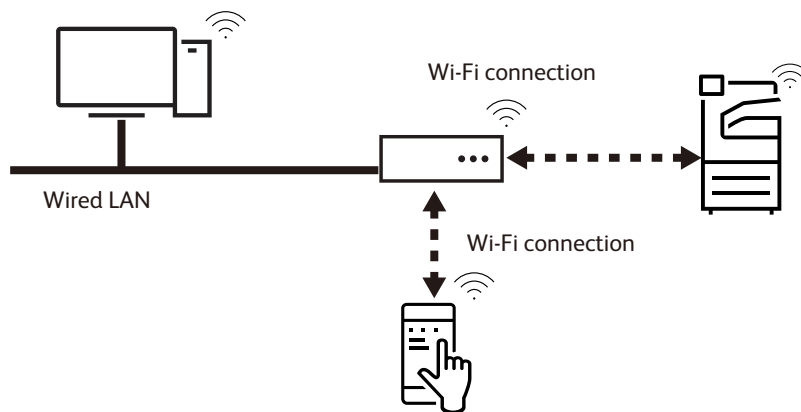
WLAN Network Configuration

WLAN Network Configuration

There are two types of connection methods to access the device via a wireless LAN network: Wi-Fi Connection and Wi-Fi Direct Connection. For either method, you need to configure the settings on the device.

■ Wi-Fi Connection

Connect your mobile device to the device via a wireless LAN access point. Use this method if the environment is Wi-Fi-enabled.

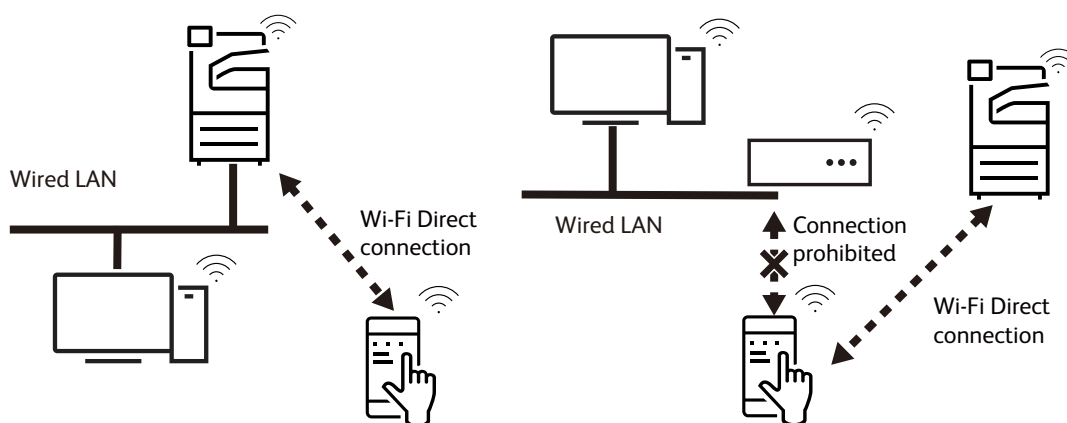


Reference

- For more information, refer to "Wi-Fi Connection" (P.41).

■ Wi-Fi Direct Connection

This connection method allows you to directly connect your mobile device to the device without requiring a wireless LAN access point. Use this method if there is no Wi-Fi-enabled network in your office, or if you do not want mobile devices such as smartphones to connect to the device through the Wi-Fi-enabled network in your office.



Note

- Wi-Fi Direct cannot be used in an IPv6 or Ad-hoc environment.
- Wi-Fi Direct accepts up to three concurrent mobile connections.

Reference

- For more information, refer to "Wi-Fi Direct Connection" (P.45).

Wi-Fi Connection

Wi-Fi Connection Setup Methods

You can set the Wi-Fi connection in two ways using the touch screen of the device:

- Automatic connection
- Manual connection

There are two types of automatic connection methods: WPS (push button method) and WPS (PIN code method). The device supports both of the methods.

- For WPS (push button method)

Configure the settings on the control panel, and then press the WPS button on your wireless LAN access point.

- For WPS (PIN code method)

Enter the PIN code assigned to the device into the wireless LAN access point.

These methods are available only when the access point supports WPS.

Reference

- For information on the WPS operation on the access point or wireless router, refer to the manual supplied with the access point.

Configuring Wi-Fi Connection Settings

Note

- Rebooting the device may be required depending on the settings. When a message is displayed on the screen, follow the message and reboot the device.

- 1 Enter the system administration mode and tap [Device] on the Home screen.

Reference

- For the detailed procedure, refer to "Login to Authentication Mode" (P.77).

- 2 Tap [Connectivity & Network Setup].

- 3 Tap [Wireless LAN Settings].

Note

- If [Wireless LAN Settings] does not appear, the kit is not attached properly. Review the installation process.

Reference

- For details, refer to "Installing/Removing Wireless LAN Kit" (P.461).

- 4 Tap [Common Settings].

- 5 Tap [Enabled], and then tap [OK].

- 6 When you connect to an access point, which uses RADIUS server authentication (IEEE802.1X authentication), the certificate setting in CentreWare Internet Services is required. Proceed to "Connecting to a High Security Network via CentreWare Internet Services" (P.44) and configure the required settings.
When you connect to an access point, which does not require certificates, proceed to step 7.

- 7 Tap [Wi-Fi Connection Settings].

8 Connect to the Wi-Fi network using one of the following methods.

Note

- You can check the settings configured for Wi-Fi feature in a Configuration Report.

| Method | Settings | Reference |
|---------------------------------------|--|-----------|
| From the list ^{*1} | Select the desired SSID (name to identify the Wi-Fi network) from the list of wireless LAN access points and connect. | (P.42) |
| Manual connection ^{*1} | If the desired SSID is not displayed in the list, specify the SSID and connect to the Wi-Fi network. | (P.42) |
| Using WPS (push button) ^{*2} | After sending a connection request from the device, press the WPS button on your wireless LAN access point within two minutes. | (P.43) |
| Using WPS (PIN code) ^{*2} | Enter the PIN code displayed on the device to your wireless LAN access point within two minutes. | (P.43) |

^{*1} : The SSID of the wireless LAN access point and authentication information (such as WEP key and passphrase) are required. For more information on the wireless LAN access point, ask your system administrator or network administrator.

^{*2} : The wireless LAN access point must support WPS. For information on the WPS operation on the wireless LAN access point, refer to the manuals for the wireless LAN access point.

■ Selecting WLAN Access Point from the List

- 1 Tap the SSID of the desired wireless LAN access point from the list displayed on the [Wi-Fi Connection Settings] screen.

Note

- If the wireless LAN access point does not set security, the setting is now complete.
- Up to five wireless LAN access points are listed with the strongest access point first.

- 2 If the wireless LAN access point sets security, the authentication information screen appears. Enter the required information and tap [OK].

Note

- When you select an access point and the device has already been connected to another access point, the screen to confirm whether to cancel the connection appears. Tap [Yes].

- 3 After you confirm the update, tap [OK].
The device reboots and the setting becomes effective.

■ Connecting to WLAN Network Manually

- 1 Tap [Manual Settings] on the [Wi-Fi Connection Settings] screen.
- 2 Set required settings for your environment, and then tap [OK].

| Setting Items | | Description |
|---------------------|---------------|---|
| SSID: | | Set the name to identify the Wi-Fi network. You can use up to 32 alphanumeric characters. |
| Communication Mode | | Select either [Infrastructure] or [Ad-hoc] ^{*1} . |
| Encryption Settings | No Encryption | Does not set encryption. |

| Setting Items | | Description |
|---------------------|--|---|
| Encryption Settings | WEP | Up to four WEP keys can be registered. Select the desired WEP key in the [Transmit Key] screen. |
| | WPA2 Personal ^{*2} | Set the passphrase. |
| | Mixed Mode Personal (AES / TKIP) ^{*2} | |
| | WPA2 Enterprise ^{*2} | Set the authentication method. |
| | Mixed Mode Enterprise (AES / TKIP) ^{*2} | <p>When PEAP is selected, you need to set [Identity], [User Name], and [Password].</p> <p>When EAP-TLS or EAP-TTLS is selected, you need to configure certificates and authentication settings on CentreWare Internet Services.</p> <p>Reference</p> <ul style="list-style-type: none"> For information on the settings using CentreWare Internet Services, refer to "Connecting to a High Security Network via CentreWare Internet Services" (P.44). |

*1 : [Ad-hoc] is not available when Wi-Fi Direct connection is enabled.

*2 : The encryption methods are not available when [Communication Mode] is set to [Ad-hoc].

- 3 After you confirm the update, tap [OK].
The device reboots and the setting becomes effective.

■ Using WPS (Push Button)

- 1 Tap [WPS Settings (PIN Code)] on the [Wi-Fi Connection Settings] screen.
- 2 Tap [Start] and press the WPS push button on the wireless LAN access point within two minutes.
- 3 After you confirm the update, tap [OK].
The device reboots and the setting becomes effective.

■ Using WPS (PIN Code)

- 1 Tap [WPS Settings (PIN Code)] on the [Wi-Fi Connection Settings] screen.
- 2 Tap [Start] and enter the PIN Code displayed on the screen to the wireless LAN access point within two minutes.
- 3 After you confirm the update, tap [OK]. The device reboots and the setting becomes effective.

Connecting to a High Security Network via CentreWare Internet Services

The Wi-Fi connection feature on the device supports IEEE802.1X authentication. To use IEEE802.1X authentication method, which requires a certificate, get the necessary certificate issued by the certificate authority and import it to the device from CentreWare Internet Services.

The required certificates on each IEEE802.1X authentication method are as follows.

| Item | EAP-TLS | EAP-TTLS | PEAP |
|--------------------|-----------|-----------|-----------|
| CA Certificate | Necessary | Necessary | Optional* |
| Client Certificate | Necessary | - | - |

* : Necessary when server certificate verification is enabled. Server certificate verification is performed when a CA certificate is registered.

The kit supports the following certificates:

- X509 certificate (DER/PEM) (root CA certificate)
- PKCS#7 (DER) (root CA certificate)
- PKCS#12 (DER) (device certificate (=client certificate)/root CA certificate)

Note

- To import a certificate via CentreWare Internet Services, HTTP communication must be encrypted. For more information on CentreWare Internet Services operation and how to set encryption for HTTP communication, refer to "Configuration of HTTP Communications Encryption" (P.344).
- For information on the supported certificates, refer to "Encryption and Digital Signature Overview" (P.340).

1 Enter the device's IP address in the address box on the Web browser, and press the <Enter> key to start CentreWare Internet Services.

2 Import a certificate.

- 1) Click [Log In].
- 2) Enter the System Administrator's User ID and Passcode on the displayed screen, and then click [OK].
After the confirmation screen appears, click [Close] two times continuously.
- 3) Click [System] > [Security] > [Certificate Settings].
- 4) Click [Import].
- 5) Click [Select] to specify the name of the file to import.
- 6) Enter the password of the certificate for [Password].
- 7) Enter the password again for [Retype Password].
- 8) Click [Start].
- 9) Refresh the web browser.

3 Configure Wi-Fi connection settings.

- 1) Click the [Network].
- 2) Click [Connection] > [Wi-Fi].
The [Wi-Fi] screen appears.

- 3) Enter the SSID in [SSID].
- 4) Select the communication mode in [Communication Mode].
- 4** Configure security settings.
The procedure varies depending on the selected certificate method.
 - 1) Click [System] > [Security].
 - 2) Select [WPA2 Enterprise] or [Mixed Mode Enterprise (AES / TKIP)] in [Encryption Settings].
 - 3) Select [Authentication Method].
 - 4) Enter the EAP-Identity value in [Identity].
When EAP-TLS is selected for the authentication method, proceed to step 9).

Note

- Ask your RADIUS server administrator for the EAP-Identity.
- 5) For PEAPv0 MS-CHAPv2, EAP-TTLS/PAP, EAP-TTLS/CHAP, or EAP-TTLS/MS-CHAPv2, enter the login user name and password for WPA-Enterprise authentication in [User Name] and [Password].
 - 6) Enter the password again for [Retype Password].
 - 7) Select the imported CA certificate in [Root Certificate].
 - 8) When EAP-TLS is selected, select the imported client certificate in [Client Certificate].
 - 9) Click [Save].
 - 10) Click [Reboot Device].
The device is rebooted and the settings are applied.

Wi-Fi Direct Connection

Configuring Wi-Fi Direct Connection Settings

Note

- Rebooting the device may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the device.
- You can also set these settings from CentreWare Internet Services. For more information, refer to the online help of CentreWare Internet Services.

- 1** Enter the system administration mode and then tap [Device] on the Home screen.

Reference

- For the detailed procedure, refer to "Login to Authentication Mode" (P.77).

- 2** Tap [Connectivity & Network Setup].

- 3** Tap [Wireless LAN Settings].

Note

- If [Wireless LAN Settings] does not appear, the kit is not attached properly. Review the installation process.

Reference

- For details, refer to "Installing/Removing Wireless LAN Kit" (P.461).

- 4 Tap [Common Settings].
- 5 Tap [Enabled], and then tap [OK].
- 6 Tap [Wi-Fi Direct Settings].
- 7 Tap [Enabled], and then tap [OK].

■Group Settings

The default setting is [Group Owner]. You can change the following for [Group Settings] as required.

| Setting Items | | Description |
|---------------|-------------|--|
| Auto | | Select [Auto] when you do not want to fix the device as a group owner. |
| | Device Name | Enter the name to identify the Wi-Fi Direct network with up to 32 alphanumeric characters. The name specified here will be displayed in the connection destination list. |
| Group Owner | | Set the device as a group owner of the Wi-Fi network so that the device can be detected from the mobile devices as with wireless LAN access points. |
| | SSID Suffix | Displays the name to be identified over the Wi-Fi Direct network. Enter the name with up to 23 alphanumeric characters. The name specified here will be displayed as "DIRECT-xxxxx" in the connection destination list when you select a network to connect. |
| | Passphrase | Enter the passphrase with 8 to 63 alphanumeric characters. When you connect to a Wi-Fi network, enter the passphrase displayed here. |

Important

- To connect devices not compatible with Wi-Fi Direct, such as iOS devices, [Group Owner] must be selected.

- 8 Press the Home button.
- 9 Click [Restart Now].
The device reboots and the setting becomes effective.

Note

- You can check the settings configured for Wi-Fi Direct feature in a Configuration Report.

Connecting Mobile Device

To connect your mobile device to the device, you can use either automatic or manual connection. The methods varies depend on your mobile device.

Note

- The operation varies by mobile devices. For more information, refer to the instruction manual for your mobile device.

■ Auto Connect on Android OS

- 1 Open the Wi-Fi settings screen on your Android device and turn on Wi-Fi.
- 2 Tap [⋮] (menu) and select [Wi-Fi Direct].
- 3 Tap the connection target (the device name) from the list.

Note

- The name set on the device appears. You can check the device name in a Configuration Report.

- 4 Confirm the name of the mobile device to connect to, and then tap [Yes].

■ Manual Connect on Android OS/iOS

Note

- To connect mobile devices manually, [Group Owner] must be selected for [Group Settings] under [Device] > [Connectivity & Network Setup] > [Wireless LAN Settings] > [Wi-Fi Direct Settings] in the System Administration mode on the device.

- 1 Tap [Device] > [Information & Reports] on the Home screen.
- 2 Tap [Wireless LAN Status].
- 3 Check [SSID:] and [Passphrase:] under [Wi-Fi Direct Connection].
- 4 Open the Wi-Fi settings screen on your mobile device and turn on Wi-Fi.
- 5 From the list, tap the SSID for the device checked on Step 3.
- 6 Enter the passphrase for the device checked on Step 3.

Disconnecting the Wi-Fi Direct

When the number of concurrent connections may have reached the upper limit (up to 3 devices) and cannot connect to any other devices, follow the procedures below for disconnection.

Disconnecting the Mobile Device from the Device Menu

- 1 Change [SSID Suffix] or [Passphrase] on the [Wi-Fi Direct Settings] menu under [Device] > [Connectivity & Network Setup] > [Wireless LAN Settings].

The Wi-Fi Direct group is reconstructed with a new SSID and passphrase to disconnect the mobile device.

Note

- When you reconnect the disconnected mobile device to the device, select the new SSID and enter the passphrase on the Wi-Fi settings screen on your mobile device.

Disconnecting the Device from the Mobile Device Menu

- 1** Open the Wi-Fi settings screen on your mobile device and turn off the Wi-Fi.
 - When “Auto Join” of the mobile device is enabled:

The mobile device reconnects to the Wi-Fi Direct of the device automatically even if the Wi-Fi connection is disconnected. When the number of connections reaches the upper limit due to this automatic connection, disable the “Auto Join” on your mobile device or proceed to step 2.
 - When “Auto Join” of the mobile device is disabled:

The Wi-Fi connection is canceled until you reconnect from the Wi-Fi settings screen on your mobile device.

Note

- “Auto Join” cannot be switched depending on the mobile device.

- 2** Open the Wi-Fi settings screen on your mobile device and select the SSID of the device in connection. Forget the Wi-Fi settings information saved on your mobile device.

Note

- When you reconnect the disconnected mobile device to the device, select the new SSID and enter the passphrase on the Wi-Fi settings screen on your mobile device.

Fax Environment Settings

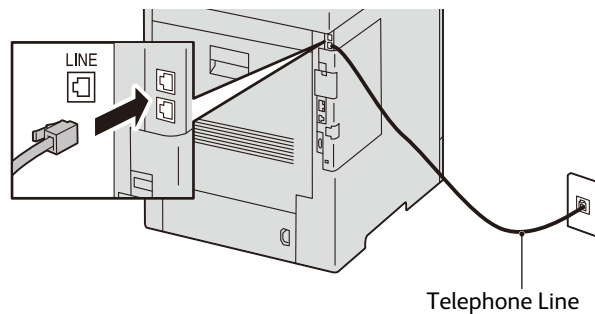
Connecting to the Telephone Line

Before using the fax feature, connect the device to the telephone line and make initial settings of the fax on the control panel.

Connecting to the Public Line

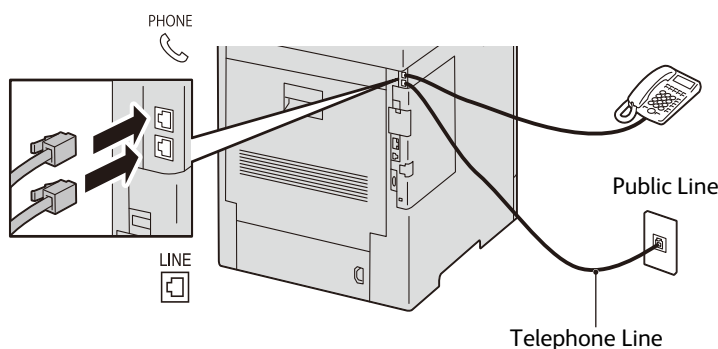
■ For the single-use of fax

- 1 Connect one end of the telephone line to the <LINE> connector on the rear side of the device and the other end to the public line.



■ For the use of both phone and fax

- 1 Connect one end of the telephone line to the <LINE> connector on the rear side of the device and the other end to the public line.
- 2 Connect one end of the telephone line to the <PHONE> connector on the rear side of the device and the other end to a telephone set.



Setting Procedure

■ Step 1 Enabling Port and Setting up TCP/IP

To use the Internet Fax feature on the device, enable the ports for the Email feature, and set the IP address.

Reference

- You can configure the settings using CentreWare Internet Services. For information on how to use CentreWare Internet Services, refer to "Using CentreWare Internet Services" (P.84).

1 Log in to the System Administration mode.**Reference**

- For details, refer to "Login to Authentication Mode" (P.77).

2 Tap [Device] on the Home screen.**3** Enable ports to use for the Email feature.

- 1) Tap [Connectivity & Network Setup] > [Port Settings] > [Receive Email] > [Port Status] > [Enabled].
- 2) Press the Home button.

Note

- Rebooting the device may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the device.

4 Set an IP address and the other addresses.

Skip this step if an IP address is already set. If DHCP or BOOTP is available in your environment, configure the method for obtaining the address. If an IP address cannot be obtained automatically, or if manual configuration is preferred, confirm the settings of an IP address, a subnet mask, and a gateway address.

Reference

- For how to set an IP address, refer to "[Protocol Settings]" (P.305).

5 Press the Home button.**Note**

- Rebooting the device may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the device.

■ Step 2 Configuring Email Environment

The following describes the configuration procedures to use the Email features.

Reference

- You can configure the settings using CentreWare Internet Services. For the items that can be configured using CentreWare Internet Services, refer to "Using CentreWare Internet Services" (P.84).
- For how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.85).

1 Log in to the System Administration mode.**Reference**

- For more information, refer to "Login to Authentication Mode" (P.77).

2 Tap [Device] on the Home screen.**3** Set up the email address of the device.

- 1) Tap [Connectivity & Network Setup] > [Device's Email Address / Host Name] to set each item.

Note

- For how to set an email address, refer to "[Device's Email Address / Host Name]" (P.307).

- 2) Tap [<] to return to the [Connectivity & Network Setup] screen.

4 Set up the protocol to receive emails.

- 1) Tap [Other Settings] > [Protocol to Receive Email] > [SMTP] or [POP3].
- 2) Tap [<] to return to the [Connectivity & Network Setup] screen.

5 Configure the server settings for receiving emails.

- 1) Tap [Outgoing / Incoming Email Settings].
 - When [SMTP] is selected for [Protocol to Receive Email]
Configure the SMTP server.

Reference

- For how to configure the SMTP server, refer to "[SMTP Server Settings]" (P.311).
- For how to set the device's email address when you receive emails via SMTP, refer to "[Device's Email Address / Host Name]" (P.307).
- When [POP3] is selected for [Protocol to Receive Email]
Configure the POP3 server.

Reference

- For how to configure the POP3 server, refer to "[POP3 Server Settings]" (P.310).
- For how to set the device's email address when you receive emails via POP3, refer to "[Device's Email Address / Host Name]" (P.307).

Note

- When you enable POP over SSL in the POP3 Server Setting, receiving email will be encrypted. POP over SSL can be set using CentreWare Internet Services.

- 2) Tap [<] to return to the [Outgoing / Incoming Email Settings] screen.

6 Configure the server settings for sending emails.

Note

- To send emails, SMTP server settings are required. When [POP3] is selected in [Protocol to Receive Email], configure the SMTP server in [Outgoing / Incoming Email Settings]. For how to configure the email transmission, refer to "[SMTP Server Settings]" (P.311).

7 Configure the domain filtering for sending and receiving emails as necessary.

Reference

- For information on how to configure the domain filtering, refer to "[Domain Filtering]" (P.322).

8 Set up the S/MIME information.

- 1) Tap [Security Settings] > [S/MIME Settings] on the [Connectivity & Network Setup] screen to set each item.

Reference

- For how to configure S/MIME settings, refer to "[S/MIME Settings]" (P.317).

- 2) Press the Home button.

Note

- Rebooting the device may be required depending on the settings. When a message displayed on the screen, follow the message and reboot the device.

■ Step 3 Testing the Internet Fax

Test the Internet fax transmission from the device.

- 1 Tap [Internet Fax] on the Home screen.
- 2 Specify an internet fax destination.
- 3 Tap [Send].
- 4 Check whether the computer received the email.

Reference

- If the computer cannot receive the email, refer to "Problem Solving" (P.415).

Internet Fax/Internet Fax Direct Environment Settings

To use these features, the following settings are required.

| Setting | Internet Fax | Internet fax Direct |
|-----------------------------------|--------------|---------------------|
| TCP/IP address | O | O |
| Internet Fax Path | O | O |
| Email port | O | O |
| Subnet mask | △ | △ |
| Gateway | △ | △ |
| DNS server | △ | △ |
| The device's email address | O | O |
| Protocol to Receive Email | O | O |
| POP3 server | △ | X |
| POP3 login name/password | △ | X |
| SMTP server | O | O |
| SMTP AUTH login name/ password | △ | △ |

O : Required

X : Not supported

△ : Set as required

Reference

- For information on how to set a TCP/IP address, refer to "[Protocol Settings]" (P.305).

- 1 Log in to the System Administration mode.

Reference

- For more information, refer to "Login to Authentication Mode" (P.77).

- 2 Tap [Device] on the Home screen.

3 Set the communication path.

- 1) Tap [App Settings] > [Internet Fax Settings] > [Internet Fax Control].
- 2) For Internet Fax, tap [Via Email Server]. For Internet fax direct, tap [Direct (P2P)].
- 3) Tap [<] to return to the [Device] screen.

4 Enable the email port.

- 1) Tap [Connectivity & Network Setup] > [Port Settings] > [Receive Email] > [Port Status].
- 2) Tap [Enabled].
- 3) Tap [<] to return to the [Connectivity & Network Setup] screen.

5 Set up the email address of the device.

- 1) Tap [Device's Email Address / Host Name].
- 2) Configure the items.

Reference

- For more information, refer to "[Device's Email Address / Host Name]" (P.307).

- 3) Tap [<] to return to the [Connectivity & Network Setup] screen.

6 Set up the protocol to receive emails.

- 1) Tap [Other Settings] > [Protocol to Receive Email].
- 2) Tap [SMTP] or [POP3].
- 3) Tap [<] to return to the [Connectivity & Network Setup] screen.

7 Configure the server settings for receiving emails.

- 1) Tap [Outgoing / Incoming Email Settings].
- When [SMTP] is selected for [Protocol to Receive Email]
Configure the SMTP server.

Reference

- For information on how to configure the SMTP server, refer to "[SMTP Server Settings]" (P.311).
- For information on how to set the device's email address when you receive emails via SMTP, refer to "[Device's Email Address / Host Name]" (P.307).

- When [POP3] is selected for [Protocol to Receive Email]
Configure the POP3 server.

Reference

- For information on how to configure the POP3 server, refer to "[POP3 Server Settings]" (P.310).
- For information on how to set the device's email address when you receive emails via POP3, refer to "[Device's Email Address / Host Name]" (P.307).

Note

- When you enable POP over SSL in the POP3 Server Setting, receiving email will be encrypted. POP over SSL can be set using CentreWare Internet Services.

- 2) Tap [<] to return to the [Outgoing / Incoming Email Settings] screen.

8 Configure the server settings for sending emails.

Note

- To send emails, SMTP server settings are required. When [POP3] is selected in [Protocol to Receive Email], configure the SMTP server in [Outgoing / Incoming Email Settings]. For information on how to configure the email transmission, refer to "[SMTP Server Settings]" (P.311).

9 Press the Home button.

Note

- Rebooting the device is required to enable the settings. Reboot the device following the message on the screen.

Scanner Environment Settings

Note

- The scan feature settings should be made by the system administrator.

Configuration of Scan to Folder

Before using this feature, the following settings are required.

- TCP/IP address
- Enabling port
- Registering a folder
- Installing software

Reference

- For information on how to set a TCP/IP address, refer to "[Protocol Settings]" (P.305).

■ Enabling Port

- 1 Log in to the System Administration mode.

Reference

- For more information, refer to "Login to Authentication Mode" (P.77).

- 2 Tap [Device] on the Home screen.

- 3 Enable the port.

- 1) Tap [Connectivity & Network Setup] > [Port Settings] > [SNMP] > [Port Status].
- 2) Tap [Enabled].
- 3) Tap [<] to return to the [Port Settings] screen.
- 4) Tap [SOAP] > [Port Status].
- 5) Tap [Enabled].
- 6) Tap [<] to return to the [Port Settings] screen.
- 7) Tap [WebDAV] > [Port Status].
- 8) Tap [Enabled].

- 4 Press the Home button.

Note

- Rebooting the device is required to enable the settings. Reboot the device following the message on the screen.

■ Registering a Folder

Register a folder to store scanned data.

Reference

- For information on registering a folder, refer to "Creating a Folder" (P.188).

■ Installing Software

To use Network Scanner Utility 3, install Network Scanner Utility 3 on a computer.

Reference

- You can find Network Scanner Utility 3 in the provided "Software/Product Manual" disc.

Configuration of Scan (Save the Scanned Data Directly to Your Computer)

Note

- To transfer data via FTP, an FTP server and an account to the FTP server (login name and password) are required.
- To transfer data via SFTP, an SFTP server and an account to the SFTP server (login name and password) are required.
- To transfer data via SMB, a computer which can use shared folders on the supported operating systems is required. For macOS/OS X, a shared user account is required.

To enable this feature, the following settings are required.

- TCP/IP address
- Enabling port
- Destination folder

Reference

- For information on how to set a TCP/IP address, refer to "[Protocol Settings]" (P.305).

■ Enabling Port

- 1 Log in to the System Administration mode.

Reference

- For more information, refer to "Login to Authentication Mode" (P.77).

- 2 Tap [Device] on the Home screen.

- 3 Enable the port.

■ Transfer via FTP

- 1) Tap [Connectivity & Network Setup] > [Port Settings] > [FTP Client] > [Port Status].
- 2) Tap [Enabled].

■ Transfer via SFTP

- 1) Tap [Connectivity & Network Setup] > [Port Settings] > [SFTP Client] > [Port Status].
- 2) Tap [Enabled].

■ Transfer via SMB

- 1) Tap [Connectivity & Network Setup] > [Port Settings] > [SMB Client] > [Port Status].
- 2) Tap [Enabled].

4 Press the Home button.

Note

- Rebooting the device is required to enable the settings. Reboot the device following the message on the screen.

■ **Creating a Destination Folder**

Transfer via FTP/SFTP

Create a destination folder on the server where you login and set write permission to the folder.

Transfer via SMB

Create a shared folder on your computer and set write permission to the folder.

Note

- To use SMB on macOS/OS X, set [Windows Sharing] to [On] in the [Service] tab of [Sharing] under System Preferences.

Configuration of Scan (Send by Email)

You can send the scanned data as an email attachment or send an email to the user to notify the URLs for retrieving and deleting the scanned data saved in the device.

Reference

- For information on how to configure these features, refer to "Email Features Environment Settings" (P.60).

Configuration of My Folder

You can use this feature when the device's authentication mode is set to remote authentication.

This feature allows you to forward the scanned files to recipients different by login users.

Note

- Select [Authentication Agent] when ApeosWare Management Suite 2 (sold separately) is used as a remote authentication server.

Reference

- For information on the remote authentication server settings, refer to "[Authentication System]" (P.311).

To enable this feature, the following settings are required.

- TCP/IP address
- Enabling ports
- Enabling the service and configuring the forwarding method
- Specifying recipients

Reference

- For information on how to set a TCP/IP address, refer to "[Protocol Settings]" (P.305).

■ **Enabling Port**

1 Log in to the System Administration mode.

Reference

- For more information, refer to "Login to Authentication Mode" (P.77).

2 Tap [Device] on the Home screen.

- 3 Tap [Connectivity & Network Setup] > [Port Settings] > [SMB Client] > [Port Status].
- 4 Tap [Enabled].
- 5 Press the Home button.

Note

- Rebooting the device is required to enable the settings. Reboot the device following the message on the screen.

■ Enabling the Service and Configuring the Forwarding Method

Configure the My Folder service using CentreWare Internet Services.

- 1 Start CentreWare Internet Services.

Reference

- For more information, refer to "Starting CentreWare Internet Services" (P.85).

- 2 Login to the System Administration mode.
- 3 Click [App] > [Scan] > [Scan to My Folder].
- 4 Click [Enabled] > [Save].
- 5 Click [Change My Folder Location].
- 6 Select either [Disabled] or [Enabled], and then click [Save].
- 7 Click [My Folder Settings].
- 8 Set each item and click [Save].
- 9 Click [My Folder Login Credentials].
- 10 Select the login credentials to access the destination, and then click [Save].

Configuration of Scan to USB

There are no prerequisites.

You can enable or disable the Scan to USB service using CentreWare Internet Services.

When you disable the service, [Scan to USB] is not displayed on the Home screen, thus you cannot use the service.

Configuration of Scan to Desktop

Note

- In Windows Server environment, scanning devices are disabled by default. For more information, visit the official website of Microsoft.

To enable this feature, the following settings are required.

- TCP/IP address
- Enabling port

Reference

- For information on setting the TCP/IP address, refer to "Setting the IP address" (P.36).

■ Enabling Port

- 1** Log in to the System Administration mode.

Reference

- For more information, refer to "Login to Authentication Mode" (P.77).

- 2** Tap [Device] on the Home screen.

- 3** Enable the port.

1) Tap [Connectivity & Network Setup] > [Port Settings] > [WSD] > [Port (Scan to Desktop)].

2) Tap [Enabled].

- 4** Press the Home button.

Note

- Rebooting the device is required to enable the settings. Reboot the device following the message on the screen.

Email Features Environment Settings

Before using this feature, the following settings are required.

- Email port
- TCP/IP address
- Subnet mask (set as required)
- Gateway (set as required)
- DNS server address (set as required)
- The device's email address
- Protocol to receive email
- SMTP server address
- SMTP AUTH login name and password (set as required)
- POP3 server address (set as required)
- POP3 login name and password (set as required)
- S/MIME (set as required)

Note

- To transmit emails encrypted by S/MIME or with digital signatures attached, a certificate must be ready in advance.

Reference

- For information on how to set a TCP/IP address, refer to "[Protocol Settings]" (P.305).

1 Log in to the System Administration mode.

Reference

- For more information, refer to "Login to Authentication Mode" (P.77).

2 Tap [Device] on the Home screen.

3 Enable the email port.

1) Tap [Connectivity & Network Setup] > [Port Settings] > [Send Email] > [Port Status].

2) Tap [Enabled].

3) Tap [<] to return to the [Port Settings] screen.

4) Tap [Receive Email] > [Port Status].

5) Tap [Enabled].

Note

- Set [Port Status] to [Enabled] under [Email Notification Service] as described above to use the Email Notification or the job completion notification feature.

6) Tap [<] to return to the [Connectivity & Network Setup] screen.

4 Set up the protocol to receive emails.

1) Tap [Other Settings] > [Protocol to Receive Email].

- 2) Tap [SMTP] or [POP3].
- 3) Tap [<] to return to the [Connectivity & Network Setup] screen.

5 Set up the email address of the device.

- 1) Tap [Device's Email Address / Host Name].
- 2) Set the email address and host name.

Reference

- For more information, refer to "[Device's Email Address / Host Name]" (P.307).

- 3) Tap [<] to return to the [Connectivity & Network Setup] screen.

6 Configure the server settings for receiving emails.

- 1) Tap [Outgoing / Incoming Email Settings].
- When [SMTP] is selected for [Protocol to Receive Email]
Configure the SMTP server.

Reference

- For information on how to configure the SMTP server, refer to "[SMTP Server Settings]" (P.311).
- For information on how to set the device's email address when you receive emails via SMTP, refer to "[Device's Email Address / Host Name]" (P.307).

- When [POP3] is selected for [Protocol to Receive Email]
Configure the POP3 server.

Reference

- For information on how to configure the POP3 server, refer to "[POP3 Server Settings]" (P.310).
- For information on how to set the device's email address when you receive emails via POP3, refer to "[Device's Email Address / Host Name]" (P.307).

Note

- When you enable POP over SSL in the POP3 Server Setting, receiving email will be encrypted. POP over SSL can be set using CentreWare Internet Services.

7 Configure the server settings for sending emails.

Note

- To send emails, SMTP server settings are required. When [POP3] is selected in [Protocol to Receive Email], configure the SMTP server in [Outgoing / Incoming Email Settings]. For information on how to configure the email transmission, refer to "[SMTP Server Settings]" (P.311).

8 Tap [<] to return to the [Connectivity & Network Setup] screen.

9 Set up the S/MIME information.

- 1) Tap [Security Settings] > [S/MIME Settings].
- 2) Set each item.

Reference

- For more information, refer to "[S/MIME Settings]" (P.317).

10 Press the Home button.

Note

- Rebooting the device is required to enable the settings. Reboot the device following the message on the screen.

3

Basic Operations

Power Saver Mode

The Power Saver mode allows you to suppress the power consumption.

The Power Saver has two modes: the Low Power mode and the Sleep mode. When you do not use the device for a certain time, the device enters the Low Power mode. When it reaches the specified time in the Low Power mode, the device then enters the Sleep mode.

Note

- During operation of the Warmer mode, the device does not enter the Sleep mode.

Reference

- For information on how to configure the Power Saver mode, "[Power Saver Settings]" (P.250).

Entering the Power Saver Mode

The device enters the Power Saver mode in the following cases. When the device enters the Power Saver mode, the Power button on the control panel flashes.

- Pressing the Power button on the control panel, and then tap [Enter Power Saver].
- The device is not operated, data is not received, or a job is not processed until the device enters the Power Saver mode.

Note

- When the device displays an error such as paper jams, it does not enter the Power Saver mode.
- During operation of the Warmer mode, the device does not enter the Sleep mode.
- When you press the Power button soon after the touch screen is lit off and when the device does not enter the Power Saver mode completely, it may take time to exit the mode. Wait a few seconds until the device is ready to exit the Power Saver mode and push the Power button again.

Reference

- For how to change the interval for entering the Power Saver mode, refer to "[Power Saver Timers]" (P.250).

Exiting the Power Saver Mode

The device exits the Power Saver mode by the following instances:

- Pressing the Power button on the control panel
- Receiving jobs
- Clicking [Save] in CentreWare Internet Services
- Opening the front cover (only in the Low Power mode)

Note

- When the optional components are connected to the device and a user uses them, the Power Saver mode may be deactivated automatically.

Making the components necessary for the operation exit the Power Saver mode

The device is equipped with the feature to save electricity by supplying only the power to activate the necessary service when the device exits the Power Saver mode.

Reference

- For more information on selecting whether to disable the Power Saver mode fully or partially when exiting the mode, refer to "[Power Saver Deactivation]" (P.251).

When the Power button is pressed, the touch screen is lit on, but the document feeder and the output devices do not exit the Power Saver mode. Afterwards, by selecting a service on the touch screen, the device supplies power only to the components necessary to activate the service.

Important

- The device may not get the correct status of paper or consumables if you load paper or replace consumables when the device is in the Power Saver mode. Press the Power button and then tap [Device] on the Home screen > [Paper Tray Settings] or [Supplies] before loading paper or replacing consumables.

Note

- When the device receives jobs, the touch screen is not lit on and only the output devices exit the Power Saver mode and start to print.
- When the device receives jobs such as stored print (Secure Print, Delayed Print, Charge Print, and Private Charge Print), direct fax, and fax using folder receive, and when you access a folder of the device using CentreWare Internet Services, the touch screen is not lit on and only the storage exits the Power Saver mode.

Warmer Mode

Depending on the operating environment, temperature rise in the device may cause condensation when the device exits the Sleep mode. You can use the Warmer mode to prevent or reduce condensation.

We recommend that you enable this mode when the season changes.

Note

- During operation of the Warmer mode, the device does not enter the Sleep mode.
- In some environment, the power consumption may increase.

Setting the Warmer Mode

- 1 Log in to the System Administration mode.

Reference

- For more information, refer to "Login to Authentication Mode" (P.77).

- 2 Tap [Device] > [System Settings] > [System Clock / Timers] > [Warmer Mode].
- 3 Make settings as required.

Note

- For details, refer to "[Warmer Mode]" (P.250).

- 4 Tap [OK].

Touch Screen

Home Screen

Tap the Apps on the Home screen to use features.

You can display only the frequently used apps, change positions of the apps, or create and display the one-touch apps.

The Home screen shown below is an example. Customize the apps depending on the situation you use the device.

Reference

- For the customization feature, refer to "Customization Feature" (P.78).
- For the one-touch app, refer to "One-touch App" (P.82).



■ **Login Information Field**

Tap this field in the upper left corner of the touch screen to display the User ID entry screen.
The authenticated user is displayed after login.

Note

- To log out of the authentication status, tap the authentication information display area.

■ **[Reset]**

Resets all the active Apps settings.

■ **[Interrupt]**

Select this feature to suspend a continuous copy or print job currently being processed to have the device preferentially execute another job.

Tap [Cancel Interrupt] to resume the suspended job.

■ **[Customize] or [Personalize]**

This button allows you to display or hide the apps and change the display position of them on the Home screen.

Reference

- For more information, refer to "Customization Feature" (P.78).

Apps

This section describes the apps displayed on the Home screen.

■ **[Copy]**

Tap this button to operate the Copy service.

Reference

- For more information, refer to "Copy" (P.125).

■ **[Fax]**

Tap this button to operate the Fax communication over a telephone line.

Reference

- For more information, refer to "Fax" (P.139).

■ **[Internet Fax]**

Tap this button to operate the Internet Fax service.

Reference

- For more information, refer to "Internet Fax" (P.146).

■ **[Email]**

You can scan documents and send the scanned data as an Email attachment.

Reference

- For more information, refer to "Email" (P.166).

■ [Scan]

Scans a document and temporarily saves the scanned data on the device, sends an email to the user to notify the URLs for retrieving and deleting the scanned data saved in the device, and sends the scanned data to a computer on the network via the FTP or SMB protocol.

Reference

- For more information, refer to "Scan" (P.164).

■ [Scan to Folder]

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

Reference

- For more information, refer to "Scan to Folder" (P.165).

■ [Send from Folder]

You can operate files stored in a folder of the device.

Reference

- For more information, refer to "Send from Folder" (P.187).

■ [Device]

Tap this button to change settings and view the status of the device.

Reference

- For more information, refer to "General Settings" (P.225) and "Advanced Settings" (P.247).

■ [Jobs]

You can check current, pending, and completed jobs.

You can also cancel printing and print jobs that are waiting to be output or resumed.

Reference

- For more information, refer to "Jobs" (P.219).

■ [Address Book]

Tap this button to register the recipient information or modify the Address Book.

Reference

- For more information, refer to "Address Book" (P.205).

■ [Help]

Tap this button to display the help screen. You can learn how to use the device.

Note

- When you use this button for the first time, enter the system administration mode and accept the license agreement.

Reference

- For how to use Help, refer to "How to Use Help on the Control Panel" (P.514).

■ [USB]

You can save the scanned data to a USB memory device and print the scanned document files later from the USB memory device.

Reference

- For more information, refer to "Scan to USB" (P.172), "Print from USB" (P.114).

■ [Photo Print]

You can print image data (DCF1.0) taken with a digital camera.

Reference

- For more information, refer to "Photo Print" (P.115).

■ [ID Card Copy]

Tap this button to operate the ID Card Copy service.

Reference

- For more information, refer to "ID Card Copy" (P.129).

■ [Web Applications]

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

Reference

- For more information, refer to "Web Applications" (P.509).

■ [Scan to Desktop]

You can scan documents loaded on the device and save the scanned data by operating from a computer on the network. You can also select a computer on the network from the device's control panel and save the scanned data.

Reference

- For more information, refer to "Scan to Desktop" (P.174).

■ [Job Flow Sheets]

You can scan documents using a job flow sheet.

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

Reference

- For more information, refer to "Job Flow Sheets" (P.195).

■ [Store for Polling]

This service allows you to store a document file on your device for Polling. You can print or delete the files stored for Polling.

Reference

- For more information, refer to "Store for Polling" (P.158).

■ [Remote Assistance]

Use this button when you have any trouble on operation. You can share screens with the operator. Follow the instructions of the operator to solve problems.

Note

- When you use this button for the first time, enter the system administration mode and accept the license agreement.
- The remote assistance may not be available in some regions.

■ [Private Charge Print]

You can print or delete the Private Charge Print jobs.

Reference

- For more information, refer to "Private Charge Print" (P.110).

■ [Private Charge Print (All)]

You can print the Private Charge Print jobs at a time.

Note

- This feature can be used also for Serverless On-Demand Print (optional) jobs. If there are Serverless On-Demand Print jobs on the device you operate, print them at a time.

Reference

- For details, refer to "Private Charge Print (All)" (P.111).
- For Serverless On-Demand Print, refer to our official website.

■ [Secure Print]

Tap this button to print or delete data stored in Secure Print.

Reference

- For more information, refer to "Secure Print" (P.108).

■ [Sample Set]

Tap this button to print or delete data stored in Sample Set.

Reference

- For more information, refer to "Sample Set" (P.107).

■ [Delayed Print]

Tap this button to print or delete data stored in Delayed Print.

Reference

- For more information, refer to "Delayed Print" (P.108).

■ [Charge Print]

Tap this button to print or delete data stored in Charge Print.

Reference

- For more information, refer to "Charge Print" (P.109).

■ [Screen Brightness]

You can adjust the screen brightness of the touch screen.

■ [Calibration]

You can make the reproducibility of density or color in copies and prints calibrate automatically if it deteriorates.

Reference

- For more information, refer to "Executing Calibration" (P.406).

■ [Activity Report]

You can print an Activity Report to check if a transmission is successfully completed.

Reference

- For information, refer to "[Activity Report]" (P.228).

■ [Fax Receiving Mode]

You can specify a mode for receiving faxes.

Reference

- For more information, refer to "Receiving Faxes" (P.160).

■ [Print Mode]

You can switch the on-line/off-line of the printer function, and make emulation settings such as ESC/P.

Set to [Off-line] when you need to have the device not receive print data from the computer to change the device settings or give a maintenance. Note that switching the mode during the data reception cancels the communication and the printing is suspended.

Reference

- For more information on the emulation settings, refer to "Emulation" (P.479).

■ [Auto Printing]

This service allows you to set the device to temporarily disable or enable printing.

Reference

- For more information, refer to "[Printer Lockout]" (P.249).
- For information on the device operation when [Enabled] is set, refer to "[Auto Print]" (P.249).

■ [Adjust Color Registration]

Tap this button to display the [Adjust Color Registration] screen.

Reference

- For more information, refer to "[Adjust Color Registration]" (P.245).

■ [Billing Information]

Displays the [Billing Information] screen.

Reference

- For details, refer to "[Billing Information]" (P.240).

■ [Print Reports]

You can print reports or lists.

Note

- For details, refer to "[Print Reports]" (P.228).

■ [Folder Name XXX]

Displays the shortcut of a folder. You can print or delete the documents stored in the folder.

The folder that is set through [Fax Received Options] to classify the received faxes by received lines also can be displayed for this icon.

Note

- The icon indicates the folder name and the folder number.

■ [Support Pages]

Displays the [Support Pages] screen. You can print the job counter report or accounting reports per user.

Reference

- For details, refer to "[Support Pages]" (P.241).

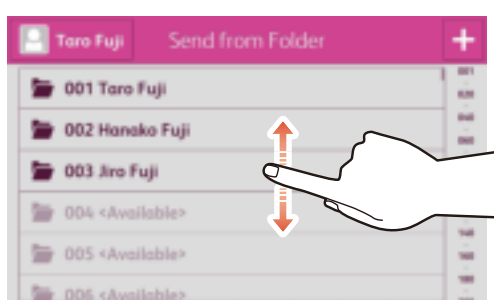
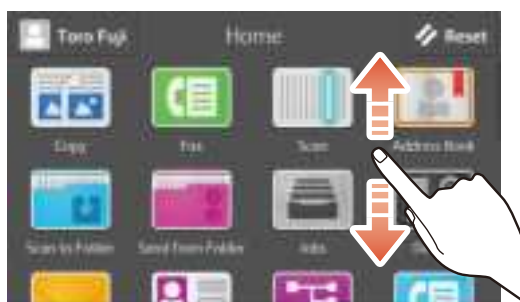
■ Custom Services

When custom services are installed on the device, their icons are displayed.

Basic Operation

■ Drag

Slide your finger to the position desired with your finger touched the touch screen. Drag the touch screen up and down to scroll a page or a list.



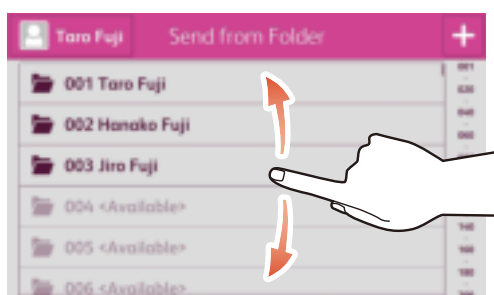
■ Flick

Slide your finger quickly to the position desired and release it.

Flick the touch screen up and down to scroll a page or a list.

Note

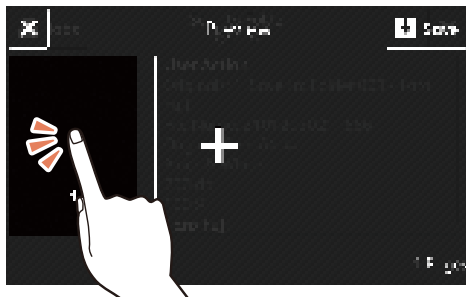
- During flicking, scrolling continues for a while even after you move your finger away from the touch screen.



■ Tap/Double-Tap

Touch the touch screen and move your finger away from the screen quickly. To tap the same position of the screen twice is called double-tap.

Double-tap a previewed image to enlarge the image.



■ Tap and Hold

To tap an app or an icon on a touch screen and hold it down for a second or two is called tap and hold.

Tap and hold is used to change the position of the apps and items of the features list.






















Common Operation Buttons

This section describes the operation buttons common for the services.

Note

- The color of the button may vary depending on the service.

| Operation Buttons | Description |
|---|--|
|  | Returns to the Home screen by resetting the current operation of all the apps. |
|  | Goes back to the previous screen. |
|  | Closes the current screen. |
|  | Performs a search. |
|  | Deletes data or items. |
|  | Displays the feature. |
|  | Displays the Address Book. |
|  | Displays the recipient history. |
|  | Refreshes the screen to display the latest information. |
|  | Displays items in a list format. |
|  | Displays items in a thumbnail format. |
|  | Displays a preview of the item. |
|  | Displays the details of the file, folder, or feature. |
|  | Deselects all of the selected items. |
|  | Selects all the items. |
|  | Displays items in reverse chronological order of registration or update date. |
|  | Displays items in chronological order of registration or update date. |
|  | Displays names in ascending order. |
|  | Displays names in descending order. |












* : For the button appearance, refer to "[Display Reset Button]" (P.254).

Entering Text and Numerals

Entering Text Using the Keyboard

Use the keyboard displayed on the touch screen to enter text in the Address Book or at various settings.



| Button | Description |
|---|---|
|  | Allows you to change the entering method and language. |
|  | Inputs a space. |
|  | Displays the alphabet keyboard. |
|  | Switches between the capital letter and small letter. |
|  | Displays the numerals keyboard. |
|  | Displays the symbols keyboard. |
|  | Allows you to delete one character at one tap. |
|  | Deletes all input text string. |
|  | Saves the input text string. |
|  | Saves the input text string and shifts to the next input box. |
|  | Displays no keyboard. |

Note

- Buttons displayed on the screen vary with an input screen and an input language.

Login to Authentication Mode

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

[Local User] is displayed in the field when the Authentication feature is not used.

[Admin] is displayed when you login as a system administrator.

Reference

- For the login information of the system administrator, refer to "[Authentication / Security Settings]" (P.328).

Login to Authentication Mode using Touch Screen

- 1 Tap the login information field on the touch screen.
- 2 Enter the user ID and tap [OK].

Note

- When password entry is required, tap [Next], enter the password, and then tap [OK].
- You can select [Select From List] or [Keyboard] for the method to specify a user ID. When [Select From List] is set, you can specify it on the [Select Account] screen. For information on changing the method to specify the User ID, refer to the help of CentreWare Internet Services.
- To exit the Authentication mode, tap the login information field > [Log Out].

Login to Authentication Mode using the IC Card Reader

- 1 Touch the smart card to the IC Card Reader (optional).

Note

- The logging out method varies depending on the [Smart Card Logout Timing] setting. For more information, refer to "[Smart Card Logout Timing]" (P.331).

Customization Feature

You can switch display and hide or change the display order of the apps on the Home screen and items in the features list. When the Authentication feature is used, the display mode can be customized for each user.

[Customize] or [Personalize] is displayed at the bottom of the screen for screens that the customization feature is available.

Note

- [Customize] is displayed when the Authentication feature is not used, and [Personalize] is displayed when the feature is used.
- When you log in to the System Administration mode, [Customize] or [Personalize] is displayed regardless of the use of Authentication feature.

In [Personalize] > [Edit Home], you can customize the Home screen displayed when you log in to the System Administration mode. The settings configured in [Customize] > [Edit Home] applies to the Home screen displayed to all users who does not make customization.


Switch between the personalize mode and the customization mode by the purpose of the Home screen.

Customizing the Home Screen

You can change the apps displayed on the Home screen.

- 1 Tap [Customize] or [Personalize] at the bottom of the Home screen.
- 2 Perform either of the following operation.

■To hide apps:

- 1) Tap  of the app to hide.

■To display apps:

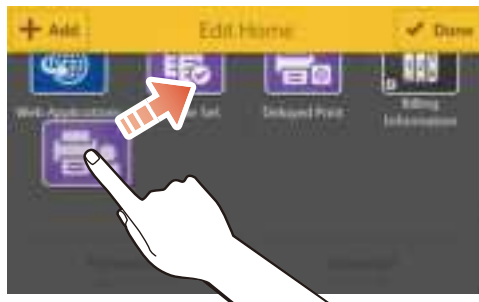
- 1) Tap [Add].
- 2) Tap an app to add to the Home screen.

Note

- To add more than one app, repeat Steps 1) and 2).

■To change the display position of the apps:

- 1) Tap and hold the app and drag it to the desired position.



- 3 Tap [Done].

Customizing the Features List

The features list is a list of setting items displayed on the operation screen for Copy, Fax, Scan, and the other services. The available customization features are as follows:

Note

- When you log in to the System Administration mode, [Customize] or [Personalize] is displayed regardless of the use of authentication feature.
- You can customize the features list displayed when you log in to the System Administration mode in [Personalize]. The setting configured in [Customize] applies to the features list displayed to all users who does not make customization.
- Switch between the personalize mode and the customization mode by the purpose of the Home screen.

| Customization Feature | Description |
|---|--|
| [Save Customized Preset] / [Save Personalized Preset] | Use the current settings as a preset. Save the frequently used settings and call it as required. |
| [Overwrite Customized Preset: XXX] / [Overwrite Personalized Preset: XXX] | Overwrite the preset, when changing the settings after selecting the preset. |
| [Save Customized Defaults] / [Save Personalized Defaults] | Save the current settings as default settings at startup. |
| [Edit Customized Feature List] / [Edit Personalized Feature List] | Set the display or hide of the item in the features list. You can also change the display order. |
| [Customized Screen Default] / [Personalized Screen Default] | Configure the screen when an app is started. |
| [Delete Customized Preset] / [Delete Personalized Preset] | Delete the settings saved as a preset. |
| [Edit Customized Favorites] / [Edit Personalized Favorites] | Set contacts you want to display on [Favorites]. |
| [Clear All Customizations] / [Clear All Personalizations] | Delete all customization settings. |

Note

- The available customization features vary depending on the features.

The following procedure uses the screens of the Fax services as an example.

Saving as Preset

- 1 Configure the features list.
- 2 Tap [Customize] or [Personalize] at the bottom of the screen.
- 3 Tap [Save Customized Preset] or [Save Personalized Preset].
- 4 Enter a preset name.

- 5 Tap [Next].
- 6 Tap the display icon.
- 7 Tap [Done].
[Presets] and the preset name are displayed at the top of the features list.

Overwriting the Saved Preset

- 1 Tap [Presets] to open the preset you want to change.
- 2 Change settings using the features list.
- 3 Tap [Customize] or [Personalize] at the bottom of the screen.
- 4 Tap [Overwrite Customized Preset: XXX] or [Overwrite Personalized Preset: XXX] ("XXX" indicates the preset name).



Saving as Default

- 1 Configure the settings you want to save as the default in the features list.
- 2 Tap [Customize] or [Personalize] at the bottom of the screen.
- 3 Tap [Save Customized Defaults] or [Save Personalized Defaults].



Editing the Features List

- 1 Tap [Customize] or [Personalize] at the bottom of the screen.
- 2 Tap [Edit Customized Feature List] or [Edit Personalized Feature List].

■Setting to Display or Hide

- 1) Tap  or  on the features list edit screen.

Note

-  is displayed for the displayed feature, and  is displayed for the hidden feature.

■Changing Display Position


- 1) Tap and hold the features list and drag it to a desired position.
- 3 Tap [Done].

Setting the Initial Display Screen

- 1 Tap [Customize] or [Personalize] at the bottom of the screen.
- 2 Tap [Customized Screen Default] or [Personalized Screen Default].
- 3 Select the screen to display.

- 4 Tap [Done].


Deleting the Saved Preset

- 1 Tap [Customize] or [Personalize] at the bottom of the screen.
- 2 Tap [Delete Customized Preset] or [Delete Personalized Preset].
- 3 Tap  of the preset you want to delete.
- 4 Tap [Delete].
- 5 Tap [Done].

Editing Favorite

- 1 Tap [Personalize] at the bottom of the screen.
- 2 Tap [Edit Personalized Favorites].
- 3 Tap [Add Favorite].
- 4 Tap the contact you want to add to the favorite.
- 5 Tap [Done].

Note

- To delete from the favorite, tap .

Deleting the Saved or Edited Settings in Customization Feature

- 1 Tap [Customize] or [Personalize] at the bottom of the screen.
- 2 Tap [Clear All Customizations] or [Clear All Personalizations].
- 3 Tap [Delete].

One-touch App

You can register the setting values of the feature that you use on a daily basis as a one-touch app on the Home screen. Simply start the one-touch app to execute the features.

Note

- One-touch apps can be created when [Create One-touch App] is displayed at the bottom of the screen.
- When the Authentication feature is enabled, each user can create and use his/her own one-touch app.
- According to the settings, a confirmation screen appears when the one-touch app starts.

Creating One-touch App

The following procedure uses the screens of the Copy services as an example.

Note

- The items displayed on the screen vary depending on the feature to register and selected settings.

- 1 Tap [Copy] on the Home screen.
- 2 Set features you want to execute in a single operation.
- 3 Tap [Create One-touch App] at the bottom of the screen.
- 4 Enter a one-touch app name, and tap [Next].
- 5 Select the theme color of the app, and tap [Next].
- 6 Select the icon, and tap [Next].
- 7 Set the operation to be executed when the one-touch app starts, and tap [Next].

Note

- When you select [Start Immediately], proceed to Step 10.
- [Start Immediately] is not selectable on the following features: [Fax], [Internet Fax], and [Scan to Folder]. On [Email] feature, a confirmation screen appears even if [Start Immediately] is selected.


- 8 Enter the app instructions, and tap [Next].
- 9 Select the items to display on the confirmation screen when the one-touch app is started, and tap [Next].
- 10 Select whether to display the created one-touch app on the personal Home screen for the login user or the Home screen shared with all users and then tap [Done].

Note


- Depending on the operating user's type of authority, this step may not be required and the process to create the one-touch app finishes.

- 11 Confirm that the created one-touch app appears on the Home screen.

Note

- When you select [Start Immediately] at step 7,  is displayed on the app.

Deleting or Hiding One-touch App

- 1 Tap [Customize] or [Personalize] on the Home screen.
- 2 Tap  of the one-touch app to delete or hide.
- 3 Tap [Delete] or [Hide].

Note

- If you have set to display the confirmation screen when starting a one-touch app, you also can delete the one-touch app by tapping [Delete] located on the bottom of the confirmation screen.

Using CentreWare Internet Services

CentreWare Internet Services allows you to see the device status and the job history as well as change the device settings via a web browser.

This service requires the computer connected to the device through the TCP/IP environment.

| Menu name | Main features |
|----------------|--|
| [Home] | You can check the status of paper trays, output trays, and consumables, as well as support information and notification. |
| [App] | You can set App features. |
| [Address Book] | You can register the address information with the device at one time, or register with or delete them from the other products. |
| [Jobs] | You can check the job list or job history. |
| [Network]* | You can configure the required settings for network communication. |
| [Permissions]* | You can configure authentication, accounting, and permissions settings for each user. |
| [System]* | You can configure security and system administrator settings. |

* : In the case when the System Administration mode of CentreWare Internet Services is enabled, the menu is displayed when you login as a system administrator.

Note

- Some field settings take effect after a reboot.
- During operation on the control panel, settings cannot be changed by CentreWare Internet Services.

Reference

- For the items that can be configured using CentreWare Internet Services, refer to the help of CentreWare Internet Services.

Browser Settings

The following describes the procedure for Internet Explorer 11 as an example.

Configuring Temporary Internet Files

- 1 Click [Tools] > [Internet Options].
- 2 In the [General] tab, click [Settings] under [Browsing history].
- 3 In the [Temporary Internet Files] tab, select [Every time I visit the webpage] or [Every time I start Internet Explorer] under [Check for newer versions of stored pages].
- 4 Click [OK].
- 5 Click [OK] on the [Internet Options] screen.

Specifying the Proxy Server so that the IP Address of the Device is Treated as Exception

- 1 Click [Tools] > [Internet Options].

- 2 Click [LAN settings] of [Local Area Network (LAN) settings] in the [Connections] tab.
- 3 Set [Proxy server] to either of the following:
 - Clear the [Use a proxy server for your LAN] check box.
 - Click [Advanced], enter the IP address of the device in [Exceptions], and then click [OK].
- 4 Click [OK].
- 5 Click [OK] on the [Internet Options] screen.

Enabling JavaScript

- 1 Click [Tools] > [Internet Options].
- 2 Click the [Security] tab, and then click [Local intranet] > [Custom level].
- 3 Scroll down to [Scripting], and check that [Active scripting] is enabled.
- 4 Click [OK].
- 5 Click [OK] on the [Internet Options] screen.

Starting CentreWare Internet Services

- 1 Start a web browser.
- 2 Enter the device's IP address or the Internet address in the address box on the web browser, and press the <Enter> key.
 - Examples of the IP address entry
 - https://192.0.2.1/ (IPv4)
 - https://[2001:DB8::1234] (IPv6)
 - Example of the Internet address entry (when the device's Internet address is myhost.example.com)
 - https://myhost.example.com/

Note

- If your network uses DNS (Domain Name System) and the device's host name is registered on the domain name server, you can access the device using the Internet address combining the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com" then the Internet address is "myhost.example.com".
- When specifying a port number, add ":" and the port number after IP address or the Internet address.
- If using the Authentication feature on the device, enter a user ID and password in the [User Name] and [Password] fields. If you are not sure about the user ID and password, consult your system administrator. The features you can operate vary depending on the system administration authority given to a user.

Reference

- If CentreWare Internet Services is not displayed, refer to "CentreWare Internet Services Problems" (P.439).

Login to Authentication Mode

When the Authentication feature is enabled, log in to the Authentication mode using the following operation.

- 1** Start CentreWare Internet Services.
- 2** Tap [Log In] on the upper right corner of the screen.
- 3** Enter the [User ID] and click [Log In].

Note

- When password entry is required, enter the password, and then click [Log In].
- To exit the Authentication mode, click the login user name on the upper right corner of the screen > [Log Out].

Loading Paper

Paper That We Recommend

WARNING

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

To make copying and printing in better quality, use paper that matches the specifications we recommend. For the exceptional paper, contact the shop you have purchased the device or our customer support center.

Usable Paper

Usable Paper Weight and Paper Amount on Each Tray

| Paper Tray | Supported Paper Weight (gsm) | Paper Capacity |
|---------------------------|------------------------------|----------------|
| Tray 1, 2 to 4 (optional) | 60 - 220 | 550 sheets |
| Tray 5 (Bypass) | 60 - 220 | 150 sheets |

Paper Type

| Paper Type | Paper Weight (gsm) | Tray 1 | Trays 2 to 4 (optional) | Tray 5 (Bypass) | Automatic Duplex |
|--------------------------------|--------------------|--------|-------------------------|-----------------|------------------|
| Bond | 60 - 105 | O | O | O | O |
| Recycled | 60 - 105 | O | O | O | O |
| Custom Type 1 | 60 - 105 | O | O | O | O |
| Custom Type 2 | 60 - 105 | O | O | O | O |
| Custom Type 3 | 60 - 105 | O | O | O | O |
| Custom Type 4 | 60 - 105 | O | O | O | O |
| Custom Type 5 | 60 - 105 | O | O | O | O |
| Hole Punched | 60 - 105 | O | O | O | O |
| Letterhead | 60 - 105 | O | O | O | O |
| Pre-Printed | 60 - 105 | O | O | O | O |
| Other | 60 - 105 | O | O | O | O |
| Lightweight Cardstock | 106 - 176 | O | O | O | O |
| Lightweight Cardstock Reloaded | 106 - 176 | O | O | O | O |
| Cardstock | 177 - 220 | O | O | O | X |
| Cardstock Reloaded | 177 - 220 | O | O | O | X |

| Paper Type | Paper Weight (gsm) | Tray 1 | Trays 2 to 4 (optional) | Tray 5 (Bypass) | Automatic Duplex |
|---------------------------------|--------------------|--------|-------------------------|-----------------|------------------|
| Envelope | - | O | X | O | X |
| Postcard | 190 | O | X | O | X |
| Postcard Reloaded | 190 | O | X | O | X |
| Glossy Cardstock | 106 - 176 | O | O | O | O |
| Glossy Cardstock Reloaded | 106 - 176 | O | O | O | O |
| Heavy Glossy Cardstock | 177 - 220 | O | O | O | X |
| Heavy Glossy Cardstock Reloaded | 177 - 220 | O | O | O | X |
| Labels | - | O | O | O | X |

O: Supported
X: Not supported

Note

- The automatic duplex function is available for the paper whose paper weight is 60 to 176 gsm.
- When you perform black solid printing on coated paper, white mist may occur on the printed out paper.

Paper Size

- Standard Size (Sizes you can select from the printer driver)

| Paper Size | Dimensions (mm) | Orientation | Tray 1 | Trays 2 to 4 (optional) | Tray 5 (Bypass) | Automatic Duplex |
|--------------------------|-----------------|-----------------|--------|-------------------------|-----------------|------------------|
| A5 | 148 x 210 | LEF Orientation | O | O | O | O |
| A5 | 210 x 148 | SEF Orientation | X | X | O | X |
| A4 | 210 x 297 | LEF Orientation | O | O | O | O |
| B5 | 182 x 257 | LEF Orientation | O | O | O | O |
| Statement (5.5 × 8.5") | 139.7 x 215.9 | LEF Orientation | X | X | O | O |
| Executive (7.25 × 10.5") | 184.2 x 266.7 | LEF Orientation | O | O | O | O |
| Letter (8.5 × 11") | 215.9 x 279.4 | LEF Orientation | O | O | O | O |
| 8.5 x 13" | 215.9 x 330.2 | LEF Orientation | O | O | O | O |
| Legal (8.5 × 14") | 215.9 x 355.6 | LEF Orientation | O | O | O | O |
| Postcard (100 x 148 mm) | 100 x 148 | LEF Orientation | X | X | O | X |
| Postcard (148 x 200 mm) | 148 x 200 | LEF Orientation | X* | X | O | X |

| Paper Size | Dimensions (mm) | Orientation | Tray 1 | Trays 2 to 4 (optional) | Tray 5 (Bypass) | Automatic Duplex |
|-------------------------------|-----------------|-----------------|--------|-------------------------|-----------------|------------------|
| Envelope (120 x 235 mm) | 120 x 235 | LEF Orientation | X* | X | O | X |
| Envelope (90 x 205 mm) | 90 x 205 | LEF Orientation | X* | X | O | X |
| C6 Envelope (114 x 162 mm) | 114 x 162 | LEF Orientation | X | X | O | X |
| Envelope (98 x 148 mm) | 98 x 148 | LEF Orientation | X | X | O | X |
| Envelope (105 x 235 mm) | 105 x 235 | LEF Orientation | X* | X | O | X |
| No.10 Envelope (4.1 x 9.5") | 104.8 x 241.3 | LEF Orientation | X* | X | O | X |
| Monarch Envelope (3.9 x 7.5") | 98.4 x 190.5 | LEF Orientation | X* | X | O | X |
| DL Envelope (110 x 220 mm) | 110 x 220 | LEF Orientation | X* | X | O | X |
| C5 Envelope (162 x 229 mm) | 162 x 229 | LEF Orientation | X* | X | O | X |

* : These envelopes can be loaded in Tray 1 if you select Custom Type and specify the appropriate size in the printer driver.

O: Supported
X: Not supported

- Custom Size

| | |
|-------------------------|--|
| Tray 5 (Bypass) | Width: 76.2 to 215.9 mm Length: 127.0 to 355.6 mm |
| Tray 1 | Width: 76.2 to 215.9 mm Length: 190.5 to 355.6 mm |
| Trays 2 to 4 (optional) | Width: 76.2 to 215.9 mm Length: 190.5 to 355.6 mm |

The automatic duplex function is available when the custom paper is specified with the following paper size and weight:

- Width: 139.7 to 215.9 mm
- Length: 203.2 to 355.6 mm
- Paper weight: 60 to 176 gsm

Unacceptable Paper

To avoid machine problems, do not use the following print media:

- Creased or wrinkled paper
- Damp or rippled paper
- Curled paper
- Partly used label sheets
- Printouts from other printers or copying machines
- Transparency films
- Backlight films
- Water transfer paper
- Inkjet paper
- Textile transfer paper
- Paper whose reverse side is printed in solid color
- Pressure sensitive paper
- Soft paper such as the one whose paper fiber orientation is parallel to the short side of the paper
- Embossed paper
- Perforated paper

Some other print media may be unacceptable. For details, contact our Customer Support Center.

Storing and Handling Paper

Storing Paper

- Store paper inside a cabinet or other dry place. Paper that has absorbed moisture can result in paper jams and lower image quality.
- After opening a package of paper, wrap and store any remaining paper.
- Store paper on a flat surface to prevent bends or warping.
- Store paper avoiding direct sunlights.

Handling Paper

- Align the stack of paper neatly before setting it in a tray.
- Do not load paper of mixed sizes together into a tray.
- Do not load paper that is wavy or curling.

Types of paper loaded in trays

The device automatically detects the size and orientation of loaded paper in a tray, but not a paper type. Normally, each tray is set to plain paper. When loading paper other than plain paper, you must change the paper type setting. You can name paper types and can set up to five paper types as user-defined paper.

Important

- Do not load paper of mixed sizes together into a tray.

Note

- The device cannot detect the size and orientation of the loaded paper in Tray 5 (Bypass).

Reference

- For information on the paper type settings, refer to "Changing the Paper Settings" (P.97).
- For information about paper size, refer to "[Paper Size Settings]" (P.263).

Adding paper

When the device runs out of paper during copying or printing, a message is displayed on the touch screen. Add paper according to the message instructions. Copying or printing resumes when paper is added.

Important

- To prevent paper jams or erroneous detection of loaded paper in a tray by the device, do not add paper on top of any remaining paper in the tray. Remove any remaining paper from the tray, and then load that paper on top of the newly loaded paper.

Note

- Carefully fan the paper before loading it in a tray. Otherwise, the paper may stick together, resulting in paper jams, or multiple sheets being fed to the device simultaneously.

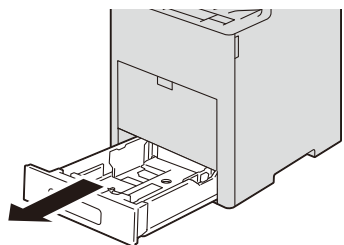
Loading Paper in Trays 1 to 4

The following describes the procedure for loading paper in Trays 1 to 4.

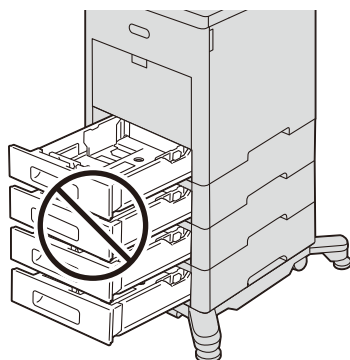
Note

- You can adjust the length of the trays to accommodate A4, A5, B5, Letter (8.5 x 11"), Legal (8.5 x 14"), and 7.25 x 10.5" paper sizes. When you use the Legal-length paper setting, the paper tray protrudes from the front of the printer.

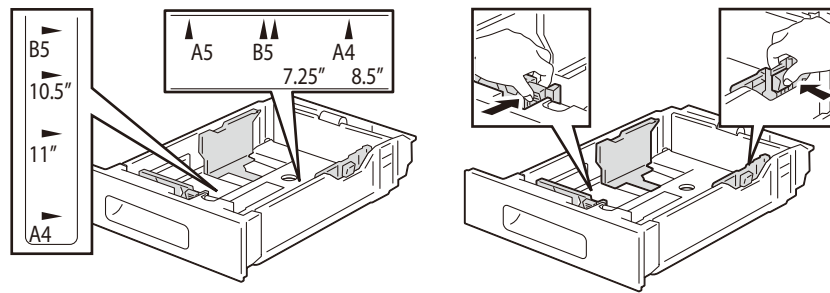
- 1** Pull out the tray until it stops, and then lift the front of the tray slightly. Now you can remove the tray from the main unit.

**Important**

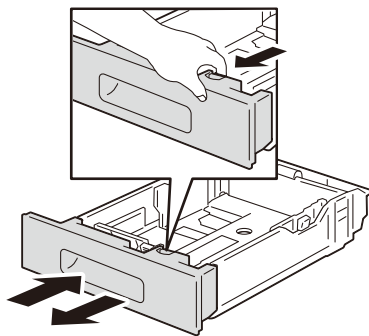
- Do not pull out multiple trays at the same time. Otherwise, the device gets inclined and turns over, which may cause injuries.



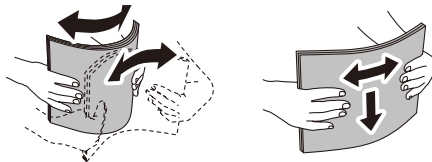
2 Adjust the paper guides to the desired paper size.



For Legal-size paper, to extend the front of the tray, press the release latch, then pull the tray out.



3 Fan the paper well, and align the edges of the paper stack on a level surface to avoid paper jams and misfeeds.

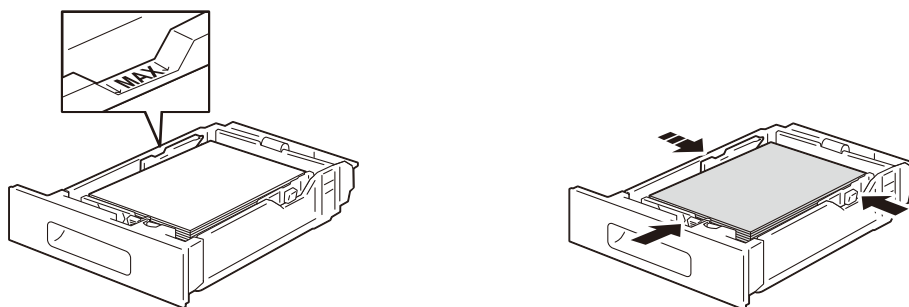


4 Load paper into the tray with the print side face up.

- For 1-sided printing, load letterhead paper face up with the top of the paper toward the back of the tray.
- For 2-sided printing, load letterhead and pre-printed paper face up with the top edge feeding into the printer.

Note

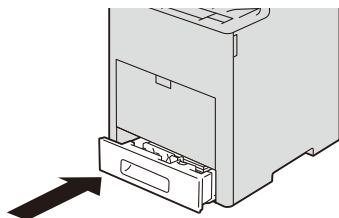
- Do not load paper above the maximum fill line. It may cause paper jams or machine malfunction.



- 5 Insert the tray into the main unit slowly until it stops.

Note

- When extending the tray to load the Legal-length paper, the paper tray protrudes from the front of the device.



Loading Paper in Bypass Tray

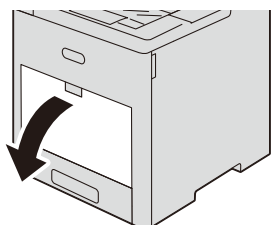
Important

- Do not add or remove the paper to/from the Bypass Tray during copying or printing from the Bypass tray, which may cause a paper jam.
- Do not place any paper or objects on the Bypass Tray.
- Do not apply strong pressure to or push down the Bypass Tray.

Note

- If a paper jam occurs, load paper one by one.

- 1 Open the Bypass Tray.

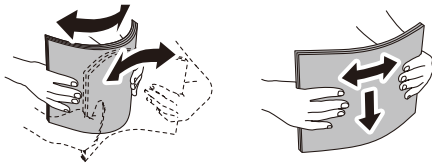


Note

- If necessary, extend the extension tray. When pulling out the extension tray, do it gently.



- 2** Fan the paper well, and align the edges of the paper stack on a level surface to avoid paper jams and misfeeds.

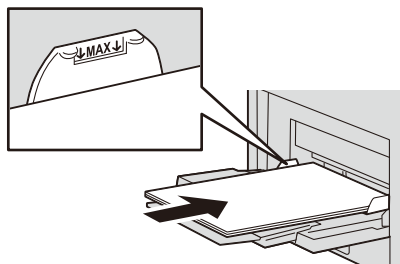
**Note**

- Do not unpack paper until you are ready to use the paper.

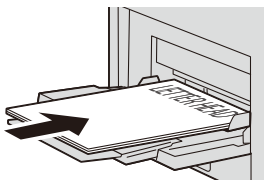
- 3** Load paper with the side to be printed on facing up, and insert the paper lightly along with the paper guide until it stops.

Note

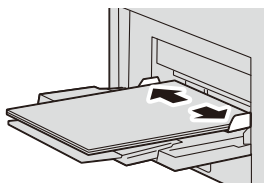
- Do not load paper exceeding the maximum fill line. It might cause paper jams or machine malfunctions.



- For letterhead, pre-printed paper, or hole punched paper, load it face up with the top edge going into the printer.



- 4 Adjust the paper guides to align the edges of the paper loaded.



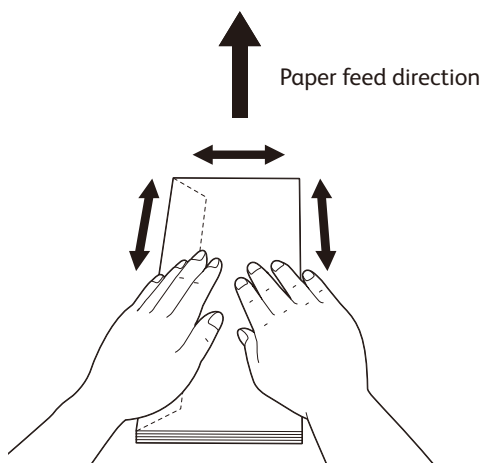
Loading Envelopes

You can load envelopes in Tray 5 (Bypass) and Tray 1.

Note

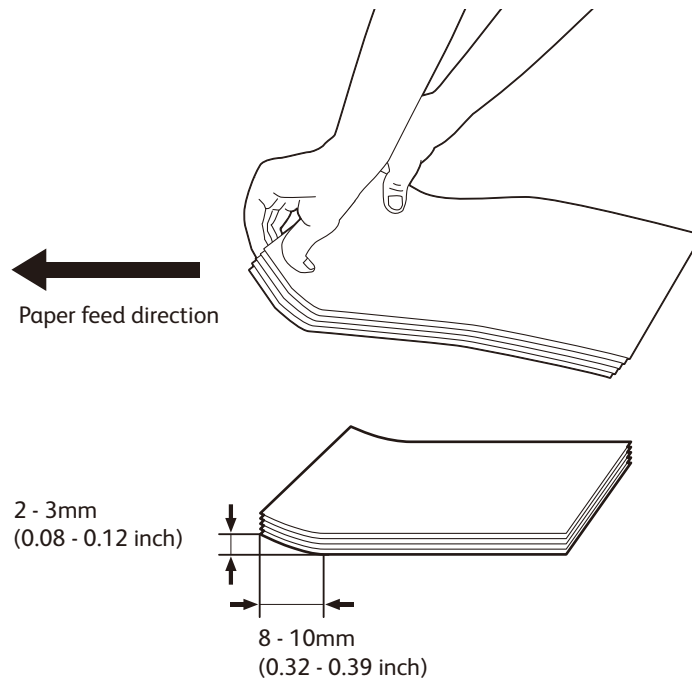
- When you load envelopes in Tray 1, select Custom Paper and specify the size from the printer driver.
- Use only freshly unpacked new envelopes.

If the envelopes are not loaded right after they are unpacked, they may curl. To avoid jams, press the envelopes firmly to flatten them as shown in the illustration before loading the envelopes.



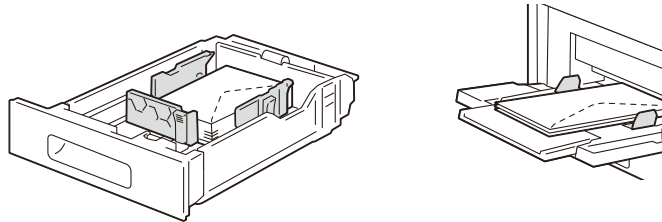
Note

- Do not load different sized envelopes at the same time.
- The maximum height of envelopes that can be loaded in the trays is as follows:
 - Tray 1: about 45 mm or less and 50 sheets of envelopes or less
 - Tray 5 (Bypass): about 16.5 mm or less (about 10 sheets of envelopes)
- If envelopes are not fed correctly, curl the edge of the envelopes as shown in the following illustration. It is recommended that the amount of the curl should be 2 or 3 mm (0.08 or 0.12"). The area of the curl should be 8 to 10 mm (0.32 to 0.39") from the top edge of the envelopes. Do not curl the envelopes too much or make a crease.



Side-Opening Envelopes

Load envelopes with the flaps closed. Place the print side facing up, and the flaps come at the right when you face towards the device.



Top-Opening Envelopes

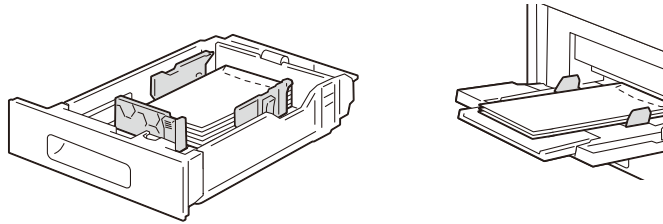
Load envelopes with the side to be printed facing up. The orientation of the envelopes varies depending on the envelope types (envelopes with or without adhesive glue).

Note

- When making prints, set the orientation of the envelope and printing direction from [Paper Settings Wizard] of the print driver. For more information, refer to the help of the print driver.
- When making copies, load an original in accordance with the orientation of the envelopes. For more information, refer to "Document Glass" (P.100).
- When using 162 x 229 mm size envelopes and make printing continuously, the envelope may be pushed out from the exit tray. Take the already-printed envelope away before starting the next print job.

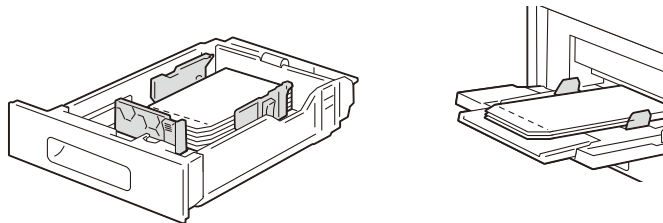
- Self-adhesive envelopes with glue

Load envelopes with the flaps closed so that the top edge (side with a flap) is pulled in first to the device.



- Envelopes without glue

Load envelopes with the flaps open so that the bottom edge (side without a flap) is pulled in first to the device.



Changing the Paper Settings

After loading paper in a tray, specify the type of paper loaded and select image quality for the paper type. Also, for the custom paper size, specify the paper size.

Note

- [Auto Tray Switching], [Priority], [Auto Paper Select], and [Standard Size Defaults] settings can be modified in the System Administration mode.

Reference

- For more information on [Common Settings], refer to "[Common Settings]" (P.235).

1 Tap [Device] > [Paper Tray Settings] on the Home screen.

2 Tap the tray to change the paper settings.

3 Tap the paper size.

Note

- When you set the custom size paper, tap [Custom Size] to set the paper size.
- Setting to [Auto Detect] has the device to recognize the paper size automatically.

4 To change the paper type, tap the paper type.

5 To change the paper color, tap the paper color.

6 To switch the tray to use when the paper loaded in the selected tray runs out, tap [Auto Tray Switching] to place a check mark.

7 Set the priority order on [Priority] if multiple trays are set to the same paper setting at the auto tray selection.

8 Tap [Auto Paper Select] to set the conditions.

Note

- The auto tray selection feature applies when matching the condition set here.

9 For Tray 5 (Bypass), [Standard Size Defaults] appears. When changing the paper size, it is more useful to set the frequently used paper to the top of the list.

10 Tap [OK].

Loading Originals

The following methods are available to load originals:

- Document Feeder
 - Single sheet
 - Multiple sheets
- Document Glass
 - Single sheet
 - Bound documents, such as books

Document Feeder

The document feeder supports single and multiple sheet originals with sizes from 139.7 x 139.7 mm (Standard size: A5, A5 \square) to 215.9 x 355.6 mm (Standard size: A4 or 8.5 x 14" (Legal)).

If you use ApeosPort-VII C4421, the document feeder automatically detects standard size originals.

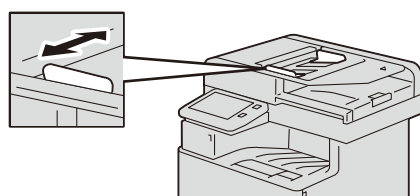
Important

- To avoid paper jams, use the document glass for originals with creases or strong wrinkles, cut-and-pasted originals, curled paper, or back carbon paper.
- 2-sided scanning of lightweight paper (38 - 59 gsm) is not supported.

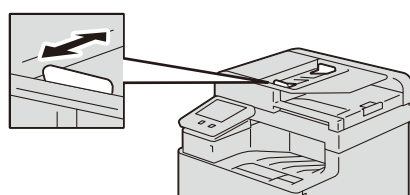
Note

- For the fax services, the maximum supported size for the original document is 215.9 x 405.6 mm.
- For ApeosPort-VII C4421, originals in different length can be loaded together. Load the original by aligning both ends of the paper.
- The standard sizes of originals that can be detected automatically depend on [Paper Size Settings] in the system administration mode.

- 1** Remove any paper clips and staples before loading an original.
- 2** Adjust the document guides to match the size of the original loaded.
 - ApeosPort-VII C4421

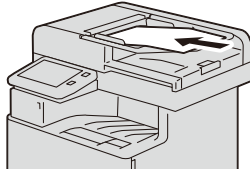


- ApeosPort-VII C3321

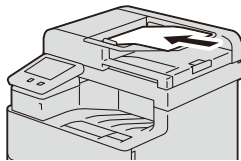


- 3** Load the original into the center of the document feeder with its side to be read (side 1 for double-sided original) face up.

- ApeosPort-VII C4421



- ApeosPort-VII C3321



Important

- Do not load originals exceeding the maximum fill line. It might cause paper jams or device malfunctions.

Document Glass

The document glass supports a single sheet, a book, or other similar originals. The available maximum sizes are as follows:

- For ApeosPort-VII C4421
215.9 x 355.6 mm
Standard size: A4 or 8.5 x 14" (legal)
- For ApeosPort-VII C3321
215.9 x 297.0 mm
Standard size: A4 or 8.5 x 11" (letter)

If you use ApeosPort-VII C4421, the document glass automatically detects standard size originals.

⚠ CAUTION

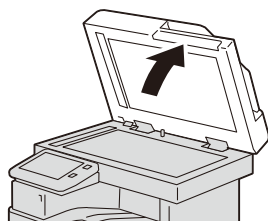
Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

- 1** Open the document cover.

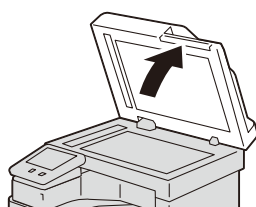
Important

- Make sure that the touch screen is active, and then load an original. Otherwise, the device may not properly detect the original size.

- ApeosPort-VII C4421

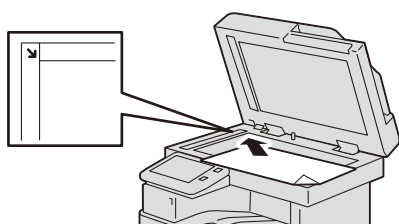


- ApeosPort-VII C3321

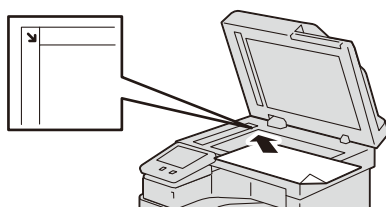


2 Load the original face down, and align it against the top left corner of the document glass.

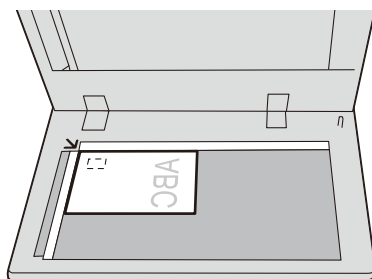
- ApeosPort-VII C4421



- ApeosPort-VII C3321



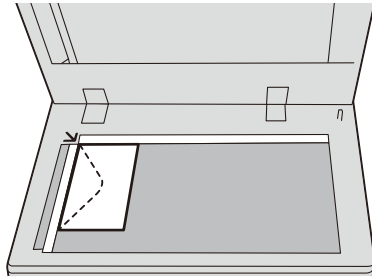
■ Postcards



Important

- When you place the top edge of the original against the top side of the document glass, the original image needs to be rotated so that the orientation of the image matches that of the paper. Refer to "[Image Rotation]" (P.134) for more information.

■ Envelopes



If the print target is also an envelope, load the original envelope correctly according to the direction the envelope for print is loaded on the paper tray.

- When the flap of the envelope for print faces to the paper feed direction, load the original envelope with its flap left-side.
- When the bottom edge of the envelope for print faces to the paper feed direction, load the original envelope with its flap right-side.
- When the flap of the envelope for print faces to right against the paper feed direction, load the original envelope with its flap toward you.

3 Close the document cover.

Loading Custom Size Documents

After loading an original, you can specify a scan size for the original when the original is a non-standard size or when you want to scan the original at a size different from the original size.

Reference

- See the following for more information.
 - Copy: "[Original Size]" (P.132)
 - Fax: "[Original Size]" (P.153)
 - Scan: "[Original Size]" (P.183)

4

Print

Features Overview

This section describes an overview of the print features.

The following print features are available in the device.

■ Print from Computers

- Printing Using the Print Driver
- Printing Email Attached Document (Print Email)
- Printing using CentreWare Internet Services

■ Print Data Stored in the Device

- Sample Set
- Delayed Print
- Secure Print
- Charge Print
- Private Charge Print

■ Printing Data Saved in USB Memory Device

- Print from USB
- Photo Print

■ The Other Print Services

- Print from Mobile Devices
- AirPrint
- Google Cloud Print
- Mopria®

To Get the Latest Software

The latest software including the print driver, network scanner driver and utilities can be obtained from our website. The communication fee shall be borne by the customer.

Access the following URL to download the desired software.

<http://onlinesupport.fujixerox.com>

Print from Computers

Printing Using the Print Driver

Reference

- For information on the print driver feature, refer to the print driver help.

Printing

The following describes a typical procedure of printing.

Note

- When you click [Paper Settings Wizard] on the print driver screen, the navigation screen appears. Follow the navigation to configure the required settings depending on your paper.

- 1** Open a file to print.
- 2** Select [Print] from the [File] menu.
- 3** Select the device, set the properties if necessary, and then click [OK].
- 4** Click [Print].

Cancel Printing

The following describes how to cancel the print job currently being processed.

- 1** Tap [Jobs] on the Home screen.
- 2** Tap the print job you want to cancel.
- 3** Tap [Pause].
- 4** Tap [Delete].

Printing Email Attached Document (Print Email)

You can send or transfer email with documents attached from a computer or a smartphone to the device. The received email is automatically printed from the device according to the settings on the device.

Note

- If the Authentication feature is enabled, received emails are not printed automatically.
- To use this feature, registering an email address and configuring the mail settings are required.

Sending Email from Computers

- 1** Use your email software to create an email body, and then attach a document to the email if necessary.

Note

- The device can receive emails of either the text or HTML format. However, you can print the body of an HTML formatted email only when it is a multipart MIME message, which consists of both a text part and an HTML part. For an email with no text format part, its body will not be printed.
- Attached files with the extension of ".tif", ".tiff", ".pdf", ".jpeg", ".jpg", ".jpe", ".jfif", ".xps", ".oxps", ".xdw", and ".xbd" can be printed.
- If the extension of the attached file is ".txt", the file is printed only when Content-Type is set to "text/plain" and charset is specified.

- 2** Enter the device's email address as a recipient.
- 3** Send the email.

Printing Using CentreWare Internet Services

Allows you to print files without using a print driver.

Note

- CMYK TIFF and JPEG (JFIF) files are not supported.

Reference

- For information on Direct Printing, refer to the help of CentreWare Internet Services.

- 1** Start CentreWare Internet Services.
- 2** Tap [Submit File] at the bottom of the Home screen.
- 3** Click [Select], and then specify the file.
- 4** Set each item in [Print Settings] as required.
- 5** Click [Submit].

Print Data Stored in the Device

Sample Set

When printing multiple sets of a document, you can first print one set for trial, and then print the remaining sets from the device.

The following describes how to print or delete jobs stored with the Sample Set feature.

Note

- Use the print driver to send the Sample Set jobs. For information on how to print, refer to the help of the print driver.
- The Sample Set feature may not be available depending on the setting for [Receive Control] under [Charge / Private Print Settings]. For more information, refer to "[Receive Control]" (P.333).

1 Tap [Jobs] on the Home screen.

Note

- You can display [Sample Set] on the Home screen using the customization feature. For more information, refer to "Customization Feature" (P.78).

2 Tap [Sample Set] at the bottom of the screen.

Note

- When [Sample Set / Delayed Print] is displayed at the bottom of the screen, tap [Sample Set / Delayed Print] > [Sample Set].
- When [Other Jobs] is displayed, tap [Other Jobs] > [Sample Set].

3 Tap a folder where the file is stored.

4 Tap the file to print to place a check mark.

Note

- To delete a file, select the file and tap [Delete].
- If you select multiple files, they are printed in the selected order.
- The image of a direct print job from the USB port is not previewed.

Reference

- For information on the button operation, refer to "Common Operation Buttons" (P.75).

5 When printing, specify the number of print sets using the numeric keypad.

Note

- Displayed number of print sets is the one less number specified on the print driver.

6 Tap [Print].

Prints the Sample Set job. After printing the remaining sets of the job, the job is deleted.

Note

- If [Print Job Confirmation Screen] is set to [Off], the device automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "[Print Job Confirmation Screen]" (P.271).

Delayed Print

Start printing automatically at the specified time. If the power is switched off when jobs are in queue (before the specified print time), the jobs whose print time has elapsed will automatically be printed immediately after the power is switched on again.

The following describes how to print or delete jobs stored with the Delayed Print feature.

Note

- Use the print driver to send the Delayed Print jobs. For information on how to print, refer to the help of the print driver.
- The Delayed Print feature may not be available depending on the setting for [Receive Control] under [Sample Set / Delayed Print]. For more information, refer to "[Receive Control]" (P.333).

1 Tap [Jobs] on the Home screen.

Note

- You can display [Delayed Print] on the Home screen using the customization feature. For more information, refer to "Customization Feature" (P.78).

2 Tap [Delayed Print] at the bottom of the screen.

Note

- When [Sample Set / Delayed Print] is displayed at the bottom of the screen, tap [Sample Set / Delayed Print] > [Delayed Print].
- When [Other Jobs] is displayed, tap [Other Jobs] > [Delayed Print].

3 Tap the file to print.

Note

- To delete a file, select the file and tap [Delete].
- The image of a direct print job from the USB port is not previewed.

Reference

- For information on the button operation, refer to "Common Operation Buttons" (P.75).

4 Tap [Print].

Prints the Delayed Print job. After printing, the job is deleted. If printed manually, the job will not be printed at the specified time.

Note

- If [Print Job Confirmation Screen] is set to [Off], the device automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "[Print Job Confirmation Screen]" (P.271).

Secure Print

Set a passcode to the print file and save. This feature is helpful to print confidential documents because the file can be printed only when the passcode is entered from the control panel.

The following describes how to print and delete the stored documents.

Note

- Use the print driver to send the Secure Print jobs. For information on how to print, refer to the help of the print driver.
- The Secure Print feature may not be available depending on the setting for [Receive Control] under [Sample Set / Delayed Print]. For more information, refer to "[Receive Control]" (P.333).

1 Tap [Jobs] on the Home screen.


Note

- You can display [Secure Print] on the Home screen using the customization feature. For more information, refer to "Customization Feature" (P.78).

2 Tap [Secure Print] at the bottom of the screen.

3 Tap the desired user name.

Note

- When  is displayed next to the user name, passcode specified on the print driver is required. Enter the passcode and tap [OK].

4 Tap a file to print to place a check mark.

Note

- To delete a file, select the file and tap [Delete].
- If you select multiple files, they are printed in the selected order.

Reference

- For information on the button operation, refer to "Common Operation Buttons" (P.75).

5 When printing, specify the number of print sets using the numeric keypad.

6 Tap [Print].

A screen for specifying how to handle the file after printing appears.

Reference

- If [Print Job Confirmation Screen] is set to [Off], the device automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "[Print Job Confirmation Screen]" (P.271).

Charge Print

This feature authenticates users on the device to prevent unauthorized users from operating print jobs.

The jobs you have specified the Billing IDs on the print driver are saved for each Billing ID. Any jobs that were not given a Billing ID on the print driver are saved in [(No User ID)].

The following describes how to print and delete a job stored with the Charge Print feature.

Note

- The Private Charge Print feature can authenticate jobs without a user ID, such as email printing and print jobs sent from ContentsBridge or CentreWare Internet Services that the Charge Print feature cannot store, and can print them.
- Use the print driver to send the Charge Print jobs. For information on how to print, refer to the help of the print driver.
- The Charge Print feature may not be available depending on the setting for [Receive Control] under [Sample Set / Delayed Print]. For more information, refer to "[Receive Control]" (P.333).

Reference

- For more information on how to register user IDs on the device, refer to "[Create / View User Accounts]" (P.323).
- For information on how to set Charge Print, refer to "[Charge / Private Print Settings]" (P.333).

1 Enter the Authentication mode.

2 Tap [Jobs] on the Home screen.**Note**

- You can display [Charge Print] on the Home screen using the customization feature. For more information, refer to "Customization Feature" (P.78).

3 Tap [Charge Print] at the bottom of the screen.**Note**

- When [Other Jobs] is displayed, tap [Other Jobs] > [Charge Print].

4 Tap the user ID.**Note**

- When  is displayed next to the user name, password entry is required. Enter the password and tap [OK].

5 Select the job to be printed.**Note**

- To delete a file, select the file and tap [Delete].
- If you select multiple files, they are printed in the selected order.
- The image of a direct print job from the USB port is not previewed.

Reference

- For information on the button operation, refer to "Common Operation Buttons" (P.75).

6 When printing, specify the number of print sets using the numeric keypad.**7** Tap [Print].

A screen for specifying how to handle the file after printing appears.

Note

- If [Print Job Confirmation Screen] is set to [Off], the device automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "[Print Job Confirmation Screen]" (P.271).

Private Charge Print

This feature allows you to temporarily store print data in the device for each authentication user ID, and to request on the device's control panel to print the data. As the feature enables you to select and print only necessary jobs, you can avoid printing unnecessary jobs. Furthermore, the device displays only the jobs of authenticated users and their associated sub users to securely protect the privacy of the users. The Private Charge Print feature is suitable for authenticating and managing specific users managed by the system administrator.

The following describes how to print or delete a job stored with the Private Charge Print feature.

Note

- An application (sold separately) is required to use the feature that associates sub users with the user ID of a login user. For more information, contact our Customer Support Center.
- Use the print driver to send the Private Charge Print jobs. For information on how to print, refer to the help of the print driver.
- The Private Charge Print feature restricts the use of the device through either user ID authentication or card authentication, or the combination of both. For information on the types of authentication, refer to "Types of Authentication" (P.358).

- 1 Enter the authentication mode.
- 2 Tap [Jobs] on the Home screen.
- 3 Tap [Private Charge Print] at the bottom of the screen.
- 4 Select the job to be printed.

Note

- To delete a file, select the file and tap [Delete].
- If you select multiple files, they are printed in the selected order.
- The image of a direct print job from the USB port is not previewed.

Reference

- For information on the button operation, refer to "Common Operation Buttons" (P.75).

- 5 When printing, specify the number of print sets using the numeric keypad.
- 6 Tap [Print].

A screen for specifying how to handle the file after printing appears.

Note

- If [Print Job Confirmation Screen] is set to [Off], the device automatically deletes the job after printing without displaying the confirmation screen. For more information, refer to "[Print Job Confirmation Screen]" (P.271).

Private Charge Print (All)

This feature allows you to print the Private Charge Print jobs at a time.

- 1 Enter the authentication mode.
- 2 Tap [Private Charge Print (All)] on the Home screen.

All jobs stored with Private Charge Print feature are printed.

After printing is done, the touch screen display goes back to the Home screen automatically.

Note

- The files printed correctly are deleted.
- Up to 100 files can be printed at a time. Files are printed in order from the latest.
- These jobs are recognized as Private Charge Print jobs on the [Jobs] screen or the Job History Report.

■ Restriction on Private Charge Print (All)

- Jobs cannot be interrupted while using this feature.
- You cannot use this feature when an equipment other than the IC Card Reader (optional) is connected to the device.
- When the Authentication feature is not used, you cannot use this feature.
- If you operate nothing while the error screen appears, the Auto Clear is conducted and the device exits the authentication mode. In this case, the error job may be printed when the next user authenticates if the screen after the Auto Clear is not set to [Home] and [Locked] is not set for [Device Access].

- When the authentication system for remote authentication is other than "Authentication Agent", the service restriction is not applied. In this case, you can use [Private Charge Print (All)] even if the use of printing is restricted.

Print Data Saved in USB Memory Device

You can connect a USB device to the device and print the data stored in the USB memory device. This feature is called media print.

Important

- Data stored in USB memory device may be lost or damaged in the following cases. Make sure to back up data in media before use. We assume no responsibility for any direct and indirect damages arising from or caused by such data loss.
 - When disconnecting/connecting the USB memory device by methods other than those described in this guide
 - When receiving the effect of electrical noise or an electrical discharge
 - When a fault or failure occurs during operation
 - If the USB memory device receives mechanical damage
- Do not use a medium if it stores data that cannot be backed up, such as music data with the copyright protection function. We assume no responsibility for any direct and indirect damages arising from or caused by such data loss.

Note

- You can use commercially available single-slot memory card readers, but the operation is not guaranteed. For multi-slot memory card readers, the device can recognize only one of those slots. The available slot differs depending on the card readers and the desired slot of the media/ memory card you own may not suit the device. The operation is not guaranteed too.
- This feature may not be available depending on the setting in the CentreWare Internet Services.

Reference

- For information on how to remove the USB memory device, refer to "Removing the USB Memory Device" (P.115).

The media print feature comprises two modes: Photo Print and Print from USB. The Photo Print mode prints data stored in the standard digital camera format, while the Print from USB mode prints data stored in text format. The feature also includes Index Print that prints a list of files retrieved in the Photo Print mode.

Supported File Formats

Supported file formats are as follows.

| Photo Print | Print from USB |
|---|---|
| <ul style="list-style-type: none"> • JPEG files • TIFF files <p>Supports DCF1.0-compliant JPEG/TIFF files (Exif2.0, Exif2.1, Exif2.2)</p> | <ul style="list-style-type: none"> • PDF files Extension: pdf, PDF 1.3 or later • TIFF file Extension: tif, MH / MMR compressed, 8-bit grayscale (uncompressed, PackBits compression, JPEG compressed), 8-bit RGB index color (uncompressed, PackBits compressed), 24-bit RGB color (uncompressed, PackBits compressed, JPEG compressed) • XPS files Extension: xps, oxps • DocuWorks files Extension: xdw • DocuWorks binder files Extension: xbd • JPEG (JFIF) file Extension: jpg, grayscale (8-bit), color (24-bit, sRGB color space) |

Important

- Folders that comply with the Design rule for Camera File system (DCF) standard used for digital cameras are not displayed.
- If the medium contains more than 900 folders, the device may not be able to recognize the medium correctly.
- If a full path (a string of folder and file names in all directories) of the file created exceeds 257 characters long, an error occurs.
- If a file name contains characters that are not supported by the device, the file name will not be displayed on the screen.
- When you save the photos taken by a digital camera on a USB memory to print them out via the device, copy the whole DCIM folder without changing folder structure.
- Image files other than files in Exif format (JPEG/TIFF files created on computers) cannot be printed.

Note

- In the Photo Print mode, up to 8 characters can be recognized as a file name. In the Print from USB mode, up to 255 characters can be recognized.
- Up to 900 files can be processed with Media Print.
- Printing data may take from a few minutes to several tens of minutes, depending on the size and number of files in the medium.
- When you print a PDF file using Media Print, [PDF Bridge] is selected regardless of the [Print Processing Mode] setting in [PDF Direct Print].
- Use media formatted with digital cameras or computers (FAT12, FAT16, FAT32 only).
- Use USB memory devices with a storage capacity of up to 128 GB only.
- If a file name contains device-dependent codes, the file may not be recognized or displayed on the screen correctly.
- CMYK TIFF and JPEG (JFIF) files are not supported.
- The following USB memory devices are not supported:
 - A USB memory device with multiple media partitions that require other utilities to access to the contents therein.
 - A USB memory device connected via an external hub.

Print from USB

- 1 Insert the USB memory device into the USB memory slot.

Note

- Insert the USB memory device after exiting from the Power Saver mode.
- When a USB memory device is already inserted in the USB memory slot, tap [USB] on the Home screen and proceed to Step 3.

- 2 Tap [OK].

- 3 Tap [Print from USB].

- 4 Tap the file to print from the folder.

Note

- When the [Print from USB] screen appears, tap [Add File].
- When you want to print or delete more than one files, place a check mark in the check box of the files.

- 5 Configure the settings as required.

Reference

- For more information, refer to "Features List" (P.116).

- 6 Tap [Print].

Photo Print

- 1 Insert the USB memory device into the USB memory slot.

Note

- Insert the USB memory device after exiting from the Power Saver mode.
- When a USB memory device is already inserted in the USB memory slot, tap [Photo Print] on the Home screen and proceed to Step 4.

- 2 Tap [OK].

- 3 Tap [Photo Print].

- 4 Tap the file or photo to print from the folder.

Note

- When the [Photo Print] screen appears, tap [Add Photo].
- When you want to print or delete more than one photos, place a check mark in the check box of the photos.

- 5 Configure the settings as required.

Reference

- For more information, refer to "Features List" (P.116).



- 6 Tap [Print].

Removing the USB Memory Device

Important

- If you remove the USB memory device while it is being accessed or the data is being printed, the data in the device may be damaged.
- Eject the medium before switching off the power.

Remove the USB memory device using the following procedure.

- 1 Tap  or  on the setting screen.
- 2 Tap [Remove].
- 3 Remove the USB memory device.

Features List

Note

- The displayed items vary depending on features.

[Quantity]

Enter the quantity.

[Index Print]

Enable the Index Print feature. A list of reduced images plus index numbers, file names, and dates when images were stored in the medium are printed.

[Output Color]

Select full color or black and white.

[Paper Supply]

Select a paper tray. When you select [Auto Select], a suitable paper tray is automatically selected.

[2 Sided Printing]

Set whether or not to print documents on both sides of the paper.

[Output Photo Size]

Set the output photo size.

[Pages per Side]

This feature allows you to print two, four, or eight pages of a document together onto a single sheet of paper. Specify the layout for printing or the orientation of the loaded original.

[Bitmap Smoothing]

Set whether or not smoothing processing is performed. When enabled, the device gives the image a smoother appearance when printed.

The Other Print Services

Printing from Mobile Device

Print Utility (Android OS/iOS), AirPrint (iOS), and Mopria (Android OS) allow you to send print jobs from mobile devices to the device. This section explains how to print from an Android device using Print Utility as an example.

Note

- You can download Print Utility for Android from Google Play and Print Utility for iOS from App Store for free.
- For more information on operation, refer to the instruction manual for your mobile device.
- For more information on Print Utility, refer to our official web site.

- 1 Start [Fuji Xerox Print Utility].
- 2 Tap [Print] and select items you want to print.
- 3 Tap [Settings].
- 4 Tap [No Printer Registered], select the device and tap [Close].
- 5 Tap [Print].

Note

- If the desired printer does not appear on the list, tap [Setup by Manual] and set the IP address of Wi-Fi Direct. You can check the IP address by referring the procedure in "Manual Connect on Android OS/iOS" (P.47).

Print via NFC

If your mobile device supports the NFC touch print feature, holding the mobile device near the NFC area on the control panel allows you to print files easily.

To enable the NFC feature on the device, use CentreWare Internet Services.

■ Enabling the NFC Setting

- 1 Start CentreWare Internet Services and log in to the System Administration mode.
- 2 Click [Network] on the left menu.
- 3 Click [NFC] under [Connections].
- 4 Set to [Enable].
- 5 Click [Save].

Note

- Rebooting the device is required to enable the settings. Reboot the device following the message on the screen.

AirPrint

AirPrint is a printing service provided by Apple Inc. By using AirPrint, you can request a document print instruction to the device from macOS/OS X computers or iOS installed devices such as iPad/iPhone, without installing any print drivers or special software. You can also fax and scan documents using macOS/OS X computers.

Note

- For the latest information of AirPrint, refer to Apple Inc. official website.

Enabling iBeacon for Printers

You can instantly find nearby devices with iBeacon for Printers over Bluetooth; thus you can select the desired device from the [Action] menu > [Print] > [Printer] on your iOS device when you print or scan via AirPrint. PIN code entry is not required.

While Bonjour cannot search devices on the different subnet, iBeacon for Printers can find them.

- 1 Start CentreWare Internet Services and log in to the System Administration mode.
- 2 Click [Network] > [Bluetooth].
The [Bluetooth Low Energy] screen appears.
- 3 Select the [Port (Bluetooth Low Energy)] check box.
- 4 Select the [iBeacon for Printers] check box.
- 5 Click [Save].

Note

- Rebooting the device is required to enable the settings. Reboot the device following the message on the screen.

Enabling the AirPrint Setting

- 1 Start CentreWare Internet Services and log in to the System Administration mode.
- 2 Click [Network] on the left menu.
- 3 Click [AirPrint™] under [Mobile Printing] to place a check mark for [On].

Note

- If the device is connected via USB, select the [USB Connection] check box for [AirPrint].

- 4 Configure the settings as required.
- 5 Click [Save].

Note

- Rebooting the device is required to enable the settings. Reboot the device following the message on the screen.

■ Computer Settings (For macOS/OS X only)

The device must be registered to the computer before using AirPrint.

Note

- When you use AirPrint via USB communication, this setting is unnecessary because the device is automatically registered to the computer when the device and the computer are connected with the USB cable.

1 From a computer connected to the network, select the [Apple] menu > [System Preferences].

2 Select [Printers & Scanners].

3 Click [+] (Add).

Note

- If a drop-down menu is shown when you click [+] (Add), select [Add Printer or Scanner].

4 Select the device from the [Name] list.

Note

- Printers in the network are searched automatically and listed in the [Name] list. If the device is not in the list, check the network settings of the device and the computer.

5 Click [Use] > [Secure AirPrint] or [AirPrint] > [Add].

The device is added to [Printers] and [Faxes] in the [Printers & Scanners] screen.

Printing

■ Printing from iOS

This section describes how to request a print instruction from iOS, using iPad as an example.

1 Open the document you want to print.

2 From the  menu, tap [Print].

3 Tap [Select Printer].

4 Select the device and configure the print settings.

5 Tap [Print].

■ Printing from macOS/OS X

1 Open the document you want to print.

2 From the [File] menu, select [Print].

3 Select the device from [Printer]. Confirm the print settings, and click [Print].

Note

- You can only select the print settings available for the device.

Faxing

This section describes how to fax documents using macOS/OS X.

- 1 Open the document you want to fax.
- 2 From the [File] menu, select [Print].
- 3 Select the [XXXX (device name) - Fax] from [Printer].
- 4 Specify the destination and set other fax settings.
- 5 Click [Fax].

Scanning

This section describes how to scan documents using macOS/OS X.

Important

- When you are away from the device to operate a computer with the original sheets left on the device, be aware that other users may operate the device. If another user operates the device accidentally or instructs to scan from the computer, there is a risk of losing documents and leaking information.
Use a computer that is as close to the device as possible. Ensure that other users do not touch the original while you are away from the device. When the scan process is complete, check that you have all the pages of the original sheets.

- 1 Load the original you want to scan on the document feeder or the document glass.

Note

- Place the top of the original to the left. The orientation cannot be changed.

- 2 Select the [Apple] menu > [System Preferences].
- 3 Click [Printers & Scanners] > [Scan] > [Open Scanner].
- 4 Click [Scan].

Google Cloud Print

Google Cloud Print is a printing service offered by Google Inc. By registering the device to Google Cloud Print, you can print from various programs supported by Google Cloud Print. You should create a Google account (email address) in advance to register your device to Google Cloud Print.

Note

- Google Cloud Print supports only IPv4 connection.
- If the device is connected to a network via a proxy server, you need to configure the settings on [Proxy Server] on CentreWare Internet Services. For details, refer to the CentreWare Internet Services Help.
- When the Authentication and Accounting Administration features are enabled, you need to set [Unlocked] for [Permissions] > [Permissions] > [Access Control] > [Non-Account Print] on CentreWare Internet Services.

Reference

- For details on Google Cloud Print, visit:
<https://www.google.com/cloudprint/learn/>
- For more information on creating an account, refer to the Google Inc. Web site.

Preparing to Use the Device with Google Cloud Print

You should create a Google account to use Google Cloud Print.

■ Enabling Google Cloud Print Port

- 1 Start CentreWare Internet Services and log in to the System Administration mode.
- 2 Click [Network] on the left menu.
- 3 Click [Google Cloud Print™] under [Mobile Printing] to place a check mark for [On].
- 4 Click [Save].

Note

- Rebooting the device is required to enable the settings. Reboot the device following the message on the screen.

Registering the Device with Google Cloud Print

Register the device with Google Cloud Print using CentreWare Internet Services or Google Chrome.

■ Registering via CentreWare Internet Services

- 1 Start CentreWare Internet Services and log in to the System Administration mode.
- 2 Click [Network] on the left menu.
- 3 Click [Google Cloud Print™] > [Register Printer] under [Mobile Printing].

Note

- When the Wireless Network Kit (optional) is installed, you can select any interface.

- 4 Click [Register] > [Start].
A registration paper is printed from your device.
- 5 Enter the URL found on the printed sheet in the web browser and access the Google Cloud Print registration site.

Note

- You also can access the registration site by reading a QR code on the sheet.

- 6 Enter your Google account information on the login page and log in.
- 7 Enter the Google account ID and password you want to use and log in.
- 8 Click [Finish printer registration].
- 9 Click [Manage your printers].
- 10 Confirm that your device is in the list.


Note

- Sharing settings are needed to use the device with non-owner accounts.

■ Registering via Google Chrome

Note

- Confirm that Bonjour is active.

- 1 Start Google Chrome.
- 2 Click  on the upper right corner of the screen, and then click [Settings].
- 3 Click [Advanced] > [Printing] > [Google Cloud Print].
- 4 Click [Manage Cloud Print devices].

Note

- If a message that prompts you to log in to Chrome appears under [My devices], click [sign in] and log in to Chrome.

- 5 Click [Add printers].
- 6 Place a check mark for the printer to be registered, and click [Add printers].
- 7 On the device's control panel, enter the System Administration mode.
- 8 Select [Device] > [Connectivity & Network Setup] > [Register Google Cloud Print].
- 9 On the next screen, click [Yes].
- 10 Confirm that you can find the name of the device under [My devices] in the Google Cloud Print management page.

When the registration is done, you can print from your device by logging in to the owner's account.

Cancelling Google Cloud Print Registration

Unregistration from Google Cloud Print printer managing screen will not be reflected to the device. Be sure to make settings with CentreWare Internet Services as follows:

- 1 Start CentreWare Internet Services and login to the System Administration mode.
- 2 Click [Network] on the left menu.
- 3 Click [Google Cloud Print™] > [Register Printer] > [Unregister] under [Mobile Printing].
The message changes from [Registered] to [Not Registered].

Printing with Google Cloud Print

Reference

- For the information of the applications that work with Google Cloud Print and the printing procedure, visit:
<https://www.google.com/cloudprint/learn/>

Mopria Print Service

Mopria Print Service is a service that allows printing to a Mopria authentication printer from an Android smart phone or tablet (Android 4.4 or later). You can use this service without any special settings.

First, you need to download and install the Mopria Print Service application to your Android devices from the Google Play Store.

To print, connect your mobile device to the same network with the device, or connect to the device using the Wi-Fi Direct feature.

Note

- When the Authentication and Accounting feature is enabled, you need to set [Unlocked] for [Permissions] > [Permissions] > [Access Control] > [Non-Account Print] on CentreWare Internet Services.

Configuring Mopria Print Service to the Device

- 1 Start CentreWare Internet Services and log in to the System Administration mode.
- 2 Click [Network] on the left menu.
- 3 Click [Mopria] under [Mobile Printing], and the click [On].
- 4 Click [Save].

Note

- Rebooting the device is required to enable the settings. Reboot the device following the message on the screen.

Printing from Mopria Print Service

Reference

- For details, refer to the following URL.
<http://mopria.org/>

5

Copy

Features Overview

This section describes the copy function.

■ Copy

This feature allows you to make copying with detailed settings.

Reference

- For details, refer to "Copy Basic Operation" (P.127).

■ ID Card Copy

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

Reference

- For details, refer to "ID Card Copy" (P.129).

Copy Basic Operation

- 1 Load the original.

Reference

- For how to load originals, refer to "Loading Originals" (P.99).

- 2 Tap [Copy] on the Home screen.

- 3 Configure each feature as necessary.

Reference

- For information on the settings of each feature, refer to "Features List" (P.130).

- 4 Specify the number of copy sets.

- 5 Tap [Start].

Note

- You can check the status of the job on the [Jobs] screen. For details, refer to "Jobs" (P.219).

Operations during Copying

Canceling a Copy

- 1 Tap [Pause].
- 2 Tap [Delete].

Copying Next Original

The following describes the operation when you have added the check mark to [Next Original] on the features list.

- 1 When the device finishes scanning of the current original, load the next original.
- 2 Tap [Scan Next Original].
- 3 When all originals have been scanned, select [Scan Complete (Last Original)].

Confirming the Job Status

You can check the job status and cancel jobs.

- 1 Tap [Jobs].
The [Jobs] screen appears.

Reference

- For information on jobs, refer to "Jobs" (P.219).

Interrupting the Copy Job

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

Important

- The device may not accept job interruption if ten sets or less are being copied using the document glass.

- 1 Tap [Interrupt] at the bottom of the Home screen.
- 2 Load the original to be copied.
- 3 Configure the settings as required.

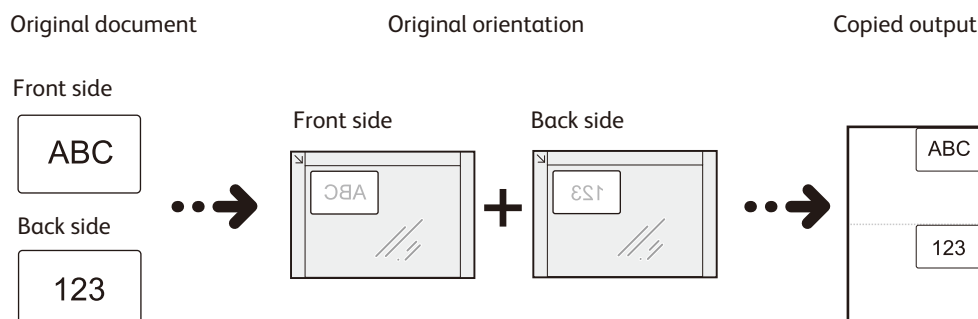
Reference

- For information on the settings of each feature, refer to "Features List" (P.130).

- 4 Specify the number of copy sets with the numeric keypad.
- 5 Tap [Start].
- 6 When interrupt copying finishes, tap [Cancel Interrupt] at the bottom of the Home screen.

ID Card Copy

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



- 1** Open the document cover.
- 2** Load the ID card with the side to be copied face down and position it at least 5 mm away from the top and left edges of the document glass.

Note

- If you place the ID card too close to the top and left edges, the edges of the card may not be copied properly.

- 3** Close the document cover.
- 4** Tap [ID Card Copy] on the Home screen.
- 5** Configure the settings as required.

Reference

- For information on the settings of each feature, refer to "Features List" (P.130).

- 6** Tap [Scan].
When the device finishes scanning of the front of the ID card, a message prompting you to reverse the card appears on the touch screen.
- 7** Load the ID card with the side to be copied face down and position it at least 5 mm away from the top and left edges of the document glass.
- 8** Close the document cover.
- 9** Tap [Scan].

Features List

Note

- The displayed items vary depending on models and features.
- To restore the settings in the features list to their default settings, tap [Reset] at the bottom of the screen.

Reference

- For information on [Customize] and [Personalize], refer to "Customization Feature" (P.78).
- For information on [Create One-touch App], refer to "One-touch App" (P.82).

Quantity

Enter the quantity.

[Presets]

This feature is available when enabled by the features list customization.

[Output Color]

This feature allows you to select copy colors. It also allows you to copy color documents with two colors or with a specified color regardless of the colors in the original document.

Note

- When you select [Auto Detect], the device may consume yellow, magenta, and cyan drum cartridges and toner cartridges even when your document is black and white.

■ [More Options] Screen

This screen allows you to make settings for dual color, and single color.

Reference

- For information on how to set custom colors, refer to "[Custom Colors]" (P.268).

[2 Sided Copying]

This feature allows you to select to make copies on one side or both sides of paper.

[Paper Supply]

Select the paper tray on which the paper used for copy is loaded.

Note

- You can select the paper setting of the Bypass Tray that have been registered. For how to register, refer to "[Preset Buttons]" (P.266).

[Reduce / Enlarge]

Specify a copy ratio.

When you select [Auto %], the device set the appropriate copy ratio based on the original and paper sizes.

When you select [More Options], you can enter a ratio directly or can specify reduction/enlargement ratios for the width and length individually.

■ When [More Options] > [Proportional %] is selected

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

■ When [More Options] > [Independent X - Y %] is selected

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

■ When [More Options] > [Calculator %] is selected

You can specify values for the length and width individually.

If you specify both the size of original and the desired copy size, the copy ratios for the length and width are calculated automatically.

Note

- The values entered in [Original Size] and [Copy Size] are used to calculate ratios, and do not reflect a scan size for the original or the paper size. Be sure to specify a scan size for the original.

[Slight Reduction]

The device reduces the specified copy ratio slightly to copy the complete image onto the paper.

Important

- Even when you select [Slight Reduction], the edges may be erased. If you do not want to erase the edges of the original, set the edge erasing amount to 0 mm. Setting to 0 mm may make the edges of the copied sheet dirty. You can set the edge erasing amount in [Edge Erase].

[Pages per Side]

This feature allows you to copy two, four, or eight pages of an original together onto a single sheet of paper. It also allows you to specify the layout or orientation of the pages in copying.

Note

- When you set [Pages per Side], [Auto %] is automatically selected in [Reduce / Enlarge]. The device automatically sets the copy ratio and makes copies of the images so that they fit on the selected paper.
- When you deselect [Auto %] in [Reduce / Enlarge] (when you select another copy ratio), image loss may occur depending on the image size of the original.
- When [Image Shift] is set, the image shift amounts are applied to the whole original. For this reason, image loss may occur depending on the image size of the original.
- When [Edge Erase] is set, the edge erase amounts are applied to each original page.
- Select a tray other than [Auto Select] in [Paper Supply]. If [Auto Select] is selected in [Paper Supply], a tray specified in [Auto Paper Off] is automatically selected. Change the setting as necessary. For information on [Auto Paper Off], refer to "[Auto Paper Off]" (P.266).

[Lighten / Darken]

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

[Copy Output]

This feature allows you to set paper finishing options.

[Original Type]

Set an image quality type in accordance with the type of original documents.

[Mixed Size Originals]

Scans originals of the same width but different length at a time and copies them to each size paper. Load the originals on the document feeder.

Important

- Align the both right and left edges of the originals to avoid a paper jam.

[Original Orientation]

This feature allows you to specify the orientation of an original so that the device can identify the top of the original.

Note

- If the [Original Orientation] setting differs from the actual original orientation, the device may not detect the top of the original correctly.

[Original Size]

The device detects the size of original automatically. You can specify a scan size for the original when the original is a non-standard size or when you want to scan the original at a size different from the size of original.

Important

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

Note

- If the size of original cannot be detected automatically, a screen to enter the size appears.

Reference

- The sizes of original that can be automatically detected depend on [Paper Size Settings] in the System Administration mode. For more information, refer to "[Paper Size Settings]" (P.263).

[Sharpness]

This feature allows you to adjust the sharpness of the image.

[Saturation]

This feature allows you to adjust the saturation of the image.

[Image Enhancement]

This feature allows you to suppress the background color of documents, such as newspaper and colored paper. You can also adjust the contrast.

Note

- [Image Enhancement] is not available when [Original Type] is set to [Photo].

[Color Effects]

If you set this feature, the [Image Enhancement], [Lighten / Darken], [Sharpness], [Saturation], [Color Shift], and [Color Balance] settings are automatically adjusted.

Note

- If other image-quality settings are made after you set [Color Effects], the setting made in [Color Effects] will be cleared.

[Color Balance]

This feature allows you to adjust the color balance of the four CMYK toner colors (cyan, magenta, yellow and black). You can adjust the color balance per each density level: Highlights, Midtones, and Shadows.

The Color Balance feature finely adjusts the density level for each toner color to fine-tune the Color Balance, such as a reddish or bluish tint, while the Lighten / Darken feature adjusts the overall density level of the four colors.

[Color Shift]

This feature allows you to adjust the tone of the colors to be reproduced in printouts and copies.

Note

- Ensure that [Output Color] is set to [Color] on the features list. [Color Shift] is not available when [Output Color] is set to [Black & White].

[Book Copying]

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

Note

- A non-standard size document or undetectable-size document may not be separated into two accurately.
- Use the document glass to load an original.

[2 Sided Book Copying]

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

Note

- A non-standard size document or undetectable-size document may not be separated into two accurately.
- Use the document glass to load an original.

[Edge Erase]

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

Note

- For 2-sided originals, the same edge erase amounts are set for the front and back sides.
- If you set [Reduce / Enlarge], the edge erase amounts will be reduced or enlarged in proportion to the ratio you specified.
- The binding shift specified in [Booklet Creation] will not affect the edge erase amounts.
- If you use the document glass for the 2 sided original document, the setting for [Mirror Side 1] becomes invalid. Use the document feeder or select [Build Job] to change the edge erase setting for side 1 and side 2 when using the original which the document feeder does not accept.

Reference

- Even when the edge erase amount is set to 0 mm, full page copying cannot be made. For information on the areas that can actually be printed, refer to "Printable Area" (P.478).

[Image Shift]

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

Note

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

[Mirror Image]

This feature allows you to reverse the left and right sides of the image on the original when making copies.

[Negative Image]

This feature allows you to create a negative image copy of the original.

Note

- When [Output Color] is set to [Black & White] or [Single Color], the color density is inverted.
- When [Output Color] is set to [Color], the colors are inverted to their complementary colors.
- When [Negative Image] and [Edge Erase] are set simultaneously, the edge erase area turns to white.

[Image Rotation]

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

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

[Booklet Creation]

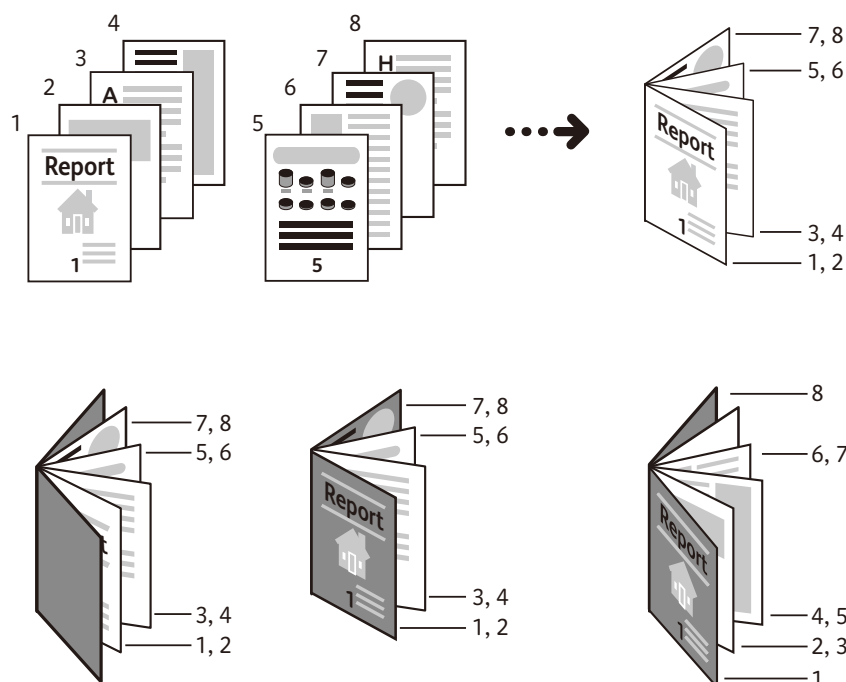
This feature lays out pages so that booklets are formed when the output sheets are folded in half. You can also set the binding shift and attach a cover when making booklets.

Important

- Ensure that the actual orientation of the original document matches the [Original Orientation] setting.

Note

- The device copies four pages of the document onto one sheet of paper. If the number of pages in the booklet is not a multiple of four, the remaining pages will be output as blank pages.
- If [Auto Select] is selected in [Paper Supply], a tray specified in [Auto Paper Off] is automatically selected. Change the setting if necessary. For information on [Auto Paper Off], refer to "[Copy Control]" (P.266).



[Covers]

This feature allows you to attach covers to copies. You can use different types of paper (such as colored paper and heavyweight paper) as the front and back covers of copies.

■ [Front Cover]

◆ [Off]

No front cover is attached.

◆ [Blank Cover]

Blank sheets of paper are attached as front covers.

◆ [Print on Side 1]

The first page of the document is copied on the front side of the front cover.

◆ [Print on Side 2]

The first page of the document is copied on the back side of the front cover.

◆ [Print on Both]

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

■ [Back Cover]**◆ [Off]**

No back cover is attached.

◆ [Blank Cover]

Blank sheets of paper are attached as back covers.

◆ [Print on Side 1]

The first page of the document is copied on the front side of the back cover.

◆ [Print on Side 2]

The first page of the document is copied on the back side of the back cover.

◆ [Print on Both]

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

Note

- If you set both of [Front Cover] and [Back Cover], load the original for the back cover first. The original following the back cover becomes the front cover.

■ Selecting Paper**◆ [Front Cover]**

Select the tray used for front covers.

◆ [Back Cover]

Select the tray used for back covers.

◆ [Main Body]

Select the tray used for the body pages of the document.

Note

- When you use the bypass tray, select bypass tray on the [Front Cover] and [Back Cover] screens. The [Tray 5] screen is displayed when you select the bypass tray so that you can configure paper settings for the tray.

■ [Front Cover Quantity (1–99 Sheets)]

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

■ [Back Cover Quantity (1–99 Sheets)]

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

[Repeat Image]

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

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

Note

- If [Auto Select] is selected in [Paper Supply], a tray specified in [Auto Paper Off] is automatically selected. Change the setting if necessary. For information on [Auto Paper Off], refer to "[Auto Paper Off]" (P.266).

[Annotations]

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

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

Note

- The setting in [Reduce / Enlarge] does not affect the annotation image and text sizes.
- When [Pages per Side] is set, an annotation is added to the combined image.
- When [Repeat Image] or [Booklet Creation] is set, an annotation is added to each copy image.
- If a layout template is specified in [Apply Layout Template to Copy / Print Jobs] under [Force Annotation] in the System Administration mode, the comment, date, and page number specified here are overlapped with the text on the layout template when printed. For information on [Force Annotation], refer to "[Force Annotation]" (P.258).

[Watermark]

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

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

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

Note

- If a layout template is specified in [Apply Layout Template to Copy / Print Jobs] under [Force Annotation] in the System Administration mode, the watermark specified here is overlapped with the text on the layout template when printed. For information on [Force Annotation], refer to "[Force Annotation]" (P.258).
- When [Force Watermark-Copy] is set to [On], [Watermark] is fixed to [On], which cannot be changed. For more information on Watermark, refer to "[Watermark]" (P.256).

[Preset Repeat Image]

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

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

Note

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

[Build Job]

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

[Sample Job]

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

the job after the confirmation. This feature also allows you to change the number of copy sets. The sample copy is included in the total number of copy sets.

Note

- After a sample set is output, if the device is left uninstructed for the period specified in [Auto Clear], you can set whether or not to start the data remained. For more information, refer to "[Paused Job Handling]" (P.265).

Reference

- For more information on [Auto Clear], refer to "[Auto Job Release]" (P.249).

[Delete Outside / Delete Inside]

This feature allows you to specify the areas to be deleted from an original when making copies. Specify two points on the document to set the area, and up to three areas can be specified. You can also specify which side of the original to be deleted when the original document is a 2-sided document.

[Next Original]

Use this feature when you copy an original that has too many pages to be loaded in the document feeder at one time, or when you scan each page using the document glass and make the device process the pages as one job.

When [Next Original] is set, a confirmation screen appears so that you can specify whether the next original exists or not.

Note

- When using the document feeder, load the next original after the device has finished scanning the first original.

6

Fax

Features Overview

This section describes an overview of the Fax services.

■ Fax

This feature performs the normal fax transmission. It allows you to make detailed settings to send faxes.

Reference

- For more information, refer to "Fax Basic Operation" (P.141).

■ Internet Fax

The Internet Fax service allows you to use the Internet to send documents scanned by the device as an email attachment.

Reference

- For more information, refer to "Internet Fax" (P.146).

■ Direct Fax

This feature allows you to directly send faxes from your computer using the fax driver.

Reference

- For more information, refer to "Direct Fax" (P.149).

■ Others

You can request a fax instruction from a macOS/OS X computer via AirPrint.

Reference

- For details, refer to "AirPrint" (P.118).

Fax Basic Operation



- 1 Load an original.

Reference

- For more information on how to load originals, refer to "Loading Originals" (P.99).

- 2 Tap [Fax] on the Home screen.

- 3 Tap [Enter Fax Number] and specify the recipient.

You can specify recipients using keyboard input, the Address Book , or the Redial feature .

Note

- To specify multiple recipients, tap the recipient input area.
- You can search for recipients in the directory service too as well as the Address Book of the device. Set the LDAP server and the directory service before using the directory service. For more information, refer to "[LDAP Server / Directory Service Settings]" (P.312) and "[Directory Service]" (P.294).
- To modify or delete the specified recipient, or add it to the Address Book, tap the recipient. For more information, refer to "Editing the Specified Recipient Information" (P.143).

■ Password Send

To prevent the wrong transmission, you can use the password send feature. It is available when the device's G3 ID (fax number) of the sender is registered with the recipient's device. The transmission succeeds only when the G3 ID that the recipient sends at the line connection matches the number specified after "S".

Entry example:

"03012345678S03087654321"

Recipient's fax number + S + G3 ID registered with the recipient

Note

- If the local terminal ID registered with the device of the recipient contains symbols other than numbers such as hyphen, enter as follows:
Entry example: If the G3 ID is "03-8765-4321", enter "S4321".

- 4 Tap [Done].

Note

- You can add further recipients.

- 5 Configure the settings as required.

Reference

- For more information, refer to "Features List" (P.150).

6 Tap [Send].

Note

- Depending on the settings, the screen to re-enter the recipient may be displayed after selecting [Send]. In this case, re-enter the recipient.
- When you put a check mark for [Preview] in the features list, the button name changes from [Send] to [Preview].
- When you put a check mark for [On-hook (Manual Send/Receive)] in the features list, the button name changes from [Send] to [Dial].
- You can confirm the status of fax jobs on the [Jobs] screen or Activity Report. For more information, refer to "Jobs" (P.219).

Reference

- To save undelivered faxes, prior settings are required in the System Administration mode. For more information, refer to "[Save Unsent Faxes]" (P.284).
- For information on how to resend or delete undelivered faxes, refer to "Resending/Deleting Undelivered Faxes" (P.162).

Editing the Specified Recipient Information

Note

- The items displayed on the screen vary depending on the recipient format.

Specifying the Starting Rate

You can set this feature when you directly input the recipient using the keyboard.

- 1 Tap the recipient you entered.
- 2 Tap [G3] or [Forced 4800 bps].

Reference

- For more information, refer to "[Starting Rate]" (P.151).

Deleting the Recipient

- 1 Tap the recipient to delete.
- 2 Tap [Remove].
- 3 Tap [Remove].

Modifying the Specified Recipient Information

You can set this feature when you directly input the recipient using the keyboard.

- 1 Tap the recipient to modify.
- 2 Tap [Edit].
- 3 Modify the recipient information and tap [Done].

Registering the Recipient with the Address Book

You can set this feature when you directly input the recipient using the keyboard.

- 1 Tap a recipient to be registered.
- 2 Tap [Add to Address Book].
- 3 Tap the registration method and register the recipient with the Address Book.

Reference

- For information on the Address Book, refer to "Address Book" (P.205).

Confirming Detailed Recipient Information

- 1** Tap a recipient to confirm.
- 2** Tap [Details].

Operations during Faxing

The following operations are available in the scanning screen.

Canceling the Fax Job

- 1 Tap [Pause] or [Delete].

Scanning the Next Original

- 1 Tap [On] under [Next Original].

Note

- When you put a check mark for [Next Original] in the features list, the screen in Step 2 appears.

- 2 You can perform the following operations displayed in the confirmation screen.

■Scanning the Next Original

- 1) Load the next original.
- 2) Tap [Scan Next Original].

■Changing the Settings for the Next Original

- 1) Load the next original.
- 2) Tap [Edit Next Original Settings].
- 3) Change the settings in the features list.

Reference

- For information on the features list, refer to "Features List" (P.150).

- 4) Tap [Scan].

- 3 When all originals have been scanned, tap [Send (Last Original)].

Confirming the Job Status

- 1 Tap [Jobs].

The [Jobs] screen appears.

Reference

- For information on jobs, refer to "Jobs" (P.219).

Internet Fax

Unlike general fax communications using public phone lines, Internet Fax uses corporate intranets and the Internet to send or receive scanned documents as email attachments.



Internet Fax Direct enables you to send faxes directly to the Internet Fax-compatible device without using the SMTP server.

Note

- File format that can be attached to Internet faxes is TIFF.
- Internet Fax does not support color documents. If the device receives color documents for Internet Fax (Profile: TIFF-C), the documents are converted to black-and-white documents and printed.
- Internet Fax does not support Starting Rate, Priority Send, Delay Start, Cover Page, F Code, Remote Folder, Remote Polling, Send, sorting received faxes by folder (Folder Selector), and Direct Fax features. Starting Rate and F Code are available only when the fax gateway feature is used. For information on the fax gateway feature, refer to "Sending Internet Fax to regular fax Devices via a relay station" (P.148).
- Both Internet Fax and Internet Fax Direct cannot be enabled simultaneously. Switch the settings in the System Administration mode depending on the situation. For more information, refer to "[Internet Fax Path]" (P.291).

Sending Internet Fax

- 1 Load an original.
- 2 Tap [Internet Fax] on the Home screen.
- 3 Tap [Enter Fax Number] and specify the recipient.

You can specify recipients using keyboard input, the Address Book () , or the Redial feature () .

Important

- The Cc, Bcc, and Reply To features are not available for Internet Fax.
- If you specify a fax number, the data will not be sent.

Note

- To specify a recipient for Internet Fax Direct, use the following format:
 - When specifying a host name, enter FQDN to the right of the @ symbol.
Example: local-part@device.domain.com
 - When specifying an IP address, enter the IP address between brackets ("[" , "]") to the right of the @ symbol.
Example: local-part@[192.0.2.1]

- 4 Tap [Done].
- 5 Configure the settings as required.

Reference

- For information on the settings of each feature, refer to "Features List" (P.150).

6 Tap [Send].

Note

- When you put a check mark for [Preview] in the features list, the button name changes from [Send] to [Preview].
- If the storage capacity of the device becomes full during Internet Fax transmission, the transmission is canceled and the document data is deleted.
- If the Internet Fax-compatible device of a recipient is not the same model as this device, it may not print data received from this device. Confirm the Internet Fax features supported by the destination device before sending data to it.

Receiving Internet Fax

■ Reception method

When the device receives an email from an Internet Fax-compatible device, the received document is printed automatically.

The device also accepts emails addressed to folders on the device, such as "BOX123@myhost.example.com".

■ Printing size

Internet Fax documents received on the device are printed at the same size as the original documents of the senders.

Note

- When [TIFF-S] is selected for the profile, the printing size will be A4.
- When the loaded paper is not the same size as the sent document or when the paper tray used for printing received documents is restricted, the receiving process will be the same as that for regular faxes.

Useful Features

Using an Email Address to Send Internet Fax to a Folder

Reference

- This feature is available only when the recipient's device can receive email via SMTP. To use this feature, the recipient's device must have a folder that does not have a passcode. For information on how to create a folder, refer to "Creating a Folder" (P.188).

1 Tap [Internet Fax] on the Home screen.

2 Enter the email address of the target folder in the following format:

Example: BOX123@myhost.example.com

| | |
|---------------|--|
| "BOX123" | BOX (fixed characters) + folder number. Enter the digits of the folder number to match those of the recipient like indicated as an example "123". |
| "myhost" | Host name of the receiving device. |
| "example.com" | Domain name of the receiving device. |

Sending Internet Fax to regular fax Devices via a relay station

By specifying email addresses in a specific format, you can send a document to regular fax devices (that do not support the Internet Fax service) via a network.

This feature enables the device to first send a document to an Internet Fax-compatible device (fax gateway) by email via the Internet. The email document is then converted to a fax document on the Internet Fax-compatible device, and is forwarded to its destinations.

Important

- This feature is available only when the fax gateway can receive email via SMTP.

Note

- The setting specified in [Starting Rate] is used as the communication mode from the fax gateway to the destination fax device.

- 1 Tap [Internet Fax] on the Home screen.
- 2 Enter the email address of the receiving device in the following format:

Example:
FAX=0312345678/T33S=123@myhost.example.com

| | |
|---------------|--------------------------------------|
| "FAX=" | Fixed characters. |
| "0312345678" | Fax number of the recipient. |
| "/T33S=" | Fixed characters. |
| "123" | F code (if necessary). |
| "myhost" | Host name of the receiving device. |
| "example.com" | Domain name of the receiving device. |

Forwarding Files Stored in a Folder

You can automatically forward faxes stored in a folder, as email attachments.

Reference

- For information on how to set the Folder Selector feature, refer to "[Fax Received Options]" (P.287).

The following operations are required for using the forwarding feature of Internet Fax.

- On the device sending a fax
Sending faxes to the folder using the fax signal method (proprietary communication procedure), F Code method, or DTMF method.
- On the device receiving the fax in a folder and forwarding an Internet fax
Creating a job flow sheet to specify a forwarding address and then making a link between the job flow sheet and the folder.

Note

- You can register up to 100 forwarding addresses.
- [Folder Number] and [Passcode] are required by the sender. Inform the sender of the settings.

Reference

- For information on how to create a job flow, refer to "Job Flow Sheets" (P.195).

Direct Fax

When you install a fax driver on your computer, you can send fax documents created with your computer applications directly in the same manner as printing. This feature is called Direct Fax.

Reference

- For information on the Direct Fax feature, refer to the help of the print driver.

Preparation

Install the print driver on your computer.

Reference

- For information on the print driver installation procedure, refer to the Media Information provided on the Media (Software/Product Manual).

Sending Direct Fax

The Direct Fax transmission procedure varies by computer applications you use. For more information, refer to the documentation provided with the application.

- 1 Select [Print] from the [File] menu on the application.
- 2 Select a fax printer in the [Print] dialog box.
- 3 Click [Preferences], and select [Fax] in [Job Type].
- 4 Click [OK].
- 5 Click [Print] in the [Print] dialog box.
- 6 Specify a destination in the [Fax Recipient] dialog box.
- 7 Click [OK].
- 8 Confirm the list of recipient in the [Fax Job Confirmation] dialog box, and click [OK].

Important

- Check the followings when you select [Use Machine Phonebook] for [Import Fax Recipient Data] on the [Fax Recipient] dialog box.
 - Confirm that the SOAP communication is enabled. For information on how to confirm the SOAP port status, refer to "[SOAP]" (P.303).
 - This option is not available when the direct communication between the client computer and the device cannot be made, such as when the device is used as a shared printer. For the device operating environment, consult your system administrator.

Features List

Note

- The displayed items vary depending on models and features.
- To restore the settings in the features list to their default settings, tap [Reset] at the bottom of the screen.

Reference

- For information on [Customize] and [Personalize], refer to "Customization Feature" (P.78).
- For information on [Create One-touch App], refer to "One-touch App" (P.82).

[Enable Broadcast]

To prevent missing fax to multiple recipients, you can set whether to use Broadcast Fax before specifying multiple recipients.

Note

- [Enable Broadcast] is displayed only when [Display Broadcast Option] is set to [Enter Twice]. For more information, refer to "[Display Broadcast Option]" (P.283).

[Presets]

This feature is available when the Presets feature is enabled using the customization feature.

[Preview]

You can preview the scan images while scanning the document.

When scanning is performed with a check mark for [Preview] placed, the first page of the last scanned document is displayed.

[2 Sided Scanning]

This feature is available when you use the document feeder. You can scan a 1-sided or 2-sided document on one or both sides of paper for fax transmission.

[Resolution]

You can set the resolution for scanning.

[Lighten / Darken]

You can adjust fax density.

[Original Type]

You can select the type of the original document, such as text and photographs.

[Reduce / Enlarge]

This feature enlarges or reduces scanned images with a specified ratio.

You can select a preset ratio or specify a value.

Important

- Some destination devices may not be able to receive faxes at the specified ratio.

Note

- If a magnification is specified in [Reduce/Enlarge], [Rotate 90 degrees] does not function.

[Confirmation Options]

You can check fax and Internet Fax transmission results.

To receive fax transmission results, enabling [Confirmation Options] automatically prints a Transmission Report when fax transmission completes successfully, and prints a Transmission Report - Job Undelivered when fax transmission ends unsuccessfully.

To confirm Internet Fax transmission results, the following two types are available: [Read Receipts] and [Delivery Receipts]. Selecting [Delivery Receipts] allows you to check whether or not the Internet Fax you sent was delivered successfully to the recipient's folder.

Selecting [Read Receipts] allows you to check whether or not the Internet Fax you sent was correctly delivered and the attached files were correctly processed.

[Read Receipts]

Specify whether to use the Read Receipts feature. This feature allows you to check whether the Internet Fax you sent was correctly processed.

Note

- Read Receipts (MDN) and Delivery Receipts (DSN) are available when the recipient's device supports MDN and DSN, respectively.
- You can select either [Read Receipts] or [Delivery Receipts] in the System Administration mode. For more information, refer to "[Delivery Confirmation Method]" (P.292).

[Delivery Receipts]

Specify whether to use the Delivery Receipts feature. This feature allows you to check whether the Internet Fax you sent was delivered successfully to the recipient's folder.

Note

- You can select either [Read Receipts] or [Delivery Receipts] in the System Administration mode. For more information, refer to "[Delivery Confirmation Method]" (P.292).
- You can only use the Delivery Receipts (DSN) feature to check the delivery of email to servers that support this feature. Furthermore, if any of the email servers on the transmission route do not support DSN, you cannot verify the delivery of the email, even if the email has been delivered successfully. For this reason, the result of the Delivery Receipts may differ from the actual delivery status.

[Starting Rate]

You can select a communication mode based on the features of the remote device.

■ [G3 Auto]

Select this mode if the remote device is G3 compatible. This mode is normally selected.

Depending on the reception capabilities of the remote device, the device automatically switches modes in the following order: G3 Unique ECM → G3 Unique → ITU-T G3 ECM → ITU-T G3.

■ [Forced 4800 bps]

Select this mode when transmitting over noisy or poor telephone lines, as can be the case with overseas calls.

Also select this mode when transmitting over noisy or poor telephone lines domestically.

Note

- If you select [Forced 4800 bps], the transmission time may be longer because transmission is performed at 4,800 bps or less to ensure transmission is successful.

Here is the case of the area you can directly dial the remote device.

- 1 Enter the recipient fax number in the same manner as when you make an international call.

The following is an example:



Important

- In some areas, you may need to enter a pause after the telephone company ID number.

Note

- For information on the telephone company ID number, contact your telephone company.

- 2 Select [Starting Rate].

- 3 Select [Forced 4800 bps].

[Mixed Size Originals]

Scans originals of the same width but different length at a time and sends them to each size paper. To use this feature, load the originals on the document feeder.

Important

- Align the both right and left edges of the originals to avoid a paper jam.

Note

- Be sure to set [Original Size] to [Auto Detect], when using the Mixed Size Originals feature.

[Transmission Header]

The Transmission Header Text feature adds the start time, sender name, recipient name, transmission header, G3 ID, and the number of pages onto the scanned document when sending a fax. You can also display the preview to confirm the position of the transmission header text.

Important

- Since the Transmission Header overwrites the leading edge of the original data, the information at the leading edge of the scanned document may be lost by about 3 to 5 mm.

[Original Size]

You can specify the scan size for fax transmission.

Use this feature when you scan a non-standard size original, or when you want to at a size different from the original size.

Note

- You can change the default values for buttons other than [Auto Detect] in the System Administration mode. For information on how to change the default values, refer to "[Original Size Defaults]" (P.288).
- If the size of original cannot be detected automatically, a screen to enter the size appears.
- The size of original that can be automatically detected depend on [Paper Size Settings] in the System Administration mode. For information on [Paper Size Settings], refer to "[Paper Size Settings]" (P.263).

[Book Faxing]

You can scan the left and right pages of a bound document separately to fax them.

Load the original on the document glass.

Note

- A non-standard size original or undetectable-size original may not be separated into two accurately.

[Priority Send]

The Priority Send feature allows you to give priority to a fax or polling job over other jobs.

Note

- If the Priority Send feature is selected during transmission, the fax will be sent after the current transmission ends.
- In redial mode, the fax will be resent preferentially after the specified redial interval.
- The Priority Send feature cannot be set separately for each recipient of Broadcast and multi-polling jobs.
- [Priority Send] can be set in combination with [Delay Start]. If both features are set, Priority Send is performed at the time specified in [Delay Start].

Reference

- You can give priority to a pending job. For more information, refer to "Jobs" (P.219).

[Delay Start]

This feature allows you to send a fax at your specified time.

Important

- If you send a fax after the specified time, the stored document will be sent at the specified time on the following day.

Note

- You can specify a time within 24 hours. You cannot specify a date.
- If the fax cannot be sent at the specified time because, for example, the telephone line is busy, it will be sent as soon as the line becomes available.
- You can change the default value of [Specific Time] in the System Administration mode.

[Cover Page]

This feature allows you to attach a cover page to the first page of the document.

The cover page includes the recipient name, transmission header, comment, sender name, device fax number, number of pages, and date and time of transmission.

Note

- When [Transmission Header] is set, the header information is not printed on the cover page.
- The size and resolution of the cover page is based on the first page of the document.

[Pages per Side]

This feature allows you to send a fax by combining multiple pages of a document into one side of a single sheet of paper. For example, if you have a document of 12 pages, and you specify 3, the device combines the scan data into 4 pages. You can specify a value for [Pages per Side] in the range from 2 to 9.

Important

- If the length of each resultant page is too long, the output data may be split on the recipient's device.
- If the number of pages of original does not reach the specified pages, only the scanned pages will be combined and transmitted.

[Remote Folder]

This feature allows you to send a file directly to a folder on the remote device. The file can be printed on the remote device. To use this feature, you need the folder number and passcode of the remote folder.

Note

- You can use this feature only with Fuji Xerox products. For the remote device other than the Fuji Xerox product, use F code or DTMF.

■ Sending confidential transmission automatically (DTMF Method)

Tap [Enter Fax Number] and enter in the following format.

| | | | | | | | | | | | | |
|-----------------------------------|---|---|----|--------------------------------|---|---|---|-------------------------------------|---|---|---|----|
| Telephone number of remote device | ! | * | \$ | Folder number on remote device | # | # | / | Passcode of folder on remote device | / | # | # | \$ |
|-----------------------------------|---|---|----|--------------------------------|---|---|---|-------------------------------------|---|---|---|----|

■ Sending confidential transmission manually (DTMF method)

Place a check mark for [On-hook (Manual Send/Receive)], then tap [Enter Fax Number] and enter in the following format.

| | | | | | | | |
|-----------------------------------|----------------|---|-------|-------------------------------------|---|---|----------------------|
| Telephone number of remote device | Facsimile tone | * | Beep! | Folder number on remote device | # | # | |
| | | | | Passcode of folder on remote device | # | # | Beep! Ready to start |

Note

- Enter the folder passcode as necessary.

[F Code]

When a folder is set on a remote device, you can send a document directly to the folder by specifying the F code (sub-address) and password (if set up) of the folder.

Obtain the F code (sub-address) and password of the remote folder in advance.

Example of specifying a destination:

F Code (sub-address): 0 (to designate an F Code transmission) and the folder number of a folder on the remote device

Password (if set up): The password of the remote folder

When this feature is enabled, you can set the F code and password of the remote folder.

[Remote Polling]

Remote Polling is a feature that allows your device to retrieve a file stored in a remote device.

Note

- The Remote Polling feature may not be available depending on the remote device.
- To use Multi-Polling, specify multiple recipients.

[On-hook (Manual Send/Receive)]

Use this feature when using Manual Send.

Manual Send is the transmission method that allows you to send a fax after you make a phone call to a remote device and then check that the connection is established. This feature can be used with the receiver either off-hook or on-hook.

Note

- If an error occurs during transmission of, for example, the second page, the transmission of the first page may also end abnormally.

[Chain Dial]

Allows you to combine the fax numbers registered with the Address Book and the numbers entered through the touch screen to specify as one recipient.

Reference

- For information on the display of the Chain Dial, refer to "[Chain Dial]" (P.283).

[Internet Fax Subject]

You can specify an Internet Fax subject.

Note

- If no subject is entered, the automatically set subject will be "InternetFAX;<From> ; <Send Date and Time>".

[Internet Fax Message]

You can edit Internet Fax comments.

[Internet Fax Profile]

A profile is specified to restrict attribute information such as image resolution and paper size for transmissions between Internet Fax-compatible devices.

Note

- The profiles that can be processed differ depending on the Internet Fax-compatible device of the recipient. Before specifying a profile, confirm the profiles the Internet Fax-compatible device of the recipient can process.
- If inconsistency occurs between a profile, and stored document size and resolution, priority is given to the settings specified in the profile.
- If the profile differs for each recipient when using Broadcast Send, the smallest size becomes the maximum image size.

■ [TIFF-S]

It is a standard format for Internet fax.

- Encoding Method: MH
- Stored document size: A4
- Resolution: Standard (200 × 100 dpi), Fine (200 dpi)

Note

- [TIFF-S] is not available when [Superfine (400 dpi)] or [Superfine (600 dpi)] is selected in [Resolution].

■ [TIFF-F]

Select this profile when you specify super-fine for the resolution.

- Encoding method: MMR
- Stored document size: A4
- Resolution: Standard (200 × 100 dpi), Fine (200 dpi), Superfine (400 dpi), Superfine (600 dpi)

Note

- When a fax is sent to a device that does not support TIFF-F, the recipient's device will not be able to display or print the images.

■ [TIFF-J]

Select this profile for sending documents in JBIG.

- Encoding method: JBIG
- Stored document size: A4, JIS B4, A3
- Resolution: Standard (200 × 100 dpi), Fine (200 dpi), Superfine (400 dpi), Superfine (600 dpi)

Note

- When a fax is sent to a device that does not support TIFF-J, the recipient's device will not be able to display or print the images.

[Encryption]

You can send Internet Fax encrypted by S/MIME.

When sending encrypted Internet Fax, select an email address associated with a certificate that can be encrypted, from the Address Book.

Note

- To send Internet Fax encrypted by S/MIME, register certificates of the device and the recipient's device in advance. For information on certificates, refer to "Configuration of Email Encryption/Digital Signature" (P.348).

[Digital Signature]

You can send Internet Fax with a digital signature by S/MIME.

Digital Signature allows a recipient to confirm whether the contents of the Internet Fax are changed, or whether the Internet Fax is sent from the proper sender.

Note

- To send Internet Fax with a digital signature by S/MIME, register certificates of the device and the recipient's device in advance. For information on certificates, refer to "Configuration of Email Encryption/Digital Signature" (P.348).
- When [Digital Signature - Internet Fax] is set to [Do not add signature] or [Always add signature] in the System Administration mode, depending the selected option, [On] or [Off] is displayed on the [Digital Signature] screen, which cannot be changed. For information on [Digital Signature - Internet Fax], refer to "[S/MIME Settings]" (P.317).

[Next Original]

Use this feature when you fax a document that has too many pages to be loaded in the document feeder at one time, or when you scan each page using the document glass and have the device process the pages as one job.

When [Next Original] is set, a confirmation screen appears so that you can specify whether the next original exists or not.

Note

- When using the document feeder, load the next original after the device has finished scanning the first original.

Store for Polling

Store for Polling is a feature that store a file on your device so that a remote device can retrieve it from your device. The following two methods are available for Store for Polling: Store for Free Polling and Store for Secure Polling.

Note

- The device can be set to automatically delete files after they are retrieved with polling. For more information, refer to "[Polled Files - Auto Delete]" (P.283).

- 1 Tap [Store for Polling] on the Home screen.

Note

- This feature is not displayed by factory default. Use the customization feature to display the feature.

- 2 Tap [Public Folder] and select a folder to save the document.

Note

- [Public Folder] and folders are displayed. If you save files in the folders, you can send files without others seeing the files by setting the password.
- If you save files in [Public Folder], the file categorized as [Store for Polling]. If you save in the folders, categorized [Public Folder].
- The password input screen appears when the access control for folders is set. Enter the password and tap [OK].
- Folders are required to be registered in advance. For details, refer to "Creating a Folder" (P.188).


- 3 Configure settings for each features list as required.

Reference


- For more information, refer to "Features List" (P.150).

- 4 Tap [Scan].

Printing/Deleting Files Stored for Polling

- 1 Tap [Store for Polling] on the Home screen.
- 2 Tap [Public Folder] to select the folder containing the file you want to print or delete.
- 3 Tap  of the folder name.
- 4 Perform either of the following operation.

■To print the files:

- 1) Place a check mark for the file to print.
- 2) Tap .
- 3) Tap [Print].

■To delete the selected files:

- 1) Place a check mark for the file to delete.
- 2) Tap [Delete] or [Delete All].
- 3) Tap [Delete].

Receiving Faxes

Two modes are available for receiving faxes: Auto Receive and Manual Receive.

In the Auto Receive mode, reception of a fax from a remote device begins automatically.

In the Manual Receive mode, you command receiving a fax manually after confirming the incoming call.

Using G3 ID allows the device to reject faxes from specific fax numbers or unknown fax numbers. You can register up to 50 fax numbers as rejected fax numbers.

- Rejecting faxes from specific fax numbers:

The device rejects faxes when the G3 ID sent from the sender's device is included in the registered fax numbers to be rejected.

- Rejecting faxes from unknown fax numbers:

The device rejects faxes when the G3 ID is not sent from the sender's device.

Note

- G3 ID contains a phone number and other information that are registered in the sender's device.

Reference

- You can change the default value of [Fax Receiving Mode] in the System Administration mode. For information on how to change the default value, refer to "[Fax Receiving Mode]" (P.285).
- For information on how to reject faxes from specific fax numbers or unknown fax numbers, refer to "[Block Inbound Faxes]" (P.287) and "[Block Unknown Fax Numbers]" (P.287).

Switching between Auto Receive and Manual Receive

- 1 Tap [Fax Receiving Mode] on the Home screen.
- 2 Tap [Manual Receive] or [Auto Receive].

Using Auto Receive

When Fax Receiving Mode is set to Auto Receive, the device receives fax automatically when the fax tone is detected. You can set to have the device ring a tone for a specified time and then start receiving a fax.

Using Manual Receive

When [Fax Receiving Mode] is set to [Manual Receive], and the device rings to notify of an incoming call, tap [On-hook] on the screen displayed.

Reference

- We recommend that you set the monitor volume to [Loud] when using the On-hook feature. For information on how to change the volume of the line monitor, refer to "[Line Monitor Tone]" (P.252).

- 1 When the device rings, the receiving screen appears.
- 2 Tap [Start].

Using Folder Receive

Files received using Folder Receive are stored in a folder. After a file is received in a folder, the data LED lights up and the device prints a Folder Report. The Folder Report lists the folder number and folder name.

To receive files in a folder using the F Code method, notify the sender of the following information:

F Code (sub-address): 0 (to designate F Code transmission) and the folder number to store the file in


Password (if necessary): the passcode of the folder to store the file in

Reference

- Depending on the report print settings, a Folder Report may not be printed even after a file is received in a folder. For more information on the Folder Report settings, refer to "[Folder Report]" (P.256).
- For information on how to print a file stored in a folder, refer to "Printing a File in a Folder" (P.193).

Resending/Deleting Undelivered Faxes

The following describes how to resend or delete undelivered faxes.

- 1 Tap [Jobs] on the Home screen.
- 2 Tap  on the upper right corner of the screen.
- 3 Tap the file to be resent or deleted.

■ **To delete the file:**

- 1) Tap [Delete This Fax] > [Delete].

■ **To resend the file:**

- 1) Tap [Send].

■ **To change the fax recipient and resend the file:**

- 1) Tap [Change Recipients].
- 2) Change the recipient and tap [Send].

Note

- When the fax recipient has been changed, header information will not be attached to the faxes even when the Transmission Header is set to be enabled.

7

Scan

Features Overview

This section describes an overview of the Scan services.

■ Scan to Folder

Scans a document and saves the scanned data in a folder on the device.

Reference

- For more information, refer to "Scan to Folder" (P.165).

■ Email

Scans a document and sends the scanned data as an email attachment.

Reference

- For more information, refer to "Email" (P.166).

■ Scan

Scans a document and sends the scanned data to a computer on the network via the FTP or SMB protocol. In addition, the feature scans a document and temporarily saves the scanned data on the device. The user is notified by email of the URL to the location where the scanned data is stored. Then, the user can access the URL to retrieve the scanned data.

Reference

- For more information, refer to "Scan" (P.170).

■ Scan to USB

Scans a document and saves the scanned data to a USB memory device.

Reference

- For more information, refer to "Scan to USB" (P.172).

■ Scan to Desktop

You can scan originals loaded on the device and save the scanned data by operating from a computer on the network.

You can also select a computer on the network from the device's control panel and save the scanned data.

Note

- WSD stands for Web Services on Devices.

Reference

- For more information, refer to "Scan to Desktop" (P.174).

■ Others

You can request a scan instruction from a macOS/OS X computer via AirPrint.

Reference

- For details, refer to "AirPrint" (P.118).

Scan to Folder

1 Load an original.

Reference

- For more information on how to load originals, refer to "Loading Originals" (P.99).


2 Tap [Scan to Folder] on the Home screen.

3 Select a folder to save the data in.

1) Tap [Select a folder].

2) Tap a folder to save the data.

Note

- When you tap or drag "001,020,040....." displayed on the right side of the screen, the folder moves at the top of the list.
- The password input screen appears when the access control for folders is set. Enter the password and tap [OK].
- Tap  of the folder name to check the contents of the folder.

4 Specify a file name.

1) Tap [Date & Time].

2) Enter a file name, and then tap [Done].

Note

- If you do not specify a file name, a name is automatically assigned to the scanned data. For more information, refer to "[Filename Format]" (P.278).

5 Configure the settings as required.

Reference

- For more information, refer to "Features List" (P.182).

6 Tap [Scan].

Note

- When you put a check mark in [Preview] in the features list, the button name changes from [Scan] to [Preview].
- You can confirm the status of scan jobs on the [Jobs] screen. For more information, refer to "Jobs" (P.219).
- You can import files stored in the device's folder. For more information, refer to "Importing Scanned Data" (P.177).

Email

The Email service allows you to scan a document and send the scanned data as an email attachment.

Important

- You can only specify recipients registered for email.

Note

- You can encrypt email or send it with a digital signature by S/MIME. To use this feature, you need to register certificates of the device and the recipient's device in advance. For information on certificates, refer to "Configuration of Email Encryption/Digital Signature" (P.348).

1 Load an original.

Reference

- For more information on how to load originals, refer to "Loading Originals" (P.99).

2 Tap [Email] on the Home screen.

3 Tap the recipient input area and specify the recipient.

You can specify recipients using keyboard input or the Address Book.

Note

- When you specify recipient's address using the keyboard, you just enter the few letters of the recipient's address, then the device automatically searches the Address Book for the address and displays the full address for you. Thus, you just tap the address to specify the recipient.
- You can search for recipients in the directory service too as well as the Address Book of the device. Set the LDAP server and the directory service before using the directory service. For more information, refer to "[LDAP Server / Directory Service Settings]" (P.312) and "[Directory Service]" (P.294).
- To specify multiple recipients, tap the recipient input area.

4 Specify the recipient type.

Note

- You can specify or modify the recipient type (To/Cc/Bcc). For more information, refer to "Editing Recipient Information" (P.167).

5 Tap the subject input area and specify the subject.

6 Tap the file name input area and specify the file name.

Note

- If you do not specify a file name, a name is automatically assigned to the scanned data. For more information, refer to "[Add Date to Email Attachment Name]" (P.279).

7 Specify the output file format.

Note

- For information on the setting of the output file format, refer to "Specifying Output File Format" (P.167).

8 Configure the settings as required.

Reference

- For more information, refer to "Features List" (P.182).

9 Tap [Send].

Note

- When you put a check mark in [Preview] in the features list, the button name changes from [Send] to [Preview].

Reference

- For information on the operation during scanning, refer to "Operations during Scanning" (P.176).

Editing Recipient Information

Edit the selected recipient information.

Note

- The items displayed on the screen vary depending on the format.

1 Tap the recipient input area.

2 Tap a recipient to edit.

■[Specify the Recipient Type]

Specify To, Cc, or Bcc. You can specify only [To] for Scan feature.

■[Remove]

Delete a recipient.

■[Edit]

Modify recipient information.

■[Add to Address Book]

Create a new contact or add information to the existing contact.

Reference

- For information on how to add address to the Address Book, refer to "Address Book" (P.205).

■[Browse]

Displays recipients.

■[Details]

You can check the details.

Specifying Output File Format

You can select a file format for scanned data.

■ [TIFF / JPEG Auto Select]

The file format is determined for each page: [JPEG] for full-color and grayscale pages, and [TIFF] for monochrome pages.

■ [TIFF]

Saves scanned data in TIFF format.

■ [JPEG]

Saves scanned data in JPEG format. This option is selectable when either [Color] or [Grayscale] is selected in [Color Scanning].

■ [PDF]

Saves scanned data in PDF format.

■ [DocuWorks]

Saves scanned data in DocuWorks format.

■ [More Settings]

Displays the [File Format] screen.

Detailed Setting of Output File Format

■ [Compression Method]

Allows you to select a compression method for scanned image data.

■ [MRC High Compression]

Allows you to save PDF and DocuWorks files with high compression.

■ [Searchable Text]

Allows you to specify whether to perform character recognition in PDF and DocuWorks files.

You can also select a language to identify the text.

When you enable [Searchable Text], the following settings are available.

| Setting Item | [MRC High Compression]: OFF | [MRC High Compression]: ON |
|--------------------|--|-----------------------------------|
| [Color Scanning] | [Black & White], [Auto Detect], [Color], [Grayscale] | [Auto Detect], [Color, Grayscale] |
| [Original Type] | [Photo & Text], [Text] | |
| [File Format] | [PDF], [DocuWorks] | |
| [Color Space]* | [sRGB] | |
| [Resolution] | [200 dpi], [300 dpi] | |
| [Reduce / Enlarge] | [100 %] [Auto %] is not supported. | |

* : [Color Space] may not appear for some models, or may not appear on the screen depending on the setting in the System Administration mode. For more information, refer to "[Display Color Space]" (P.278), and "[Color Space]" (P.184).

■ [Specific Color]

Allows you to save a scanned document in a small number of colors with compression. Selecting this check box enables the file size to be smaller than selecting [MRC High Compression].

■ [Add Thumbnail]

Allows you to attach thumbnails to DocuWorks files when [DocuWorks] is selected.

■ [Single File for Each Page]

Saves each page as a single file in the specified format.

■ [PDF Security]

Allows you to configure security on the data saved as a PDF file to prevent unauthorized access.

■ [PDF Signature]

You can add a visible signature to a file.

■ [Optimize For Quick Web View]

Optimizes the PDF file so that it is displayed faster on a web browser.

■ [DocuWorks Security]

Allows you to configure security on the data saved as a DocuWorks file to prevent unauthorized access.

■ [DocuWorks Signature]

You can add a visible signature to a file.

Scan

In this feature, the following services and features are available.

| Feature | Description |
|--------------|---|
| Favorites | <p>Favorites are displayed. You can launch the corresponding app from the favorites.</p> <p>Reference</p> <ul style="list-style-type: none"> For how to add favorites, refer to "Registering Recipients" (P.206). For information on launching apps from the destination, refer to "Starting the App from the Address Book" (P.215). |
| Contacts | <p>Displays the Address Book. You can launch the corresponding app from the destination.</p> <p>Reference</p> <ul style="list-style-type: none"> For contact information, refer to "Address Book" (P.205). For information on launching apps from the destination, refer to "Starting the App from the Address Book" (P.215). |
| Email | <p>Scans a document and sends it as an email attachment.</p> <p>Reference</p> <ul style="list-style-type: none"> For information on email transmission, refer to "Email" (P.166). |
| SMB/FTP/SFTP | <p>Scans a document and sends the scanned data to a computer on the network.</p> |
| URL | <p>Sends an email to the user to notify the URLs for retrieving and deleting the scanned data saved in the device. Only the authenticated user who logs in to the device can be the recipient of an email transmission.</p> |
| My Folder | <p>You can use this feature when the device's authentication mode is set to remote authentication. This feature allows you to forward the scanned files to recipients different by login users.</p> |

Note

- When you transfer data using the SMB, FTP, or SFTP protocol, advanced settings are required. For more information, refer to "Scanner Environment Settings" (P.55).
- You can send documents to multiple recipients using multiple features such as Email, SMB/FTP/SFTP, URL at a time.

- 1 Tap [Scan] on the Home screen.
- 2 Tap [Add Destination].
- 3 Select a feature you want to use and specify the recipient.

Keyboard input or selecting from Address Book is available to specify the recipient.

Note

- For more information on changing or deleting recipient, refer to "Editing Recipient Information" (P.167).
- If SMBv1 server is disabled, searching for a recipient in [SMB] becomes disable; instead, select [Storage Location Settings] and input the destination.
- If you clear the checkmark of [NetBIOS Service] under [Network] > [SMB] on CentreWare Internet Services, searching for a recipient in [SMB] becomes disable; instead, select [Storage Location Settings] and input the destination. The sending will fail if you specify only the host name on [SMB].

4 Tap [Date & Time] to enter the file name.

Note

- If you enter the file name with characters other than the ASCII character and [Single File for Each Page] is set, the names of decompressed files of a ZIP file got via the URL feature may be garbled. It occurs because the application to open the ZIP file does not support UTF-8. If the file is garbled, enter the file name with the ASCII character or use the OS standard application to open the ZIP file.
- If you do not specify a file name, a name is automatically assigned to the scanned data. For more information, refer to "[Add Date to Email Attachment Name]" (P.279).

5 Specify the output file format.

Reference

- For information on the setting of the output file format, refer to "Specifying Output File Format" (P.167).

6 Configure the settings as required.

Reference

- For more information, refer to "Features List" (P.182).

7 Tap [Scan].

Note

- When you put a check mark for [Preview] in the features list, the button name changes from [Scan] to [Preview].

Reference

- For information on the operation during scanning, refer to "Operations during Scanning" (P.176).

Scan to USB

Scans a document and saves the scanned data to a USB memory device.

Important

- Data stored in a USB memory device may be lost or damaged in the following cases. Make sure to back up the data in the device before use.
 - When disconnecting/connecting the USB memory device by methods other than described in this guide
 - When receiving the effect of electrical noise or an electrical discharge
 - When a fault or failure occurs during operation
 - If the USB memory device receives mechanical damage
- When you remove the USB memory device, be sure to follow the procedure. For more information, refer to "Removing the USB Memory Device" (P.115).
- We assume no responsibility for any direct and indirect damages arising from or caused by such data loss.

Note

- The USB Memory Kit (optional) is required.
- A USB memory device encrypted with software is not supported.
- Use the following USB memory devices:
 - A formatted USB memory device (The supported formats are FAT12, FAT16, and FAT32.)
 - A USB memory device with a storage capacity of up to 128 GB

1 Insert the USB memory device into the USB memory slot.

Note

- Insert the USB memory device after exiting from the Power Saver mode.
- When a USB memory device is already inserted in the USB memory slot, tap [USB] on the Home screen and proceed to Step 3.

2 Tap [Confirm].

3 Tap [Scan to USB].

4 Select a folder to save the document.

Note

- When the [Scan to USB] screen appears, tap .
- If you do not specify the file storage location, the scanned data is saved in the root directory.

5 Tap [Date & Time] and enter the file name.

Note

- If you do not specify a file name, a name is automatically assigned to the scanned data.

6 Specify the output file format.

Reference

- For information on the output file format, refer to "Specifying Output File Format" (P.167).

7 Configure the settings as required.

Reference



- For more information, refer to "Features List" (P.182).

8 Tap [Save].

Removing the USB Memory Device

If you remove the USB memory device while it is being accessed or the data is being printed, the data in the device may be damaged.

Remove the USB memory device using the following procedure.

- 1** Tap  or  on the configuration screen.
- 2** Tap [Remove].
- 3** Remove the USB memory device.

Scan to Desktop

The Scan to Desktop service allows you to start scanning by sending an instruction from a computer on the network or from the device, and then save the scanned data to the specified computer.

Note

- When you are away from the device to operate a computer with the documents left on the device, other users may operate the device and there is a risk of document loss and information leakage. Use a computer that is as close to the device as possible. When the scan process is complete, check that you have all the pages of the documents.
- [Scan to Desktop] may not appear on the Home screen depending on the settings. For more information, refer to "Configuration of Scan to Desktop" (P.58).
- Resolution, file format and so on cannot be specified from the control panel of the device. Specify these settings in [Scan Profiles] of Windows. For more information on how to specify the settings, refer to Windows Help.

Storing Data Scanned by the Device on a Network Computer

You can forward the data scanned with the command from the device to a specified computer on the network.

- 1 Load an original on the device.

Reference

- For more information on how to load originals, refer to "Loading Originals" (P.99).

- 2 Tap [Scan to Desktop] on the Home screen.
- 3 Computer names and processing methods are displayed. Select destination from the list in accordance with the intended use.
- 4 Tap [Scan].
- 5 The scanned data will be forwarded to the specified destination.
- 6 Check the forwarded data on the destination computer.

Starting a Scan Job via Computer Operation

You can scan originals loaded on the device by sending a request from a network computer. The following describes the procedure for Windows 10 as an example.

- 1 Load the original on the document glass or in the document feeder.
- 2 Click [Start] to select [Windows Fax and Scan] under [Windows Accessories].
- 3 Click [Scan] > [New Scan].
- 4 Select the device on the [Select Device] screen.

- 5** Check that the device model name is displayed to the right of [Scanner:] on the [New Scan] screen.

Note

- If the device model name is not displayed, click [Change] and select the device.

- 6** Click the [Profile] list, and then select [Document].

- 7** Set each item as required.

- 8** Click [Scan].

Operations during Scanning

The following operations are available in the scanning screen.

Stopping the Scan Job

- 1 Tap [Pause] or [Delete].

Note

- A message is displayed when there are documents remaining in the document feeder. Follow the instruction on the screen to remove the documents.

Scanning the Next Original

- 1 Tap [On] under [Next Original].

Note

- When you put a check mark for [Next Original] in the features list, the screen in Step 2 appears.

- 2 You can perform the following operations displayed in the confirmation screen.

■ Scanning the Next Original

- 1) Load the next original.
- 2) Tap [Scan Next Original].

■ Changing the Settings for the Next Original

- 1) Load the next original.
- 2) Tap [Edit Next Original Settings].
- 3) Change the settings in the features list.

Reference

- For information on the features list, refer to "Features List" (P.182).

- 4) Tap [Scan].

- 3 When all originals have been scanned, tap [Save (Last Original)].

Confirming the Job State

- 1 Tap [Jobs].

The [Jobs] screen appears.

Reference

- For information on job status, refer to "Jobs" (P.219).

Importing Scanned Data

This section describes how to import files from a device's folder to your computer.

Importing with a TWAIN Compatible Application

Network Scanner Driver is used to import stored files.

To use Network Scanner Driver, you must have Network Scanner Utility 3 installed on your computer.

Note

- You can find Network Scanner Utility 3 in the provided "Software/Product Manual" disc.
- To save scanned files in TIFF format, you need to install TIFF Viewer contained in the provided "Software/Product Manual" disc.
TIFF Viewer is a software to display and print TIFF files based on TIFF 6.0 and TIFF-FX images based on Internet fax specifications.

Reference

- To import files stored in a folder, prior settings are required, such as enabling ports. For more information, refer to "Configuration of Scan to Folder" (P.55). For information on the operation of the application, refer to the documentation provided with the application.
- For information on how to install Network Scanner Utility 3 and TIFF Viewer, refer to the Media Information included in the provided "Software/Product Manual" disc.
- To learn about fields in the displayed dialog box, click [Help] to view the Network Scanner Driver's help.

1 Launch application software to which files are imported.

Important

- The application must support TWAIN.

2 From the [File] menu, select the command for selecting the scanner (source).

3 Select [FX Network Scanner 3 TWAIN], and click [Select].

4 From the [File] menu, select the command for importing the image from the scanner.

5 From the displayed list, click the scanner name of the device, and click [Next].

Note

- If no scanners are shown in the list, click [Search Again]. The application searches for scanners.
- To change the display of scanner names, use the dialog box that appears by clicking [Search/Display Settings]. For more information, refer to "Changing the display of scanner names" (P.178).
- Only scanners on the network are automatically listed. To view a scanner on another network, click [Search/Display Settings], and register the IP Address and scanner name. For information on how to register a scanner, refer to "Changing the display of scanner names" (P.178).

6 In the [Folder Number] field, enter the number of the folder that contains the file to be imported. In the [Passcode] field, enter a passcode.

Note

- You can also select a folder number from [Registered Folders].
- Clicking [Select Scanner] returns to step 5, where you can reselect a scanner.

7 Click [Confirm].

- 8 Select a file to be imported from the list, and click [Import].

Note

- You can select multiple files.
- [Import], [Refresh], and [Delete] are available from the menu that appears when you right-click on the list.

When the import starts, the scan data is forwarded from the folder to the computer.

After being forwarded, the data is loaded onto the application software and is deleted from the folder.

Note

- An icon is displayed next to a file that is scanned in pages and whose forwarding operation has not been completed.
- For most applications except DocuWorks, Network Scanner Driver expands the compressed data and transfers the data to the applications in BMP format. For DocuWorks, on the other hand, Network Scanner Driver transfers the data without data expansion processing. For this reason, it does not take much time for data transfer.
- The device can be configured not to delete files from a folder after forwarding them. For information on the setting, refer to "Creating a Folder" (P.188).

Changing Network Scanner Driver Settings

Reference

- To learn about fields in the displayed dialog box, click [Help] to view the Network Scanner Driver's help.

■ Changing the display of scanner names

You can change the display of scanner names listed.

To change the display of scanner names, use the dialog box that appears by clicking [Search/Display Settings] in the scanner selection dialog box.

Under [Scanner Name Display], you can change the method in which scanner names are displayed in [Scanners Detected].

Specify scanners to search for under [Search Target Settings].

Note

- If you click [Add] and then register a scanner, you can display scanners from other networks.

■ Import method for scanned files

You can change the display and the import settings for files scanned from a folder.

To change the import method, click [Import Settings] from [File] menu in the file selection dialog box, and configure the settings in the dialog box that appears.

Importing Using DocuWorks

DocuWorks 7 and later allow you to download scanned files without the scanner driver.

- 1 Select [Fuji Xerox] > [DocuWorks Desk] from the computer's [Start] menu.
- 2 Select [Mailbox] and double-click [Add mailbox].
- 3 Click [Next] on the Mailbox Configuration Wizard screen.

4 Select the device to be connected from the scanner list, and click [Next].

Note

- If the device cannot be found by searching, enter the IP address.
- If the authentication setting is enabled on the device, the login screen appears. Enter the User ID and password, then click [OK].

5 Select your mailbox from the list, and click [Next].

Note

- If the registered mailbox cannot be found, specify [Mailbox Number].
- Enter [Password] and [Name in Desk Tree], and select [Document Format When Receiving] as necessary.

6 Click [Completed] on the confirmation screen.

7 Select the new mailbox added under [Mailbox].

Note

- If the authentication setting is enabled on the device, the login screen appears. Enter the User ID and password, then click [OK].

8 Drag and drop any file stored in the mailbox to [User Folder] or another folder.

9 Click [Yes] on the Import File screen.

Note

- The file format will be XDW.
- If [Import the file without converting to DocuWorks document] is checked, the file will be saved in the format selected for [Document Format When Retrieving] when you added the mailbox.

10 Change the settings as necessary on the [Import Image File(s)] screen, and click [OK].

The file will be imported to the specified folder.

Importing Using Stored File Manager 3

Stored File Manager 3 is software to import files from a device's folder to a computer without using any client-side application.

To use Stored File Manager 3, your computer must have Network Scanner Utility 3 installed.

Note

- Network Scanner Utility 3 is included in the provided "Software/Product Manual" disc.
- To save scanned files in TIFF format, you need to install TIFF Viewer contained in the provided "Software/Product Manual" disc.
TIFF Viewer is a software to display and print TIFF files based on TIFF 6.0 and TIFF-FX images based on Internet fax specifications.

Reference

- To import files stored in a folder, prior settings are required, such as enabling ports. For more information, refer to "Configuration of Scan to Folder" (P.55). For information on the operation of the application, refer to the documentation provided with the application.
- For information on how to install Network Scanner Utility 3 and TIFF Viewer, refer to the Media Information included in the provided "Software/Product Manual" disc.
- To learn about fields in the displayed dialog box, click [Help] to view the Stored File Manager 3 help.

- 1 Click [Start] and select [Fuji Xerox] > [Stored File Manager 3].

Note

- If you used another directory for installation, specify the directory instead.

- 2 From the displayed list, click the scanner name of the device, and click [Next].

Note

- If no scanners are shown in the list, click [Search Again].
- To change the display of scanner names, use the dialog box that appears by clicking [Search/Display Settings]. For more information, refer to the help of Stored File Manager 3.
- Only scanners on the same network are automatically listed. To view a device on another network, click [Search/Display Settings], and register the IP Address and scanner name. For more information, refer to the help of Stored File Manager 3.

- 3 In the [Folder Number] field, enter the number of the folder (three digits) that contains the file to be imported. In the [Passcode] field, enter a passcode (up to 20 digits).

Note

- You can also select a folder number from [Registered Folders].
- Clicking [Select Scanner] returns to step 2, where you can reselect a scanner.

- 4 Click [Confirm].

Note

- If the authentication setting is enabled on the device, the login screen appears. Enter the User ID and password, then click [OK].

- 5 Select a file to be imported from the list. To import a file, there are two ways as follows:

■Importing a file by clicking [Import]

Click [Import].

The file is extracted and saved the specified save location.

■Importing a file by drag and drop operation

Drag and drop the file to the save location such as the desktop.

The file to be dropped remains in the folder.

Note

- The file can be imported by copy and paste operation. The file to be pasted remains in the folder.
- To delete the file in the folder, click [Delete] on the toolbar.

Importing Using CentreWare Internet Services

When the device is installed in a TCP/IP environment, CentreWare Internet Services allows you to import files stored in a device's folder by accessing the device from a computer via a web browser. You can also use a macOS/OS X computer to import files via a web browser.

Note

- You can retrieve scanned data in DocuWorks or PDF format, but cannot encrypt the DocuWorks or PDF files and cannot attach a signature to the files when retrieving them.

1 Start CentreWare Internet Services.

Note

- If your network uses DNS (Domain Name System) and the device's host name is registered in the domain name server, you can access the device using the Internet address with the combination of the host name and the domain name. For example, if the host name is "myhost", and the domain name is "example.com", then the Internet address is "myhost.example.com".
- When specifying a port number, add ":" and the port number after the IP address or the Internet address.
- If the authentication feature is enabled on the device, enter a user ID and passcode in the [User Name] and [Password] fields. Ask your system administrator for the user ID and passcode.
- If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.

2 Click [App] from the menu at the left side of the screen.

3 Click [Scan to Folder].

Note

- If [View] is displayed, click [View].

4 Click the folder that contains the files to be exported.

5 Place a check mark next to each file to be exported.

6 Click [Operation for Files] on the right side of the screen, and then click [Retrieve].

7 Click [File Format], and then specify the file format.

Note

- To specify page number to retrieve, put the check mark in [Retrieve Page] then specify page number.
- To set the character recognition (OCR), put the check mark in [Searchable Text] then input any word.

8 Click [Retrieve].

9 Confirm the file name and click .

The file is downloaded to the computer.

10 Click [Close].

Features List

Note

- The items displayed vary depending on the feature and model.
- To restore the settings in the features list to their default settings, tap [Reset] at the bottom of the screen.

Reference

- For information on [Customize] and [Personalize], refer to "Customization Feature" (P.78).
- For information on [Create One-touch App], refer to "One-touch App" (P.82).

[Presets]

This item appears when any preset is registered at the customization feature.

[Preview]

You can preview the scanned images while scanning.

When you make scanning with a check mark for [Preview] placed, the first page of the last scanned original is displayed.

[Color Scanning]

Set the output color.

[2 Sided Scanning]

You can scan a 1-sided or 2-sided original on one or both sides of paper.

By setting the binding style, both sides are scanned in the same orientation.

[Resolution]

This feature allows you to set the resolution for scanning.

Note

- When enabling [MRC High Compression], [Searchable Text], and [Specific Color] for PDF files or DocuWorks files on [File Format], set [Resolution] to [200 dpi] or [300 dpi].

[Original Type]

You can select the scanned image type.

[Original Orientation]

This feature allows you to specify the orientation of the loaded original.

Note

- If the [Original Orientation] setting differs from the actual original orientation, the device may not detect the top of the original correctly.

[PDF Security - File Open Password]

If you place a check mark and set a password, the password will be required to open the file.

[Original Size]

This feature allows you to set the size for the scan image.

Select the original size from the preset sizes or specify the size.

[Mixed Size Originals]

Scans originals of the same width but different length at a time and sends them to each size paper. Sets the document on the document feeder.

Important

- Align the both right and left edges of the originals to avoid a paper jam.

Note

- When you select [Auto %] in [Reduce / Enlarge] and specify the output size, the scanned data is automatically reduced/enlarged to the specified size.
- If the size of original cannot be detected automatically, a screen to enter the size appears.

[Lighten / Darken]

This feature allows you to adjust the scan density.

[Sharpness]

This feature allows you to adjust the sharpness of the image.

[Reduce / Enlarge]

This feature allows you to set the scanning ratio for the original to be scanned.

Note

- When enabling [Searchable Text], [MRC High Compression], and [Specific Color] on [File Format], [Reduce / Enlarge] becomes [100 %] and cannot be changed.

[Quality / File Size]

This feature allows you to select an image compression level when [Color Scanning] is set to [Color] or [Grayscale].

[Photographs]

Use this feature when scanning a color photograph.

Important

- You cannot use the document feeder with this feature.
- When this feature is enabled, the Shadow Suppression and Background Suppression features cannot be used.

[Background Suppression]

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

Note

- This feature cannot be used with [Photographs].

[Contrast]

When [Color Scanning] is set to [Auto Detect], [Color] or [Grayscale], you can adjust the contrast.

[Shadow Suppression]

When you scan a 2-sided original printed on thin paper, this feature allows you to suppress the image and colors on the reverse side of each page from appearing in the scanned image.

This feature is available only when [Color Scanning] is set to [Auto Detect], [Color], or [Grayscale].

Note

- This feature cannot be used with [Photographs].

[Color Space]

This feature allows you to set the color space.

Note

- [Color Space] is available when [Color Scanning] is set to [Color].
- To activate [Color Space], a prior setting is required. For more information, refer to "[Display Color Space]" (P.278).
- [Device Color Space] is not selectable when [Searchable Text] is enabled on [File Format].

■ [sRGB]

Scanning is performed based on color representation (color space) that conforms to sYCC.

■ [Device Color Space]

Scanning is performed based on the original color representation (color space) of the device. Recommended for advanced color processing using high-quality color.

Note

- You can find the ICC profile data for Device Color Space in the provided "Software/Product Manual" disc. ICC profile is useful when using color processing application and performing special processing of data scanned based on Device Color Space.
- When [Device Color Space] is selected, the following image quality features are changed to their defaults: Lighten / Darken, Sharpness, Shadow Suppression, Contrast, Background Suppression.
- When [Color Scanning] is set to [Auto Detect], the setting of color pages will become [sRGB].
- When [Device Color Space] is selected, [2 Sided] cannot be selected in the [2 Sided Scanning].

[Book Scanning]

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

Load the document on the document glass.

Note

- A non-standard size document or undetectable-size document may not be separated into two accurately.

[Edge Erase]

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

Note

- For 2-sided originals, the same edge erase amounts are set for the front and back sides.
- If you set [Reduce / Enlarge], the edge erase amounts will be reduced or enlarged in proportion to the ratio you specified.

[File Name Conflict]

You can set the action to be taken when the file name conflicts with another file stored in the destination.

[Next Original]

Use this feature when you make scanning that has too many pages to be loaded in the document feeder at one time, or when you scan each document page using the document glass and have the device process the pages as one job.

When [Next Original] is set, a confirmation screen appears so that you can specify whether the next original exists or not.

Note

- When using the document feeder, load the next document after the device has finished scanning the first document.

[Scan (URL) - Message]

You can enter the email body.

[Scan(URL) -Email Subject]

You can specify the email subject for Scan (URL). When you do not enter any subject, the device automatically sets the subject to "Scan Reference from XXX", where XXX is the host name of the device.

[Subject]

You can specify the email subject. When you do not enter any subject, the device automatically sets the subject to "Scan Reference from XXX", where XXX is the host name of the device.

[From:]

Displays a sender's email address.

[Message]

You can enter the email body.

[Read Receipts]

When using the Email service, you can receive read receipts from the email recipients. This feature is available only when recipients support the MDN feature.

Note

- This feature is displayed only when [Device] > [App Settings] > [Email Settings] > [Email Control] > [Display Read Receipts] is set to [On].
- When multiple emails are sent using [Split Send], a read receipt is requested for each email.
- Read receipts are returned to the address specified in [Reply To], or they are returned to the address specified in [From:] if [Reply To] is not set.
- This feature is only available when the recipient also sets to return read receipts.

[Reply To]

You can specify the address for reply.

[Split Send]

When using the Email service, and the size of the data to be attached is large, you can split the data at page breaks or by a certain data size and then send the data.

Reference

- For information on [Split Send], refer to "[Split Send Method]" (P.281).

■ [Split by Page]

The data is split at page breaks.

Note

- This feature is available only when [PDF], or [DocuWorks] is selected on the [File Format] screen or when [File Format] is set to [TIFF] with the [Single File for Each Page] check box not selected.

■ [Split by Data Size]

The data is split by a certain data size.

Note

- Select this option if the recipient's email application supports message/partial.

8

Send from Folder

Creating a Folder

Using the Folder function enables you to store scanned documents using the device, fax received documents, or print documents sent from a computer in the device.

You can also send a file stored in a folder via email or retrieve a file stored in a computer on the network.

You can create a private folder and a public folder in the device and use them separately depending on your purpose.

- 1 Tap [Send from Folder] on the Home screen.
- 2 Tap [+] on the upper right corner of the screen.
- 3 Tap a folder displayed as <Available>.
- 4 Enter a name of the folder.

Reference

- For information on how to enter characters, refer to "Entering Text and Numerals" (P.76).

- 5 Tap [Next].
- 6 Confirm the folder name and then tap [Next].
- 7 Put the check mark to [Check Folder Passcode] as needed to set [Folder Passcode] and [Target Operation].

■[Folder Passcode]

Set a password for using the folder.

■[Target Operation]

Specify operations which request the password when using the folder.

- 8 When you finish settings, tap [OK] on the upper right corner of the screen.
- 9 Configure the other settings as required.

■[Delete Files After Retrieval / Print]

When a file stored in a folder is retrieved or is printed, set whether the file should be deleted.

■[Delete Expired Files]

Specify whether to delete files stored in a folder after a retention period has elapsed.

Reference

- For information on setting the file retention period, refer to "[File Retention Period]" (P.270).

■[Link Job Flow Sheet to Folder]

You can link a job flow sheet to a folder. Linking the job flow that records a work flow to a folder enables you to set the processing method for files stored in a folder.

Reference

- For how to set, refer to "Job Flow Sheets" (P.195).

■[Permitted Network]

Specify the network to use for saving and retrieving files. If the file is saved in the folder, you cannot change the setting.

■[Add Shortcut Button to Home]

Set whether to create the shortcut icons for folders on the Home screen.

Up to 10 folder shortcuts can be created.

10 When you finish settings, tap [OK] on the upper right corner of the screen.

Operation to Folder

You can check or print files stored in a folder, send them via email or retrieve them from a computer on the network.



Reference

- For more information on creating and starting job flow sheets, refer to "Job Flow Sheets" (P.195).






1 Tap [Send from Folder] on the Home screen.

2 Tap a folder.

Note

- When a folder has a link to a job flow sheet,  is displayed. When auto start is set to a folder,  is displayed.
- When you tap the 3-digit folder number displayed on the left, the folder moves at the top of the list.
- The password input screen appears when the access control for folders is set. Enter the password and tap [OK].

Icons showing the file type are as follows.


- : Scan files
- : Print files
- : Files stored for polling
- : Fax files
- : Internet Fax files

Note

- In the thumbnail view screen or list view screen, you can check files stored in a folder by pressing the operation button. For information on the operation button, refer to "Common Operation Buttons" (P.75).

Change Folder Settings

This section describes how to change the settings of created folders.


- 1** Tap [Send from Folder] on the Home screen.
- 2** Tap the folder to change settings.
- 3** Tap  > [Folder Settings].
- 4** Select the item you want to change, and change the setting.

Reference

- For more information, refer to "Creating a Folder" (P.188).

- 5** When you finish setting, tap [OK].

Deleting a Folder

- 1** Tap [Send from Folder] on the Home screen.
- 2** Tap the folder to delete.
- 3** Tap  > [Folder Settings].
- 4** Tap [Delete Folder].
- 5** Tap [Delete].

Printing a File in a Folder

Print files stored in a folder.

- 1 Tap [Send from Folder] on the Home screen.
- 2 Tap the folder.
- 3 Tap the file to print.

Note

- A check mark appears in the check box of the file. When you print multiple files, they are printed in the order you put the check mark.

- 4 Tap [Print / Start Job Flow Sheet].
- 5 Tap [Print].
- 6 Configure the settings as required.

■ **[Print / Batch Print]**

To print multiple files as one file, select [Batch Print]. Up to 100 files can be bound in the selected order.

Note

- If a different size document is included in multiple files, it may be printed in improper orientation.
- [Batch Print] is not available while interrupting another job.
- [Print / Batch Print] is not available for files for Secure Polling or files received by fax or Internet Fax.

Reference

- For information on the settings of each feature, refer to "Features List" (P.130).

- 7 Tap [Print].
- 8 Tap [Print].

9

Job Flow Sheets

Overview of Job Flow Sheets

Job Flow is a feature that allows you to register a procedure for a certain job in advance, then to make the device execute a series of operation as registered. You can register a maximum of 1000 job flow sheets.

You can link a folder to a job flow sheet in advance to print the files in the folder or to specify a recipient and send it. You can also directly link a scan operation to a job flow sheet and execute the operation.

Job flows triggered by a folder can be created on the device, and job flows triggered by a scan operation can be created using Device Setup Tool.

Note

- Download Device Setup Tool to a computer on the network from the product page of ApeosWare Management Suite 2 (sold separately) where can be accessed via our membership portal site "Fuji Xerox Direct".
- The port setting is required to use the job flow sheet feature. For more information, refer to "Configuration to Use Device Setup Tool" (P.203).
- After executing the job flow, print a Job History Report to check the result. For more information, refer to "[Job History Report]" (P.228).

A job flow can be executed in either of the following ways:

- Automatically start a job flow when a file is stored in a folder
- Manually start the associated job flow by selecting a file stored in a folder
- Manually start a job flow by selecting a file stored in a folder and a job flow
- Manually start a job flow by selecting a job flow created using the Device Setup Tool


Reference

- For information on the restrictions on use of job flows, refer to "Authentication for Job Flow Sheets and Folders" (P.365).

Creating Job flow Sheet Triggered by Folder

1 Tap [Device] on the Home screen.

Note

- Job flow sheets can also be created in the [Send from Folder]. Tap [Send from Folder] and select a folder, and then tap  > [Link Job Flow Sheet to Folder] > [Linked Job Flow Sheet] to proceed to Step 3.

2 Tap [App Settings] > [Job Flow Sheets Settings] > [Create Job Flow Sheet].

3 Tap [+] on the upper right corner of the screen.

4 Enter a job flow sheet name in [Name], and tap [Done].

5 Enter [Description] and [Keyword] as required.

6 Tap the processing method of the job flow in [Recipient / Process].


7 Set the other items as necessary then tap [OK].

8 When you finish setting, tap [OK] in the job flow sheet creation screen.

Automatically Start a Job Flow when a File is Stored in a Folder

1 Tap [Send from Folder] on the Home screen.

2 Tap the folder.

3 Tap  > [Link Job Flow Sheet to Folder].

4 Tap [Linked Job Flow Sheet].

5 Tap the job flow sheet you want to use.

Note



- Tap [Sheet Filtering] to search job flows by specifying the owner of job flow sheets.

6 Tap [OK].

7 Tap [Auto Start], then a check mark appears.

8 Tap [OK].

Note

- When a folder has a link to a job flow sheet, the icon of the folder in the [Send from Folder] screen changes to . When auto start is set to the job flow sheet, the icon of the folder changes to .


Manually Start a Job Flow Sheet which is Linked to a Folder

When auto start is not set to a job flow sheet which is linked to a folder, start the job flow manually.

- 1** Tap [Send from Folder] on the Home screen.
- 2** Tap the folder.
- 3** Tap a file you want to execute using a job flow sheet.

Note

- A check mark appears in the check box of the file. When you want to print more than one files, they are printed in the order you put the check mark.

- 4** Tap  > [Link Job Flow Sheet to Folder].

Note

- Confirm whether the correct job flow is specified in [Linked Job Flow Sheet].

- 5** Tap [Start Now].

Manually Start a Job Flow by Selecting a File and a Job Flow

When a job flow is not linked to a folder, select both a file stored in a folder and a registered job flow sheet to manually start the operation.

- 1** Tap [Send from Folder] on the Home screen.
- 2** Tap the folder.
- 3** Tap a file you want to execute using a job flow sheet.

Note

- A check mark appears in the check box of the file. When you want to print more than one files, they are printed in the order you put the check mark.

- 4** Tap [Print / Start Job Flow Sheet].
- 5** Tap [Start Job Flow Sheet].
- 6** Tap [Select Job Flow Sheet] and select a job flow sheet you want to use.
- 7** Tap [OK].
- 8** Tap [Start].

Manually Start a Job Flow by Selecting a Job Flow Created using the Device Setup Tool

This section describes job flow sheets targeting scanned documents.

- 1 Load an original.

Note

- A job flow with an application linked does not require you to load an original.

- 2 Tap [Job Flow Sheets] on the Home screen.

- 3 Tap [Select Job Flow Sheet].

- 4 Tap the job flow you want to use.

- 5 Tap [OK].

- 6 When you want to change the job flow settings temporarily, perform the following operation.


- 1) Tap [Change Settings] and change the required settings.
- 2) When you finish setting, tap [OK].

Note

- [Change Settings] is displayed when you select a job flow whose settings can be changed.

- 7 Tap [Start] to execute the job flow sheet.

Cut the Link Between a Job Flow Sheet and a Folder

- 1** Tap [Send from Folder] on the Home screen.
- 2** Tap the folder to cut the link to the job flow sheet.
- 3** Tap  > [Link Job Flow Sheet to Folder].
- 4** Confirm the linked job flow and tap [Cut Link].
- 5** Tap [Yes].

Configuration to Use Device Setup Tool

To create the job flow sheets using Device Setup Tool, the following settings are required.

- TCP/IP address settings
- Enabling SOAP port
- Configuring SNMP port
- Installing Software

Reference

- For information on how to set a TCP/IP address, refer to "Setting the IP address" (P.36).
- For information on the software installation, refer to "Overview of Job Flow Sheets" (P.196).

■ Enabling SOAP Port

- 1 Log in to the System Administration mode.

Reference

- For more information, refer to "Login to Authentication Mode" (P.77).

- 2 Tap [Device] on the Home screen.

- 3 Tap [Connectivity & Network Setup] > [Port Settings] > [SOAP] > [Port Status].

- 4 Tap [Enabled].

- 5 Press the Home button.

Note

- Rebooting the device is required to enable the settings. Reboot the device following the message on the screen.

■ Configuring the SNMP Port

Configure the transport protocol for the SNMP port using CentreWare Internet Services.

- 1 Start CentreWare Internet Services.

Reference

- For more information, refer to "Starting CentreWare Internet Services" (P.85).

- 2 Log in to the System Administration mode.

- 3 Click [Network] on the left menu.

- 4 Click [SNMP], and then select the [Port] check box.

- 5 Select the [Authentication Failure Generic Traps] check box.

- 6 Click [Save].

Note

- Rebooting the device is required to enable the settings. Reboot the device following the message on the screen.

10

Address Book

Registering Recipients

You can register frequently used addresses on the Address Book.

You can easily specify recipients or forwarding destinations of Email, Fax, or Scan services using the Address Book. You can also start apps from the recipient in the Address Book to send data.





The Address Book can hold up to 5000 contacts. One contact can include destinations of Email, Fax, Server, and Internet Fax each.

Reference


- For information on how to enter characters, refer to "Entering Text and Numerals" (P.76).

- 1 Tap [Address Book] on the Home screen.
- 2 Tap [+] on the upper right corner of the screen.
- 3 Tap [Add Contact].
- 4 Enter the label name.
- 5 Enter name, index key, full name, and company name.


Note

- Tapping  on the right side of [Company Name] turns the look to  you can then register all the recipients registered as contacts in [Favorites]. To register for each recipient to [Favorites], tap  on the right side of the entered recipient then turn it to .

- 6 Edit the destination information as required.

- 1) Tap  and enter destination information.

Note

- To delete the registered address, tap  of each destination. For how to delete contacts, refer to "Deleting Contacts or Groups" (P.213).

- 2) Tap [Done].
- 3) Tap [Settings] and set the detailed items.

Reference

- For more information, refer to "Detailed Items Settings" (P.207).

- 4) Tap [<] to return to the [Add Contact] screen.
- 7 When you finish adding the recipient information, tap [OK] on the [Add Contact] screen.

Detailed Items Settings

Attribute Name 1

The attribute name set as [Attribute Name of Custom Item 1] is shown as the item name. You can input any information as an auxiliary item. This item is suitable for information represented by a shorter character string, such as telephone number and employee number.

Reference

- For more information on the attribute name, refer to "[Attribute Name of Custom Item 1], [Attribute Name of Custom Item 2], and [Attribute Name of Custom Item 3]" (P.315).

Attribute Name 2

The attribute name set as [Attribute Name of Custom Item 2] is shown as the item name. You can input any information as an auxiliary item. This item is suitable for information represented by a longer character string, such as company name and department name.

Reference

- For more information on the attribute name, refer to "[Attribute Name of Custom Item 1], [Attribute Name of Custom Item 2], and [Attribute Name of Custom Item 3]" (P.315).

Attribute Name 3

The attribute name set as [Attribute Name of Custom Item 3] is shown as the item name. You can input any information as an auxiliary item. This item is suitable for information represented by a much longer character string, such as company division name and company address.

Reference

- For more information on the attribute name, refer to "[Attribute Name of Custom Item 1], [Attribute Name of Custom Item 2], and [Attribute Name of Custom Item 3]" (P.315).

[S/MIME Certificate:]

Allows you to link an S/MIME certificate. The S/MIME certificate must be registered in advance.

To link a certificate, select [Change Certificate] and select a certificate in a screen displayed. To remove a link, select [Remove Certificate].

Important

- If a certificate linked to an S/MIME certificate in the Address Book is lost owing to the execution of [Device] > [Reset] > [Restore Factory Defaults] or the deletion of the certificate, the link to the S/MIME certificate will be invalid. Even if you re-register the S/MIME certificate, you have to manually link it again.

Note

- If many certificates are registered on the device, it may take a long time to link a certificate.

Reference

- For more information on the certificate, refer to "Encryption and Digital Signature Settings" (P.339).

[Server Name:]

Enter a name or an IP address of a forwarding destination server.

[Shared Name:]

Enter the shared name set for the SMB folder.

Important

- If the "/" mark is used at the top of a shared name, a job flow cannot read the shared name correctly. Do not use the "/" mark at the top of a shared name.

[Save In:]

Enter the directory for storing files. When SMB is selected, use a UNC format.

◆ Transferring via FTP/SFTP

To save files in the bbb directory under the aaa directory in the root directory: aaa/bbb

◆ Transferring via SMB

To save files in the bbb directory under the aaa directory in a specified volume: aaa\bbb

[Port Number:]

Set the forwarding destination port number.

[User Name:]

Set the user name when a user name is required to be input by the forwarding destination server.

■ For UPN Format:

User name@Domain name

Example: fuji@example.com (fuji: user name; example.com: domain name)

■ For NetBIOS Format:

Domain name\User name

Example: example\fuji (example: domain name; fuji: user name)

■ For Workgroups:

Local user name

Example: Fuji-Taro

[Password:]

Set a password when the forwarding destination server prompts a password entry.

[Transmission Header]

Set a destination name displayed on the transmission header.

[Starting Rate]

Set a communications mode.

[Resolution]

Set image quality for transmission.

[Cover Page]

Select whether or not to send a fax or an Internet fax with a cover page attached. If attached, specify comments on the sender and a recipient to be printed in the cover pages.

Reference

- You can select the recipient name or the fax number to be printed on the cover page. For more information, refer to "[Trans Header / Cover Page]" (P.283).

[Maximum Image Size]

Select the maximum image size to match the recipient's paper size or available profile.

[Delay Start]

Set whether or not to use a delayed start transmission.

Reference

- If the device's system clock is set to the 24-hour display, [AM] and [PM] do not appear. For information on the system clock, refer to "[Time]" (P.249).

[Remote Folder]

Select whether or not to send a fax or an Internet fax to a recipient's folder. To use folder communications, you must obtain the recipient's folder number and passcode in advance.

[F Code]

Select whether or not to use F code communications.

Note

- The F code consists of "0" + folder number. For example, if the folder number is 123, the F code will be "0123".

[Billing (Day Time)], [Billing (Night Time)], [Billing (Midnight)]

Set the connection time for one unit charge in each of the time bands (daytime/night/midnight).

Note

- The information registered can be confirmed by printing a Billing Data List. For information about how to print, refer to "[Billing Data List]" (P.232).

[Internet Fax Profile]

Set the format of the Internet fax profile.

A profile is specified to restrict attribute information such as image resolution and paper size for transmissions between Internet Fax-enabled devices.

■ [TIFF-S]

It is a standard format for Internet fax.

- Encoding method: MH
- Stored document size: A4
- Resolution: Standard (200 x 100 dpi), Fine (200 dpi)

Note

- [TIFF-S] is not available when [Superfine (400 dpi)] or [Superfine (600 dpi)] is selected in [Resolution].

■ [TIFF-F]

Select this profile when you specify super-fine for the resolution.

- Encoding method: MMR
- Stored document size: A4
- Resolution: Standard (200 x 100 dpi), Fine (200 dpi), Superfine (400 dpi), Superfine (600 dpi)

Note

- When a fax is sent to a device that does not support TIFF-F, the recipient's device will not be able to display or print the images.

■ [TIFF-J]

Select this profile for sending documents in JBIG.

- Encoding method: JBIG
- Stored document size: A4
- Resolution: Standard (200 x 100 dpi), Fine (200 dpi), Superfine (400 dpi), Superfine (600 dpi)

Note

- When a fax is sent to a device that does not support TIFF-J, the recipient's device will not be able to display or print the images.

Creating Recipient Groups


You can register addresses for broadcast transmission as a group.

Note that recipients to be added to a group must be registered in the Address Book in advance.

Group recipient can be specified when sending Email or Fax.

Note

- The maximum number of groups that can be registered is 500 (250 for email groups and 250 for fax groups).

- 1** Tap [Address Book] on the Home screen.
 - 2** Tap [+] on the upper right corner of the screen.
 - 3** Tap [Add Group].
 - 4** Tap the group type.
 - 5** Enter a group name, and tap [Done].
- Note**
- To add a group to [Favorites], tap .
- 6** Tap [Add Member].
 - 7** Tap a recipient to be registered.
 - 8** Tap [OK].
 - 9** When you finish adding the recipient, tap [OK] on the [Add Group] screen.

Modifying Contacts or Groups

- 1** Tap [Address Book] on the Home screen.
- 2** Tap the contact or group to change.
- 3** Tap [Edit].
- 4** Modify the contact information, then tap [OK].
- 5** When you finish modifying it, tap [OK] on the [Edit Contact] screen.

Deleting Contacts or Groups

- 1** Tap [Address Book] on the Home screen.
- 2** Tap the contact or group to delete.
- 3** Tap [Delete Contact] or [Delete Group] > [Delete].

Filtering and Searching Contacts

| Feature | Description |
|---------|--|
| Filter | Switches the display of the contacts list according to each address type registered with contacts. |
| Search | Displays the contacts containing the entered character string. |


Note

- The filter and search features refer to the recipients registered with the directory service as well as the local Address Book.

Filtering

- 1 Tap [Address Book] on the Home screen.
- 2 Tap [All].
- 3 Tap the address type.

Searching

- 1 Tap [Address Book] on the Home screen.
- 2 Tap .
- 3 Enter the character string of the name using the keyboard.
Displays the contacts containing the entered character string.
- 4 Tap the desired contact from the displayed list.

Starting the App from the Address Book

You can start the app from the destination information registered with the Address Book. The following describes how to start the Fax app using the fax number registered with the Address Book as an example.

- 1** Tap [Address Book] on the Home screen.
- 2** Tap the recipient of the fax.
- 3** Tap the fax number.

The [Fax] screen appears.

Reference

- For how to send fax, refer to "Fax Basic Operation" (P.141).

Batch Registration of Address Book

You can import a large amount of address information in CSV format in a single operation through CentreWare Internet Services.

Important

- Because CentreWare Internet Services is accessible by multiple users simultaneously, the registered data will have a risk to be overwritten if a system administrator's user ID and password are not set. We recommend that data edit is permitted only by a system administrator with a password.
- Be sure not to perform this operation simultaneously with the Address Book registration from the control panel.

Note

- This feature is not available depending on the version of the CSV format file or the model of the device.

Reference

- For information on the items you can set on CentreWare Internet Services, refer to the help of CentreWare Internet Services.

Downloading Template

- 1 Start CentreWare Internet Services and log in to the System Administration mode.

Reference

- For more information, refer to "Starting CentreWare Internet Services" (P.85).

- 2 Click [Address Book] on the left menu.
- 3 Click [Advanced Settings] > [Download Template] or [Download Template with Sample Data] > [Download].
- 4 Edit the Address Book data.

Registering the Address Book with the Device

- 1 Click [Address Book] on the left menu.
- 2 Click [Advanced Settings] > [Add Contact Using Template].
- 3 Click [Select] of [Import File (*.csv)], and specify the edited template.
- 4 Click [Next].
- 5 Confirm the registered information.
 - 1) Click [Add to Contacts] to set the register method.
 - 2) Click [Fax Number Field Format] to set the field format.
 - 3) Confirm the detail of [Map Your File to the Address Book Fields].
- 6 Click [Save].

Importing the Address Book to Other Devices

You can import the address information registered with the device to other devices via CentreWare Internet Services. The device to take the Address Book need to be on the network and the same model as the device that exports the Address Book.

Downloading the Device Address Book

- 1 Start CentreWare Internet Services and log in to the System Administration mode.

Reference

- For more information, refer to "Starting CentreWare Internet Services" (P.85).

- 2 Click [Address Book] on the left menu.
- 3 Click [Advanced Settings] > [Export Address Book] > [Export].
- 4 Specify the destination and save the Address Book data.

Importing to Other Devices

- 1 Start CentreWare Internet Services and log in to the System Administration mode.

Reference

- For more information, refer to "Starting CentreWare Internet Services" (P.85).

- 2 Click [Address Book] on the left menu.
- 3 Click [Advanced Settings] > [Import Address Book].

Note

- Do not edit or modify the CSV format file (Address Book data) retrieved via CentreWare Internet Services using the software such as Excel. Depending on the models retrieving the files, the data may be registered without warning. It may damage the past data or send the fax to the contacts against your intention.

- 4 Click [Select] and specify the Address Book data to be imported.
- 5 Select the registration method.
- 6 Click [Import].

11

Jobs

Jobs Overview

The [Jobs] app allows you to check the status of jobs that are being executed, waiting, or completed. You can also cancel printing and print jobs that are waiting to be output or resumed.

Checking Completed/Current/Pending Jobs

You can check the status of the jobs.

- 1 Tap [Jobs] on the Home screen.

All jobs are displayed.

Displaying a Job

- 1 Tap [All Jobs].
- 2 Tap the job you want to check the status.

Canceling the Active/Pending Jobs

- 1** Tap [Jobs] on the Home screen.
- 2** Tap [All Jobs] > [Active Jobs].
- 3** Tap the job you want to cancel.
- 4** Tap [Delete].

Note

- The items displayed vary depending on the service. Operate the device in accordance with the screen.

Promoting Pending Jobs

- 1** Tap [Jobs] on the Home screen.
- 2** Tap [All Jobs] > [Active Jobs].
- 3** Tap the job you want to preferentially execute.
- 4** Tap [Promote].

Printing Pending Jobs

You can forcibly print a job that is waiting to be printed until the period of time specified in [Auto Print] elapses.

If there is a print job that is paused and is waiting to be resumed, you can resume the pending job.

Reference

- For information on how to set [Auto Print], refer to "[Auto Print]" (P.249).

- 1** Tap [Jobs] on the Home screen.
- 2** Tap [All Jobs] > [Active Jobs].
- 3** Tap the job you want to execute.
- 4** Tap [Resume].

Note

- The items displayed vary depending on the service. Operate the device in accordance with the screen.

12

General Settings

Overview

This section explains menus where device settings can be changed and setting details can be checked.

Tap [Device] on the Home screen.

Note

- This chapter includes the description of items that need the system administrator authority. Some items may not be displayed depending on the models or other settings.

[Language]

The touch-panel display language can be switched.

[Keyboard]

Sets the keyboard layout displayed during text input.

[Display Language Button on Home]

Sets whether or not the language button appears on the Home screen.

[Information & Reports]

Allows checking of various device information on the screen such as serial number, number of printed pages and IP addresses. Also, reports/lists can be printed and job history settings/registered details can be checked.

[Device Configuration]

Device structure can be checked.

[Software Version]

Device software version can be checked.

[Wireless LAN Status]

Displays the status of Wi-Fi connection and Wi-Fi Direct connection.

[Print Reports]

Tap  to print selected report or list.

[Job Status / Activity Report]

■ [Job History Report]

Check print results. Info for up to the most recent 200 jobs will be printed. Report can also be printed for each job type.

Adding the check mark to [Include Child Jobs] prints each related job on each line. Clearing this check mark prints the multiple related jobs, such as job flow jobs, on one line.

Reference

- [Job History Report] allows for automatic printing whenever the number of jobs exceeds 50. For information on automatic printing, refer to "[Reports]" (P.255). All job results will be printed for automatic printed jobs.

■ [Error History Report]

Reference

- Refer to "[Error History Report]" (P.233).

■ [Activity Report]

You can check whether transmissions completed successfully or not. The remote terminal name and the result and status are recorded by sorting into incoming or outgoing fax.

The following information is not included in the Activity Report.

- Redialed transmissions and polling.
- Deleted documents that were waiting to be transmitted.
- When the power is shut off, or when a system error occurs during an activity.

You can also set up the device to automatically print the [Activity Report] every 100 activities.

Note

- The use of ApeosWare Management Suite 2 (sold separately) allows you to import the contents of an Activity Report to a computer. For information on ApeosWare Management Suite 2 (sold separately), refer to the manuals provided with the software.

Reference

- For information on the settings, refer to "[Reports]" (P.255).

■[Stored File List]

You can print a list of uncompleted jobs (uncompleted transmissions/receptions or those stored for polling) stored in folders.

[Copy Reports]

Feature setting list that allows checking of device hardware structure, network information, print feature and copy feature settings.

Note

- The contents of [Configuration Report] are identical whether it is printed from [Copy Reports], [Printer Reports], [Scan Reports], or [Fax Reports].

[Printer Reports]**■[Configuration Report]**

You can check the hardware configuration, network information, and print and copy feature settings of the device with the report.

Note

- The contents of [Configuration Report] are identical whether it is printed from [Copy Reports], [Printer Reports], [Scan Reports], or [Fax Reports].

■[PCL Settings List]

Prints the settings for the PCL printer.

■[PCL Macro List]

Prints the list of forms registered for PCL.

■[PDF Settings List]

Prints the settings configured in the PDF printer mode.

■[TIFF / JPEG Settings List]

Prints the settings configured in the TIFF and JPEG printer mode.

■[TIFF / JPEG Logical Printers List]

Prints the list of logical printers created in the TIFF and JPEG printer mode.

Reference

- You can configure the setting for TIFF and JPEG logical printers using CentreWare Internet Services. For more information on the settings, refer to the help of CentreWare Internet Services.

■[PostScript Logical Printers List]

Prints the list of logical printers created in PostScript®.

Reference

- You can configure the setting for PostScript logical printers using CentreWare Internet Services. For more information, refer to the help of CentreWare Internet Services.

■[ESC/P Settings List]

Prints the settings configured in the ESC/P-K emulation mode.

■[ESC/P Logical Printers List]

Prints the programming settings configured in the ESC/P-K emulation mode.

■[HP-GL/2 Settings List]

Prints the settings for the HP-GL, HP-GL/2 and HP-RTL emulation modes.

■[HP-GL/2 Logical Printers List]

Prints the stored programming settings for the HP-GL, HP-GL/2, and HP-RTL emulation modes.

■[HP-GL/2 Palette List]

Prints the sample list in 256 colors that can be set with the pen attribute on HP-GL and HP-GL/2 emulation modes.

■[KS5843 Settings List]

Prints the settings for the KS5843 emulation mode.

■[KSSM Settings List]

Prints the settings for the KSSM emulation mode.

■[KS5895 Settings List]

Prints the settings for the KS5895 emulation mode.

Reference

- For information on KS5843/KSSM/KS5895 emulation mode, refer to the User Guide for the Korean model.

■[Font List]

Prints the list of fonts available on the device.

Note

- Information printed varies depending on the options installed.

■[PCL Font List]

Prints the fonts available in PCL.

■[PostScript Font List]

Prints the fonts available in PostScript.

■[DocuWorks Printer Settings List]

Prints the settings for DocuWorks Direct Print.

[Scan Reports]**■[Reports]****◆[Configuration Report]**

You can check the hardware configuration, network information, and print and copy settings of the device.

Note

- The contents of [Configuration Report] are identical whether it is printed from [Copy Reports], [Printer Reports], [Scan Reports], or [Fax Reports].

◆[Scan / Fax Configuration Report]

You can check the settings configured for the Scan feature and the Fax feature.

Note

- The contents of [Scan / Fax Configuration Report] are identical whether it is printed from [Scan Reports] or [Fax Reports].

◆[Domain Filter List]

You can check the settings configured for the domain which filters data transmissions.

■[Address Book]

You can check the registered information of the Address Book.

Note

- Adding the check mark to [Print Details] prints detailed information such as address type and Starting Rate.

[Fax Reports]**■[Reports]****◆[Configuration Report]**

You can check the hardware configuration, network information, and print and copy settings of the device.

Note

- The contents of [Configuration Report] are identical whether it is printed from [Copy Reports], [Printer Reports], [Scan Reports], or [Fax Reports].

◆[Scan / Fax Configuration Report]

You can check the settings configured for the Fax feature and the Scan feature.

Note

- The contents of [Scan / Fax Configuration Report] are identical whether it is printed from [Scan Reports] or [Fax Reports].

◆[Folder Selector List]

You can check the settings for the Folder Sorting feature.

◆[Inbound Fax Spam List]

You can check the settings for the G3 ID (telephone numbers) for which fax reception is restricted.

◆[Domain Filter List]

You can check the settings configured for the domain which filters data transmissions.

■[Address Book]

You can check the registered information of the Address Book.

Note

- Adding the check mark to [Print Details] prints detailed information such as address type and Starting Rate.

■[Fax Comments List]

You can check the registered comments to use on fax cover sheets.

■[Billing Data List]

You can check the registration status of the billing data for the specified numbers.

[Job Counter Report]

Prints the counter report for each job. You can check the breakdown of the number of actual use of the device by feature (such as the number of pages printed and the number of times used) and cumulative time when the device is used (such as runtime, standby time, Low Power mode, Sleep mode, and power-off time) by minutes on the Job Counter Report.

Automatically Printed Reports/Lists

Some reports/lists related to the Fax and Scan services can be printed only automatically. The following describes reports/lists that can be printed automatically.

■[Transmission Report - Job Undelivered]

The report is automatically printed when a transmission of scanned data to a computer on a network or a transmission of scanned data by email fails. When a fax, the IP Fax (SIP), or the Internet Fax transmission fails, this report is also printed. You can check a thumbnail of the scanned data and its transmission result.

You can set not to print out the Transmission Report - Undelivered.

Reference

- For information on setting whether to print the report for emails automatically, refer to "[Scan File Transfer Report]" (P.256).
- For information on setting whether to print the report for faxes automatically, refer to "[Transmission Report - Job Undelivered]" (P.255).

■[Transmission Report]

The report is automatically printed when a transmission of scanned data to a computer on a network or a transmission of scanned data by email succeeds. When a fax, the IP Fax (SIP), or the Internet Fax transmission succeeds, this report is also printed. You can check a thumbnail of the scanned data and its transmission result.

You can set not to print out the Transmission Report.

Reference

- For information on setting whether to print the report for emails automatically, refer to "[Scan File Transfer Report]" (P.256).
- For information on setting whether to print the report for faxes automatically, refer to "[Confirmation Options]" (P.151).

■[Folder Report]

You can confirm a document that is stored in a folder.

Reference

- For information on setting whether to print the report automatically, refer to "[Folder Report]" (P.256).

■[Broadcast Report]

You can check the result of a broadcast transmission. The recipients and transmission result/status are recorded.

If you set to print this report automatically, it is printed each time a broadcast transmission is completed.

Reference

- For information on setting whether to print the report automatically, refer to "[Broadcast / Multi-Poll Report]" (P.256).

■[Multi-Poll Report]

You can check the result of a multi-poll communication (polling from multiple recipients). The remote terminal name and transmission result/status are recorded.

If you set to print this report automatically, it is printed each time a multi-poll transmission is completed.

Reference

- For information on setting whether to print the report automatically, refer to "[Broadcast / Multi-Poll Report]" (P.256).

■[Job Flow Error Report]

This report notifies job flow errors. The date and time of the error occurred and the error codes are printed.

You can set not to print out the Job Flow Error Report.

Reference

- For information on setting whether to print the report automatically, refer to "[Job Flow Error Report]" (P.256).

[Error History Report]

You can check the information on errors that occurred on the device.

The error history report shows the list of the latest 50 errors.

Note

- You can also access [Error History Report] under [Print Reports] > [Job Status / Activity Report].
- If [Print Reports] under [Reports] is set to [Disabled], [Error History Report] does not appear on the screen. For more information on reports, refer to "[Reports]" (P.255).

[Notifications]

Displays the notifications from the printer such as the fault status, replacement period, and other important messages in the order of severity.

You can check the details or associated pages by selecting each notification.

[Paper Tray Settings]

You can check the paper trays set on the device.

Reference

- For information on setting of each tray, refer to "Changing the Paper Settings" (P.97).

[Common Settings]

[Custom Paper Name / Color]

You can name [Custom Type 1] to [Custom Type 5] and [Custom Paper Color 1] to [Custom Paper Color 5].

For example, you can use a name showing its usage, such as "Color" for colored paper, and "Covers" for bond paper.

[Customize Paper Supply Screen]

This sets whether the paper size set in the paper tray and the details set in [Auto Paper Select] are displayed on the paper selection screen.

[Change Paper Settings During Loading]

Sets whether or not to display the tray setting change screen when pulling out and putting in the paper tray.

Note

- This setting cannot be applied to Tray 5.

[Paper Type Priority]

Set the priority of the trays to use when paper of the same size and the same orientation is set in the multiple trays for automatic tray selection.

The paper type setting is prioritized over the [Priority] at paper tray settings.

If, however, different paper types appear in the same priority sequence, the paper is determined by [Priority] on paper tray settings. The automatic paper selection never selects the tray to which the paper type set to [Auto Paper Off] is loaded.

Note

- Automatic Paper selection means that a tray containing the appropriate paper is automatically selected by the device for copying or printing.

[Auto Tray Switching Control]

Set the alternative paper used when running out of paper loaded in the tray selected.

■ [Auto Tray Switching]

Set the conditions of auto tray switching. If [Enable during Auto Select] is set, the paper tray switches depending on the settings of [Auto Tray Switching]. If [Enable for Same Paper Type / Color] is set, the tray set to the same paper type and color is selected.

■ [Targeted Paper Type (Copy Jobs)]

Set the selection method of the paper types when switching trays.

When [According to Priority] is selected, the paper type is determined according to the settings in [Paper Type Priority]. When selecting [Selected Paper Type Only], you can specify the paper type.

■ [Targeted Paper Color (Copy Jobs)]

You can target all paper colors or only one paper color.

[Image Quality]

You can specify the image quality processing method for each paper type.

When copying or printing a document, the device controls the image quality according to the type of paper set in [Image Quality] and the image quality processing method specified for that type of paper.

The following table shows available settings.

Reference

- For information about paper characteristics and notes, refer to "Loading Paper" (P.87).

| Paper Type | Setting values | Meaning |
|------------|----------------|--|
| [Plain] | [Plain A] | Suitable for 60 to 80 gsm paper. |
| | [Plain B] | Suitable for 60 to 90 gsm paper such as XC4200. |
| | [Plain C] | Do not select. |
| | [Plain D] | Suitable for 91 to 105 gsm paper. |
| | [Recycled A] | Suitable for 60 to 80 gsm recycled paper such as G70. |
| | [Plain A RL] | Suitable for 60 to 80 gsm reloaded paper. |
| | [Plain B RL] | Suitable for 60 to 90 gsm reloaded paper such as XC4200. |
| | [Plain C RL] | Suitable for 81 to 105 gsm reloaded paper. |
| [Bond] | [Plain A] | Suitable for 60 to 80 gsm paper. |
| | [Plain B] | Suitable for 60 to 90 gsm paper such as XC4200. |
| | [Plain C] | Do not select. |
| | [Plain D] | Suitable for 91 to 105 gsm paper. |
| | [Recycled A] | Suitable for 60 to 80 gsm recycled paper such as G70. |
| | [Plain A RL] | Suitable for 60 to 80 gsm reloaded paper. |
| | [Plain B RL] | Suitable for 60 to 90 gsm reloaded paper such as XC4200. |
| | [Plain C RL] | Suitable for 81 to 105 gsm reloaded paper. |
| [Recycled] | [Plain A] | Suitable for 60 to 80 gsm paper. |
| | [Plain B] | Suitable for 60 to 90 gsm paper such as XC4200. |
| | [Plain C] | Do not select. |
| | [Plain D] | Suitable for 91 to 105 gsm paper. |
| | [Recycled A] | Suitable for 60 to 80 gsm recycled paper such as G70. |
| | [Plain A RL] | Suitable for 60 to 80 gsm reloaded paper. |
| | [Plain B RL] | Suitable for 60 to 90 gsm reloaded paper such as XC4200. |
| | [Plain C RL] | Suitable for 81 to 105 gsm reloaded paper. |

| Paper Type | Setting values | Meaning |
|----------------|----------------|--|
| [Hole Punched] | [Plain A] | Suitable for 60 to 80 gsm paper. |
| | [Plain B] | Suitable for 60 to 90 gsm paper such as XC4200. |
| | [Plain C] | Do not select. |
| | [Plain D] | Suitable for 91 to 105 gsm paper. |
| | [Recycled A] | Suitable for 60 to 80 gsm recycled paper such as G70. |
| | [Plain A RL] | Suitable for 60 to 80 gsm reloaded paper. |
| | [Plain B RL] | Suitable for 60 to 90 gsm reloaded paper such as XC4200. |
| | [Plain C RL] | Suitable for 81 to 105 gsm reloaded paper. |
| [Letterhead] | [Plain A] | Suitable for 60 to 80 gsm paper. |
| | [Plain B] | Suitable for 60 to 90 gsm paper such as XC4200. |
| | [Plain C] | Do not select. |
| | [Plain D] | Suitable for 91 to 105 gsm paper. |
| | [Recycled A] | Suitable for 60 to 80 gsm recycled paper such as G70. |
| | [Plain A RL] | Suitable for 60 to 80 gsm reloaded paper. |
| | [Plain B RL] | Suitable for 60 to 90 gsm reloaded paper such as XC4200 |
| | [Plain C RL] | Suitable for 81 to 105 gsm reloaded paper |
| [Cardstock] | [Heavy 2A] | Suitable for 177 to 220 gsm paper. |
| | [Heavy 2R] | Suitable for 177 to 220 gsm rough paper. |
| [Cardstock RL] | [Heavy 2A RL] | Suitable for 177 to 220 gsm reloaded paper. |
| | [Heavy 2R RL] | Suitable for 177 to 220 gsm reloaded rough paper. |
| [Pre-Printed] | [Plain A] | Suitable for 60 to 80 gsm paper. |
| | [Plain B] | Suitable for 60 to 90 gsm paper such as XC4200. |
| | [Plain C] | Do not select. |
| | [Plain D] | Suitable for 91 to 105 gsm paper. |
| | [Recycled A] | Suitable for 60 to 80 gsm recycled paper such as G70. |
| | [Plain A RL] | Suitable for 60 to 80 gsm reloaded paper. |
| | [Plain B RL] | Suitable for 60 to 90 gsm reloaded paper such as XC4200. |
| | [Plain C RL] | Suitable for 81 to 105 gsm reloaded paper. |
| [Labels] | [Labels 1A] | Do not select. |
| | [Labels 1B] | Suitable for labels. |

| Paper Type | Setting values | Meaning |
|--------------------------------|----------------|--|
| [Custom 1] to [Custom 5] | [Plain A] | Suitable for 60 to 80 gsm paper. |
| | [Plain B] | Suitable for 60 to 90 gsm paper such as XC4200. |
| | [Plain C] | Do not select. |
| | [Plain D] | Suitable for 91 to 105 gsm paper. |
| | [Plain S] | Not be used normally. |
| | [Recycled A] | Suitable for 60 to 80 gsm recycled paper such as G70. |
| | [Plain A RL] | Suitable for 60 to 80 gsm reloaded paper. |
| | [Plain B RL] | Suitable for 60 to 90 gsm reloaded paper such as XC4200. |
| | [Plain C RL] | Suitable for 81 to 105 gsm reloaded paper. |
| | [Plain S RL] | Not be used normally. |
| [Other Type] | [Plain A] | Suitable for 60 to 80 gsm paper. |
| | [Plain B] | Suitable for 60 to 90 gsm paper such as XC4200. |
| | [Plain C] | Do not select. |
| | [Plain D] | Suitable for 91 to 105 gsm paper. |
| | [Recycled A] | Suitable for 60 to 80 gsm recycled paper such as G70. |
| | [Plain A RL] | Suitable for 60 to 80 gsm reloaded paper. |
| | [Plain B RL] | Suitable for 60 to 90 gsm reloaded paper such as XC4200. |
| | [Plain C RL] | Suitable for 81 to 105 gsm reloaded paper. |

[Supplies]

You can check the status of consumables on the [Supplies] screen.

Important

- If you replace a toner cartridge with a partially used toner cartridge (such as a toner cartridge removed from another device of the same model, the status displayed may differ from the actual remaining amount. When replacing toner cartridges, we recommend that you use new ones.

[Billing Information]

Allows checking the number of copied and printed pages by meter.

[Serial Number:]

Displays the serial number of the device.

[Color Impressions]

Displays the total number of pages copied and printed in full color.

[Black Impressions]

Displays the total number of pages copied and printed in black and white, and pages faxed.

[Color Large Impressions]

Displays the total number of pages printed in large-size full color.

[Total Impressions]

Displays the total number of Color Impressions and Black Impressions.

Note

- When print data resulting from color conversion using an ICC profile, for example, on the application is printed at Auto (Color/B/W), even documents that appear in black-and-white on the monitor are printed in color. In this case, Color Impressions is used for counting the number of prints.

[User Account Billing Information]

You can check the number of pages printed by user.

When the Accounting feature is enabled, you can check the billing information for the currently authenticated user ID.

To use this feature, log in with the user ID of a login user that you want to check for the billing information or log in to the System Administration mode.

Note

- [User Account Billing Information] is displayed when the [Accounting Type] is set to [Local Accounting].
- The meters are displayed only for the features set to [Enable Accounting] in the Accounting mode.

Reference

- For more information on the Accounting mode, refer to "[Accounting]" (P.323).

■ [Meter (Copy Jobs)]

Displays the number of pages copied.

■ [Meter (Scan Jobs)]

Displays the number of pages scanned.

■ [Meter (Print Jobs)]

Displays the number of pages printed.

Note

- [Meter (Print Jobs)] is not displayed for the system administrator.

[Maintenance]

You can make a repair request or other adjustments of the device.

[Support Pages]

[Folder List]

Prints the list of folder settings and the procedure of saving files to folders for the specified folder numbers.

[Job Counter Report]

Reference

- For details, refer to "[Job Counter Report]" (P.232).

[Accounting Reports]

You can print an accounting report by each user. Note that the content on the screen differs depending on whether the Accounting mode for services is enabled or not.

Note

- You cannot output the report to a file. To output a report to a file, use ApeosWare Management Suite 2 (sold separately).

■ When [Accounting Type] is set to other than [Local Accounting]

When [Accounting Type] of each service is set to other than [Local Accounting], allowing you to print a Meter Report (Print Jobs).

◆ [Meter Report (Print Jobs)]

You can check the total number of printed pages and sheets of paper used, for each client (job owner). [Meter Report (Print Jobs)] counts pages from the time at which the data is initialized.

■ When [Accounting Type] is set to [Local Accounting]

When [Accounting Type] is set to [Local Accounting], the [Accounting Reports] screen appears. You can print the accounting report per user for the services of which the Accounting mode is set to [Enable Accounting].

Reference

- For information on enabling the Accounting feature for each service, refer to "[Accounting]" (P.323).

Select an accounting report for each service and specify a range of user numbers.

Note

- Selecting [Select All] selects all users.

◆ [Accounting Report (Copy Jobs)]

You can check the total number of pages copied and printed on the device. If the number of available pages has a limit, you can also check the limit value. [Accounting Report (Copy Jobs)] counts pages from the time at which the data is initialized.

Note

- [No.] displayed on the report is the User Administration Number assigned when a user is registered under [Accounting] or [Authentication / Security Settings].

◆[Accounting Report (Print Jobs)]

You can check the total number of printed pages and sheets of paper, used for each client (job owner). [Accounting Report (Print Jobs)] counts pages from the time at which the data is initialized.

Important

- When [Print Jobs] is set to [Disable Accounting] in [Accounting Mode] under [Accounting Type], [Meter Report (Print Jobs)] is displayed instead of [Accounting Report (Print Jobs)]. For more information, refer to "[Meter Report (Print Jobs)]" (P.241).

Note

- [No.] displayed on the report is the User Administration Number assigned when a user is registered under [Accounting] or [Authentication / Security Settings].

◆[Accounting Report (Scan Jobs)]

You can check the total number of pages scanned on the device. If the number of pages that can be scanned have a limit, you can also check the limit value. [Accounting Report (Scan Jobs)] counts pages from the time at which the data is initialized.

Note

- [No.] displayed on the report is the User Administration Number assigned when a user is registered under [Accounting] or [Authentication / Security Settings].

◆[Accounting Report (Fax Jobs)]

You can check the total number of fax transmissions/receptions and the total number of pages transmitted for each user.

Note

- [No.] displayed on the report is the User Administration Number assigned when a user is registered under [Accounting] or [Authentication / Security Settings].

[EP Diag/Repair Request]

When the EP system via the Internet is used, the device contacts our Customer Support Center if a check or maintenance is required.

Reference

- For information on the EP system, refer to "EP System" (P.512).

[EP Registration]

Reference

- For information on the EP system, refer to "EP System" (P.512).

[BB Registration]

Select [BB Registration] and then select [Start] to register the device in EP system.

[EPA Server Registration]

After the BB registration, [EPA Server Registration] is automatically selected in accordance with your environment. When this feature is selected, enter the destination server IP of your EPA server and then select [Start] to register the device in the EPA server.

[Quick Setup Home]

Allows you to check if the initial settings to use the device have completed. To set up the items not set yet, you can open the setting page through this screen.

[Software Options]

This feature is for service representative use.

[Software Options - USB]

Installs the USB dongle to make the optional features available.

[Software Update]

When the EP system is used, this feature is used to upgrade the software for the EP system when the version upgrade is required. The upgrade can be conducted immediately, or on the specified date and time.

Important

- After the downloading is finished, the device automatically restarts and upgrades the software. After the device restarts again and the Home screen is displayed, the software upgrade is completed. Do not turn the power off during upgrade. The device may not start due to incomplete installation.

Note

- To use this feature, a dedicated contract is needed in addition to a use of the EP system service. For more information, contact our Customer Support Center.
- The EP system may not be able to be used in some areas. For application, contact our Customer Support Center.

Reference

- For information on the EP system, refer to "EP System" (P.512).

[Power on Self Test]

Set whether or not to perform self test when the device is turned on.

If any abnormal condition such as intentional program modification is found during the program diagnosis, the device stops starting up and records the information in the audit log.

Note

- The information may not be recorded in the audit log depending on the status of program malfunction.

[Check Smart Card Details]

When you select [Check Smart Card Details] and touch your smart card to the IC Card Reader (optional), the information of the smart card appears on the touch screen.

Note

- You can register the authentication information using CentreWare Internet Services. For more information, refer to the help of CentreWare Internet Services.

[Delete All Certificates / Initialize Settings]

Deletes all certificates stored in the device and initializes the security settings associated with certificates. This feature is designed to use when you cannot use a certificate data in the device because of an abnormality of certificate file even when the certificate is set to enabled for [SSL/TLS Settings] under [Connectivity & Network Setup] > [Security Settings].

[Non-Genuine Toner / Drum Cartridge]

Set this feature when using device in the custom mode.

Use with supported toner and drum.

Important

- Using this setting may not maintain the device's sufficient feature and performance, and we do not certify the performance. Keeping using the non-genuine product may put the device out of order and you are liable for the cost of repairs.
- When you select [Yes], the toner and drum cartridge remaining are not displayed.

[Image Quality]

[Adjust Paper Registration]

Allows you to make an adjustment to match the positions of the images with paper.

Reference

- For detailed procedure, refer to "Adjust Paper Registration" (P.410).

[Calibration]

When color gradation of a printed image shifts, you can calibrate the color of the image to maintain the image quality of the device at a certain level.

Note

- If you cannot calibrate the device to adjust for a shift in color gradation despite the periodic calibration, contact our Customer Support Center.

Reference

- For more information, refer to "Executing Calibration" (P.406).

[NVM Read / Write]

Adjusts the device operations.

[Altitude Settings]

Set the altitude of the place the device is located.

Setting the correct altitude helps the device to secure the print quality and display the accurate remaining amount of toners.

[Adjust Fusing Temperature]

Adjusts the fusing temperature per paper type.

The separation of an image or curl of paper, which occurs depending on the paper type or environment, may improve owing to the fusing temperature adjustment.

[Process Control Setup]

Adjusts the toner density automatically.

Perform this feature such as when you find any toner density disorder or you need to print more accurate.

[Ink Setoff Prevention]

Set whether or not to activate the function to prevent the adhesion of sheets of paper.

[Copy Image Quality]

Set how much to reduce the roughness of the copied image.

[Coated Paper Print Mode]

Set whether to focus more on the speed or the image quality on the printing.

[Clean Developer Unit and Transfer Module]

After the device has been remained with powered on but not perform printing for a certain period, the background of the print result may have some unwanted colored parts. To improve this fault, clean the Developer Unit and the Transfer Module.

[Toner Density Settings]

Adjusts the amount of toner to consume when printing. Reducing the density saves toners and increasing makes the printed image clearer.

[Refresh Toner]

Re-adjusts the toner density and the developer voltage. Refreshing toners optimizes the print quality.

Note

- Do not perform Refresh Toner too many times as the toner would decrease at a fast pace.

[Clean Transfer Belt]

If dust stick to the Transfer Belt, the black or colored vertical stripes or lines may appear on the printed image. To improve this fault, clean the Transfer Belt.

[Primary Transfer Current Adjustment]

Adjusts the transfer voltage of the black toner and color toner when a poor transfer due to paper type or environment causes missing a part of image.

[2 Sided Color Scanning Calibration]

When the image is color scanned by the duplex automatic document feeder, you can calibrate the color of the image on 2 sided side 1 and side 2.

Reference

- For more information, refer to "Executing 2 Sided Color Scanning Calibration" (P.408).

[Adjust Color Registration]

You can adjust color registration if colors are misaligned in outputs.

Important

- Do not execute color registration continuously. Doing so may impair the performance of the device.

[Adjust Image Transfer]

You can specify the transfer output value for each paper type. This is useful when the toner image does not transfer to the paper properly.

Reference

- For more information, refer to "Adjust Image Transfer" (P.413).

13

Advanced Settings

Overview

This section describes the items to control the device operation. The features are mainly set by the system administrator.

Tap [Device] on the Home screen.

Note

- Some items may not be displayed depending on the model and other settings.

[System Settings]

[System Clock / Timers]

You can set the system clock or the time intervals of the device to reset settings.

[Date]

Set the date in the system clock of the device.

[Time]

Set the time in the system clock of the device.

[NTP Time Synchronization]

Gets time from server so that it syncs with the time server (NTP) and match the time to the device.

[Connection Interval]

Select the time interval to connect to the time server.

[Time Server Address]

Set the server name or IP address of the time server.

[Auto Clear]

Specify the time lapsed without any operation until the device resets the settings.

Note

- Even when set to [Off], if one minute has elapsed after reading the original but no job starts, the device will cancel the standby status and begin processing the original.

[Auto Job Release]

Specify the time lapsed until the device cancels the active job and starts the next job if an error such as document or paper jams and running out of paper occurs during copying or scanning.

[Auto Print]

Set the time lapsed until the device becomes available to make printing after the last operation on the control panel (except for [Start]).

[Printer Lockout]

Sets to temporarily prohibit printing.

Select [Allow User to Lock Out] to display [Auto Printing].

Tap [Auto Printing] on the Home screen to open the popup screen. You can temporarily block printing by selecting [Disabled]. Selecting [Enabled] allows you to release printing.

Reference

- You also can set to prohibit printing at a certain time. For details, refer to the CentreWare Internet Services help.

Note

- When [Don't Allow User to Lock Out] is selected, [Auto Printing] is not shown on the Home screen.

[Time Zone]

Set the time difference from GMT between -12 and +12 hours.

[Daylight Savings]

Set the daylight saving time. During the period of daylight saving time you set, the device moves the clock forward by one hour.

[Warmer Mode]

Set whether to switch to the Warmer Mode to prevent or reduce condensation in the device.

- If you select [On] and specify [Start Time] and [Duration], the device enters the Warmer Mode from [Start Time] to the time period specified on [Duration].
- If you put a check mark for [Auto Start], the Warmer Mode becomes active automatically based on the prediction of condensation regardless of selecting [On] or [Off]. The device enters the Warmer Mode at the specified [Start Time].
- If you put a check mark for [Auto Stop], the Warmer Mode becomes deactivated automatically when no condensation occurs for a certain period.
- If you put a check mark for [Condensation Alert], a message appears when the device detects the possibility of having condensation.

Note

- The setup by our service representative is necessary depending on the device model. For more information, contact our Customer Support Center.
- Sleep Mode is not available during the Warmer Mode operation.

[Print-On-Demand Duration]

Specify the duration for the device to receive a print job from web applications. Unless the device receives full data of the print job within the specified period of time, the device does not process the print job.

Note

- When you send a print job that contains a large amount of data or a print job whose contents take a while to be processed, transmission may be timed out before the device receives the last page of the print job.

[Power Saver Settings]**[Power Saver Timers]**

The Power Saver mode has two modes: the Low Power and Sleep modes. When a specified period of time has elapsed, the device switches to these modes in the following order to reduce power consumption.

Last operation on the device → Low Power mode → Sleep mode

Note

- You cannot configure the device not to switch to the Low Power mode or the Sleep mode.
- The time until entering the Sleep mode should be the same as or longer than the time until entering the Low Power mode.
- If the time until entering the Sleep mode is the same as the time until entering the Low Power mode, the device skips the Low Power mode to enter the Sleep mode.

[Enter Power Saver]

Sets the transition to the Power Saver mode after the printing received from the computer, such as printing and fax, are complete.

[Sleep Mode Settings]

Set whether the top priority of Sleep mode is power saving or wake up time.

Note

- Even when [Prioritize Power Saver] is set, the device may operate as if [Prioritize Wake Up Time] was set depending on the configuration and settings of the device.

[Power Saver Deactivation]

Select whether to disable the Power Saver mode fully or partially when exiting the mode.

[Scheduled Power Off]

Sets the power to turn off automatically at the specified time.

Note

- Even when [Enabled] is set, the device will not be automatically turned off during an error (such as paper jam) or processing jobs.

[Audio Tones]

Select whether to sound an alarm when a job ends or a fault occurs.

[Tone Type]

Select [Standard] or [Beep].

[Control Panel Select Tone]

Set the volume to be sounded when a button on the control panel is correctly tapped.

[Control Panel Alert Tone]

Set the volume to be sounded when an unavailable button is tapped, or an error occurs.

[Device Ready Tone]

Sets the volume of the sound to indicate that the device is ready, such as when power is turned on.

[Job Complete Tone]

Set the volume to be sounded when a job is completed normally.

You can set whether to play the sound per each job type.

[Fax Received Tone (Line 1)]

Set the volume to be sounded when a fax receiving job such as Print Fax and Store File - Local Folder is completed normally.

[Fault Tone]

Set the volume to be sounded when a job fails.

You can set whether to play the sound per each job type.

[Auto Clear Alert Tone]

Set the volume to be sounded at five seconds before automatically returning to the initial screen when [Auto Clear] is set to [On].

Reference

- For information on Auto Clear, refer to "[Auto Clear]" (P.249).

[Alert Tone]

Set the volume to be sounded when a fault such as a paper jam occurs, and the job remains in failure state.

[Out of Paper Warning Tone]

Set the volume to be sounded when a job is suspended because there is no paper in a tray.

[Low Toner Alert Tone]

Set the volume to be sounded when the toner cartridge needs replacing.

[Fault Clear Tone]

Set the volume to be sounded when an occurring error is resolved and the device is ready for operation.

[Login Tone]

Set the volume to be sounded when the system administrator or a user logs in to the device.

[Power Off Tone]

Set the volume to be sounded when the power of the device is switched off.

[Mobile Device Connection Tone]

Set the volume to be sounded when the device detects a connection from any mobile device.

[Line Monitor Tone]

Setting to play phone line sound on device speakers from when the dialing starts to connection with recipient, when sending a fax. Convenient such when using fax information service without a receive.

[Ringing Tone]

Set the volume to be sounded when the device receives a fax.

[Screen / Button Settings]**Note**

- [Default Language], [Button Color Scheme], and [Suppress Notification Banner] are displayed when the latest software is installed.

[Screen Default]

Set the screen displayed after powering on the device or canceling the Power Saver mode.

[Default Language]

Select the language displayed by default.

[Screen After Auto Clear]

Set the screen displayed after Auto Clear.

[Auto Display of Login Screen]

When the Authentication feature is enabled on the device, set whether or not to automatically display the login screen after turning on the device or canceling the Power Saver mode.

[Button Color Scheme]

If [Highlight] is selected, the Start, Pause, and Reset buttons common to all screens will be highlighted.

[Screen Brightness]

Adjusts the brightness of the touch screen.

Note

- The screen image on the bottom of the adjustment slider is a display sample.

[Reconfirm Email Recipient]

Select whether or not to display the screen to confirm email recipients when sending emails.

[Reconfirm Fax / Internet Fax Recipient]

Set whether or not to display a screen to confirm fax/Internet fax recipients when sending faxes/Internet faxes.

[Display Supplies Screen]

Allows you to select whether or not to display the consumables status when a replacement is required.

[Screen After Inserting USB]

Set whether or not to display the screen when the device detects USB memory device insertion, and also set the screen type at the time.

Note

- Selecting [App Selection Screen] displays the screen that prompts you to select either of [Scan to USB], [Print from USB], and [Photo Print] when a USB memory is inserted.
- When the device is powered on while a USB memory device is inserted, the Home screen appears. The screen to select the app does not appear.
- During the Power Saver mode, the touch screen does not light up even when a USB memory device is inserted into the USB memory slot. After exiting the Power Saver mode, insert the USB memory device again or select the app to use on the Home screen.
- If a commercially available Memory Card Reader is used and it is left inserted all the time, the screen is not switched to the selected screen even when a medium is inserted into the slot of the Memory Card Reader.

[Display Warning Screen After Inserting USB]

Set whether or not to display the confirmation screen when a USB memory device is inserted into the USB memory slot.

[Keyboard Input Restriction]

Set whether or not to allow only the ASCII format or not for the available characters of the keyboard displayed on the touch screen.

[Operation of Up / Down Buttons]

Allows you to select whether or not to enable continuous scrolling when pressing the scroll buttons.

[Double-tap Interval]

Set the interval that a double tap is recognized when the touch screen on the device is double-tapped.

[Display Reset Button]

Set whether or not to display the reset button on the top of each app screen.

[Security Warning (Admin)]

Set whether or not to display the security warning screen when the default values of system administrator's user ID and password are used. The warning screen is displayed when entering the System Administration mode on the control panel or on the CentreWare Internet Services.

[Security Warning (SNMP)]

Set whether or not to display the security warning screen when the default values of SNMP protocol's community name and authentication password are used. The warning screen is displayed when entering the System Administration mode on the control panel or on the CentreWare Internet Services.

Note

- You can set the SNMP protocol settings on CentreWare Internet Services. For more information, refer to the help of CentreWare Internet Services.

[Security Warning (Global IP)]

Set whether or not to display the security warning screen when the Global IP Address is used and [Login Type] is set to [No Login Required]. The warning screen is displayed when entering the System Administration mode on the control panel or on the CentreWare Internet Services.

[Confirm Settings When App Starts]

Set whether or not to display the screen to ask if to take over the previous settings when you open each app on the Home screen.

[Suppress Notification Banner]

If a check mark is placed, event notifications (messages notifying maintenance and warning) are hidden.

[Message Banner Display Time]

Select how long time to display the messages.

[Job Confirmation Banner Display Settings]

Set whether to display the message regarding the processing job after the Auto Clear.

[Run Status Display Format]

Set whether to display a screen or a message that indicates that the job is processing after submitting the job.

[Image Quality]

You can select the image quality processing method when the device scans a document.

[Photo & Text Recognition]

Allows you to change a level with which the device determines a document as text or photos. This setting is used when you select [Photo & Text] for [Original Type].

[Output Color Recognition]

Allows you to change a level with which the device determines a document as monochrome or color while setting [Output Color] to [Auto Detect].

[Photo Reproduction Level]

When copying with [Original Type] set to [Photo & Text], you can adjust the color reproduction level in the areas determined by the device as photos.

Selecting [More Text] yields a bold copy effect, emphasizing the dense parts of an image.

Selecting [More Photo] softens the image gradation of the photo aspects of an image, enhancing the reproducibility of subtle colors.

[Background Suppression (Color Copy)]

Set the method of background suppression to be used when making color copies.

[Background Suppression (B & W Copy)]

Set the method of background suppression to be used when making monochrome copies.

Important

- When set to [High Quality], selecting [Corner Shift] for [Image Shift] and ratio of 60 % or less in [Reduce / Enlarge] makes a part of the image miss or causes a blank copy.

[Background Suppression (Scan Jobs)]

Set the method of background suppression to be used for scan operations.

[Image Enhancement]

Set whether to give the copied/faxed image a smoother appearance when printed.

[Reports]**[Print Reports]**

Set the display method of [Print Reports] on the [Machine Status] screen.

Clear the check mark to display it during the system administration mode only.

Reference

- For more information on [Print Reports], refer to "[Print Reports]" (P.228).

[Job History Report]

Select whether or not to automatically print a Job History Report when a total of 50 jobs have been processed.

Reference

- For information on how to print a Job History Report manually, refer to "[Print Reports]" (P.228).

[Activity Report]

Select whether or not to automatically print an Activity Report when a total of 100 communication results have been accumulated.

Reference

- For information on how to print an Activity Report manually, refer to "[Job Status / Activity Report]" (P.228).

[Transmission Report - Job Undelivered]

Select whether or not to automatically print a Transmission Report - Job Undelivered.

[Transmission Report - Job Deleted]

Select whether or not to automatically print a Transmission Report - Job Deleted for a cancelled document.

[Folder Report]

Select whether or not to automatically print a Folder Report.

[Broadcast / Multi-Poll Report]

Select whether or not to automatically print a Broadcast Report and a Multi-Poll Report.

[Scan File Transfer Report]

Select whether or not to print the report for data transmission results when the scanned data is transferred to the computer on the network or is sent via email.

[2 Sided Report]

Select whether or not to print a report on one side of the paper or both sides when printing a report/list.

[Activity Rep-Recipient]

Select how the information on recipients is shown when printing an Activity Report.

[Job Flow Error Report]

Select whether or not to automatically print a Job Flow Error Report.

[Watermark]

Watermark is the function to print text or background pattern on the whole page to inhibit the replication of documents.

[Date Format]

This setting is common to Annotation, Watermark, and Force Annotation.

[Default Watermark Effect]

Set the default type of text effect for Watermark.

[Default Watermark]

Set watermark text.

Reference

- For more information about custom text, refer to "[Custom Watermark 1] to [Custom Watermark 3]" (P.257).

[Font Size]

Set the size of the text to be printed as the Watermark.

[Background Pattern]

Set the background pattern to embed the text for the Watermark effect.

[Font Color]

Specify a hidden text color used for the Watermark feature.

Note

- The hidden text color in fax transmission is black, regardless of the font color.

[Density]

Select the text density of the Watermark.

[Watermark / Background Contrast]

Set a contrast level for text and background for the Watermark.

Select a contrast level, referring to the printed samples by selecting [Print this Sample List].

[Force Watermark-Copy]

Set whether or not to forcibly use the Watermark feature when copying a document. When you select [On], the setting of [Watermark] is fixed to [On] and you cannot change the setting.

The user control number, device ID, and date and time are printed.

Note

- You can authorize a user to temporarily cancel the force watermark printing. For more information, refer to "User Roles and Authorization Groups" (P.356).
- The user control number may not be printed depending on the Login mode configuration.

[Force Watermark-Client Print]

Set whether or not to forcibly use the Watermark feature when printing from a computer.

To prioritize the settings in the device, select [Prioritize Device Settings], and to prioritize the settings of the software such as TrustMarkingBasic (sold separately), select [Prioritize Client Settings].

When you [Prioritize Device Settings] is selected, the user Details or the user control number, device ID, and date and time are printed.

Note

- The user control number may not be printed depending on the Login mode configuration.

[Force Watermark-Print Stored File]

Set whether or not to forcibly use the Watermark feature when printing from a folder.

The user control number, device ID, and date and time are printed.

Note

- You can authorize a user to temporarily cancel force watermark printing. For more information, refer to "User Roles and Authorization Groups" (P.356).
- The user control number may not be printed depending on the Login mode configuration.

[Force Watermark-Media Print]

Set whether or not to use the Watermark feature when printing for Print from USB or Photo Print.

The user control number, device ID, and date and time are printed.

Note

- You can authorize a user to temporarily cancel force watermark printing. For more information, refer to "User Roles and Authorization Groups" (P.356).
- The user control number may not be printed depending on the Login mode configuration.

[Custom Watermark 1] to [Custom Watermark 3]

Register text to be printed as the Watermark.

[Print this Sample List]

Prints hidden text samples of various densities. Select [Watermark / Background Contrast], referring to the printed samples.

[Force Annotation]

The string such as a user name and a date (Annotation) is forcibly printed out according to the layout template associated with each job type.

Note

- When a watermark and/or a print universal unique ID is specified to a document, force annotation is overlapped.

The layout templates, Preset 1 to Preset 4, are provided with the device. The printed items with the templates as follows:

- Preset 1 and Preset 2

The string registered on [Create Text String 1] is printed as watermark at an angle in the center of paper.

The following items are printed at the bottom right for Preset 1 or bottom left for Preset 2 of paper.

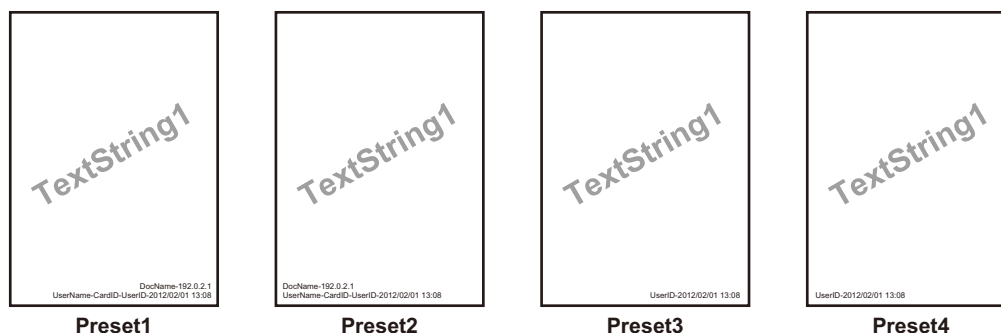
- First line: file name and the IP address of the computer that send a print job
- Second line: user name, user ID, card ID, and date and time

- Preset 3 and Preset 4

The string registered on [Create Text String 1] is printed as watermark at an angle in the center of paper.

The following items are printed at the bottom right for Preset 3 or bottom left for Preset 4 of paper.

- User ID and date and time

**Note**

- Some items may not be printed depending on the job type and performance conditions.
- Force annotation is not printed on blank paper generated by the device.
- When the Force Annotation is enabled, you cannot select [Auto Detect] for [Tray 5].
- A time printed as a watermark using the Force Annotation feature may differ from the time the print job is submitted depending on the status and settings of the device and the contents of the print job. In this case, the print job start time is printed as a watermark.

Reference

- For how to register text strings, refer to "[Create Text String]" (P.259).

[Apply Layout Template to Copy / Print Jobs]

Set the association between jobs and layout templates.

Note

- You can associate a layout template with Client Print when a print job is sent from a computer.
- You can associate a layout template with the media print feature when printing a file in a USB memory.

[Delete Layout Template]

Deletes a layout template.

Note

- The provided layout templates cannot be deleted.

[Create Text String]

Register text strings for the Force Annotation feature.

Note

- The available text for the provided layout templates is the text strings registered in [Create Text String 1].

[Print Universal Unique ID]

You can print UUIDs (Universal Unique IDs) for each print job to identify each job.

The printed UUIDs can be used as a search key to retrieve print job logs using an application, such as ApeosWare Management Suite 2 (sold separately). Retrieving the image log with the UUID enables you to verify "when", "by whom", and "with what service" the document was processed. This prevents leakage of confidential information.

Note

- You can authorize a user to temporarily cancel force watermark printing. For more information, refer to "User Roles and Authorization Groups" (P.356).
- If a layout template is specified in [Apply Layout Template to Copy / Print Jobs] under [Force Annotation], UUIDs are overlapped with the text on the layout template.

Reference

- For details on image logs, refer to "[Image Log Control]" (P.260).
- For details on Force Annotation, refer to "[Force Annotation]" (P.258).

[Print Universal Unique ID]

Select whether or not to print Universal Unique IDs.

Note

- If [Print Universal Unique ID] is enabled, you cannot select [Auto Detect] for [Tray 5].

[Print Position]

Select a print position from six positions.

[Print Position Adjustment]

Adjust print positions.

Note

- 0 mm is at the edge of paper. Increasing the value moves the print position toward the center of the paper. However, for [Top Center] or [Bottom Center], the horizontal value for the center of paper is set to 100 mm. Therefore, when you select [Top Center] or [Bottom Center], set the value to 100 mm and then specify desired value.

[Print Position (Side 2)]

Set the position to print the UUID on Side 2 when making 2 sided copies.

[Image Log Control]

The Image Log Control is a feature that creates image data of documents processed on the device and stores the image data with other information such as the user of the job, time, and sets as logs. This feature can manage jobs and track down the problem such as leakage of confidential documents.

Important

- If you set [Assurance Level] of [Image Log Control] or [Assurance Level] of [Transfer Image Log] to [High] under the Image Log Control setting, jobs will be printed after generating or transferring image logs, and it may take considerable time to print.
- The Image Log Control feature is processed on a priority basis depending on the document image of a job, the data size, the processing of multiple jobs other than the Image Log Control feature, [Assurance Level] setting of [Image Log Control], or [Assurance Level] setting of [Transfer Image Log].
- The Image Log Control feature is designed to supplement the security feature for documents; therefore, creating image logs or job processing other than the feature may take long.
- From a security perspective, the device cannot abort (forcibly terminate) image log creation to give priority to store data.
- Searching for images and print job logs allows the system administrator to grasp the identification information of the user who instructed the job. Note that Fuji Xerox is not responsible for a privacy issue of the user caused by using the Image Log Control feature.
- In case power is forced off, such as by power outage, or if an error occurs in the storage, the image log, creation and forwarding of image log may not occur.
- Only the jobs performed after the start of the Image Log Control feature will be covered by the Image Log Control feature.
- Because the images to be controlled are created based on the input images, the images will not always be the same as the output images. The following information is added or edited during output; thus, the images will not be reflected.
 - Layout change during output
 - Watermark
 - Separator
 - Banner
 - Booklet Creation (Copy)
 - Annotation
 - Cover Page (Fax)
 - Form Overlay (Print)
- For PDF files created as images, the [PDF Security] feature and the [PDF Signature] feature cannot be used.
- Images with higher resolution than the input image cannot be created regardless of the setting of [Resolution] under [Image Log Generation]. If the resolution of the input image is lower than the setting of [Resolution] under [Image Log Generation], the device creates an image with the same resolution of the input image.
- For jobs of fax transmissions, the device always operates as [Assurance Level] is set to [Low] regardless of the settings of [Assurance Level] under [Image Log Generation].
- Up to 8191 pages of images can be created. If more than 8191 pages of images are input into the device, even if [All Pages] is selected for [Page Range] under [Image Log Generation], not more than 8191 pages can be created.
- In case of insufficient space for images in storage, the device operates as follows according to the [Assurance Level] settings under [Image Log Generation].
 - [High]: A job is cancelled.
 - [Low]: A job is executed. However, the warning will be displayed at the end of the job and notifies the user that the image creation failed.

- When an error occurs during generating an image log, the device operates in accordance with the setting of [Image Log Generation] > [Assurance Level] as follows.
- [High]: Replaces the image to an error image (1x1 pixels) and indicates a system error. Turn off the device and confirm that the control panel is lit off, and then turn on the device again.
- [Low]: Replaces the image to an error image (1x1 pixels) and records the error information after finishing the job.
- Up to 2000 image logs can be stored in the device.
- The text size of image logs differs depending on the setting of [Resolution] under [Image Log Generation]. Refer to the following table when you set the resolution.

| Resolution | Size for Color Jobs | Size for B&W Jobs | Remarks |
|------------|---------------------|-------------------|--|
| 200 dpi | 6 pt | 6 pt | Adequate level for normal document. |
| 100 dpi | 10 pt | 14 pt | Large size characters are legible. |
| 72 dpi | 12 pt | 18 pt | Title size characters are legible. |
| 50 dpi | 16 pt | 24 pt | Characters are illegible. Suitable for Preview. |
| 25 dpi | 24 pt | 32 pt | Characters are illegible. Suitable for Thumbnail view. |

[Image Log Control]

Set whether or not to use the Image Log Control feature.

[Image Log Target]

Set whether or not to create image logs per job type.

[Image Log Generation]

Set the image data to manage as an image log. One image log file (PDF format) is created per one job.

■ [Assurance Level]

Set the assurance level, which affects whether to surely create image logs, from [Low] and [High].

Note

- If you select [Low], image logs may not be created depending on the conditions.

■ [Resolution]

Set the resolution of images to be managed as the logs.

■ [Page Range]

Set the page range of images to be managed as the logs.

[Transfer Image Log]

Image logs created on the device can be transferred to a log management server for storage and management.

■ [Log Transfer]

Set whether or not to transfer an image log to a log management server with the Log Transfer feature.

■ [Assurance Level]

Set the assurance level, which affects whether an image log is surely transferred to a log management server. When [High] is set and if an image log transfer fails, up to 2000 logs are saved in the device as an untransferred log. When the number of untransferred logs saved in the device exceeds 2000, the next job will not be executed. While [Low] is set, the next job is executed and if the number of image logs untransferred exceeds 2000, the logs are deleted in chronological order.

■ [Logs To Transfer]

Set whether or not to automatically transfer image logs to a log management server.

■ [Schedule Transfer]

This item is displayed when [Logs To Transfer] is set to [Accumulate & Transfer].

Set whether or not to transfer the image logs at the same time of every day.

■ [Transfer Timing]

This item is displayed when [Logs To Transfer] is set to [Accumulate & Transfer].

Specifies when to transfer image logs to a log management server.

[Notify Job Completion by Email]

[Targeted Jobs]

Select the service whose job result you want to receive by an email notification and its timing. When the target job is already selected, [Selected] is displayed.

When [Fax] is selected as one of the targeted jobs, [Attach Faxed Images] setting becomes available. This setting determines the number of pages of the fax image (PDF) to be attached to the notification email.

[Email Address 1] to [Email Address 5]

Specify the email addresses to notify the result of the jobs.

[Email Message]

Enter a comment attached to the email.

[Plug-in Settings]

You can browse list of available Plug-ins when you use the custom authentication and set to switch Plug-ins.

Note

- This item is displayed when the Extensible Customization Function is set to be enabled.
- The verification of digital signature is supported by CentreWare Internet Services. For more information, refer to the help of CentreWare Internet Services.

[Embedded Plug-ins]

Set whether or not to use the embedded plug-ins.

[List of Embedded Plug-ins]

Display the embedded plug-in name and status on the list.

[Other Settings]

[Auto Job Promotion]

Sets whether to allow job to be skipped in case the device cannot start a job for some reason (such as if there is no paper in the tray when printing is supposed to start), and there is a job in the queue that can be started.

Note

- Stored documents such as Secure Print and Sample Set documents cannot be used with the Auto Job Promotion feature.
- When you have specified the period to disable print jobs, the jobs received during the specified period are not deleted automatically even when [Automatically Delete Held Jobs] is checked.

Reference

- For more information on the setting to disable print jobs, refer to "[Printer Lockout]" (P.249).

[Default Print Paper Size]

You can set the paper size.

[Odd Page 2 Sided]

Set whether or not to add the side 2 of the last page for a document of an odd number of pages.

[Paper Size Settings]

Set the size of paper to be automatically detected when you use standard sizes of a document or the device is set to detect sizes of a document.

[Millimeters / Inches]

Allows you to select unit of measurement displayed on the screen.

[Data Encryption]

Allows you to select whether or not to encrypt data recorded on the device.

In order to prevent information of the device from leakage, encrypt the data stored on the device such as address book, authentication information, and stored documents. The encryption is also performed for when writing data of copied, scanned, or printed images to the device.

You cannot select whether or not to encrypt by feature.

■ Starting the Data Encryption and Changing Settings

When you select/deselect data encryption or change the encryption key, you must restart the device. When the device reboots, the device initializes the storage. The previous data is not secured.

The disk area stores the following data.

- Spooled print data
- Print data including Secure Print and Sample Set
- Forms for the Form Overlay feature
- Folder and job flow sheet settings (folder name, passcode, etc.)
- Files in folders
- Address Book data
- Digital certificate

Important

- Be sure to save all necessary settings and files before using data encryption or changing any settings.
- An error occurs if the currently connected storage doesn't match the encryption settings. For information on error messages and measures to take, refer to "Error Code" (P.458).

[Encryption Key for Confidential Data]

Allows you to set an encryption key to encrypt confidential information such as the passcodes of the system administrator and a folder. Encrypting confidential information prevents a network hacking and an unauthorized access to the information.

Important

- If you change the existing encryption key, you may not restore confidential information from a backup.

[Service Rep. Restricted Operation]

Allows you to select whether or not to restrict the operation by our service representative to protect the security settings from being altered by someone impersonating our service representative.

Our service representative cannot change the following settings:

- "[Image Log Control]" (P.260)
- "[Other Settings]" (P.263)
- "[Data Encryption]" (P.263)
- "[Encryption Key for Confidential Data]" (P.264)
- "[Service Rep. Restricted Operation]" (P.264)
- "[SSL/TLS Settings]" (P.316)
- "[S/MIME Settings]" (P.317)
- "[IPsec Settings]" (P.319)
- "[Administrator Settings]" (P.328)
- "[Invalid Login Settings]" (P.332)
- Creating/Changing Users with System Administrator Rights
- Changing SNMP v3 Setting

When [On] is set, you can set a maintenance password of 4 to 12 digits in the [Maintenance Password] screen. Entering the password is required when our service representative performs maintenance.

Important

- When [Service Rep. Restricted Operation] is set, note the followings:
 - If you lose the System Administrator's user ID and password, the items restricted to the service representative cannot be changed.
 - If you lose the password, our service representative cannot perform maintenance in the case when an error occurs in the device.
- To change the restricted items or perform maintenance, the electric circuit board of the device must be replaced. You will be charged for the electrical circuit board and handling cost. Be sure not to lose the System Administrator's user ID and password.

Reference

- For information on the system administrator permissions, refer to "User Roles" (P.356).

[Software Download]

You can select whether or not to permit software downloading. This feature is for service representative use. For more information, contact our Customer Support Center.

[Check Document Guides Position]

Set whether or not to display the confirmation screen when you set the guide position of the document feeder to 8.5" and start loading.

[Data Indicator]

Allows you to set the lighting pattern of the data indicator.

[Paused Job Handling]

Allows you to select the way of processing of a job left uncontrolled over the time specified in [Auto Clear].

Reference

- For more information on Auto Clear, refer to "[Auto Clear]" (P.249).

[Interrupt Mode]

Set whether or not to display the [Interrupt] at the bottom of the Home screen.

Reference

- For details, refer to "[Interrupt]" (P.68).

[First Page Printing Optimization]

Set whether the device should wait in the color printing mode or monochrome printing mode.

Setting to the frequently used mode improves the print speed.

[App Settings]

[Copy Settings]

[Preset Buttons]

■ [Reduce / Enlarge - Button 3], [Reduce / Enlarge - Button 4]

Changes the preset of buttons prepared for [Reduce / Enlarge] on the feature list.

Select the setting value to assign to the buttons from ones registered with [Reduce / Enlarge Presets].

Reference

- For how to set [Reduce / Enlarge Presets], refer to "[Reduce / Enlarge Presets]" (P.268).

■ [Bypass Tray Preset 1] to [Bypass Tray Preset 4]

Register the preset displayed on Tray5 (Bypass) of the [Paper Supply] screen.

Place the check mark on [Enabled], and set [Preset Name], [Paper Size], and [Paper Type].

[Copy Control]

You can configure settings related to copy operation control.

■ [Memory Full Procedure]

If the shortage of storage occurs while scanning an original, a screen appears asking how you want to handle the partially stored data.

Set the process you want the device to perform for the partially stored data after a certain time has elapsed in the confirmation screen.

Reference

- You can set the time until the memory full procedure is carried out. For more information, refer to "[Auto Job Release]" (P.249).

■ [Maximum Stored Pages]

Set the maximum number of pages stored for a copy document.

■ [Auto Paper Off]

Select the tray used when [Auto Select] of [Paper Supply] in the [Copy] screen is cancelled.

Note

- [Auto Select] of [Paper Supply] is cancelled when [Auto %], [Auto] for [Independent X - Y %], or [Fit Image to Paper Size X-Y %] is selected.

■ [Mixed Size Originals - 2 Sided Copy]

Specify paper to copy side 2 of a document: in 2 sided copying, if the size of side 1 and side 2 of a document is different, and the device detects different paper size for sides 1 and 2.

Important

- When the side 1 and side 2 are different sizes and if the side 2 is copied on the sheet on which the side 1 has been printed, a part of the image may be missing.

◆ [Copy to New Sheet]

Side 2 is copied as side 1 on a new sheet of paper.

◆ [Copy to Side 2]

Side 2 is copied on the reverse side of side 1 without changing paper size.

■ [Fine-tune 100%]

You can make a fine adjustment to the copy magnification used when copying as an actual size (100 %). This setting applies to [100 %] selectable from the [Copy] app.

Important

- This feature is applied only when a copy is made using the document glass. This setting is not reflected in the magnification (100 %) under [Independent X - Y %] or [Calculator %].

Note

- A magnification displays [100 %] even if [Fine-tune 100 %] is selected.

■ [Background Suppression Level (Photo&Text)]

Set the background suppression level for color copying. This setting is valid when [Photo & Text] is selected for [Original Type]. The larger the value, the stronger the effect of removing background noise.

■ [Background Suppression Level (Text)]

Set the background suppression level for color copying. This setting is valid when [Text] is selected for [Original Type].

The larger the value, the stronger the effect of removing background noise.

■ [Photo & Text / Printed Original]

Set the type of document when [Printed Original] of [Photo & Text] is selected for [Original Type].

◆ [Normal]

Copies with standard image quality.

◆ [Inkjet Originals]

Select [Inkjet Originals] when copying a document printed with an inkjet printer. This improves the recognition of inkjet colors.

◆ [Highlighted Originals]

Select [Highlighted Originals] when copying an original marked with a highlight pen. This improves the recognition of the colors of highlight pen.

■ [Original Type - See-Through Paper]

When [Text] is selected for [Original Type], set whether to display [See-Through Paper].

■ [Annotations - Comment Density]

Set the translucency of the comment printed as annotation.

Note

- If a stamp set to [Darken] density is printed over text, the text may be unreadable.

■ [Comment - Top Left] to [Comment - Bottom Right]

You can adjust the position to print a comment finely.

■ [Date Position - Top Left] to [Date Position - Bottom Right]

You can adjust the position to print a date stamp finely.

■ [Page Number - Top Left] to [Page Number - Bottom Right]

You can adjust the position to print a page number finely.

■ [Bates Stamp - Top Left] to [Bates Stamp - Bottom Right]

You can adjust the position to print a bates stamp finely.

■ [Annotations - Edit Comment 1] to [Annotations - Edit Comment 8]

You can set whether or not to allow users to register or change the text printed as annotation.

When [Do Not Allow] is selected, all users including the system administrator cannot edit the text.

■ [Maximum Number of Sets]

Set the maximum number of allowed sets to copy. Users will not be able to specify a larger number of sets to copy than the value set here.

■ [Image Rotation - Direction]

If the orientation of the paper currently loaded in the tray differs from that of the loaded original, set a reference position for image rotation to copy in the same orientation.

[Original Size Defaults]

Set the original sizes displayed in [Original Size].

You can assign original sizes to the buttons other than [Auto Detect].

If you frequently make copies of non-standard size document, setting non-standard size as the default can avoid extra operations required during the use of the device.

[Reduce / Enlarge Presets]

Set the magnifications displayed as [Proportional %] under [Reduce / Enlarge].

You can change the magnification to the Reduce/Enlarge Preset buttons other than [100 %] and [Auto %].

[Custom Colors]

Set the custom colors used for [Single Color] and [Dual Color] in the [Output Color] screen.

[ID Card Copy Settings]**[Copy Control]****■ [Fine-tune 100%]**

You can fine-tune magnification when copying at 100 % (actual size). The set value is applied to [100 %] in the [Copy] screen is set to 100 %.

Important

- This feature is applied only when a copy is made using the document glass. This setting is not reflected in the magnification (100 %) under [Independent X - Y %] or [Calculator %].

Note

- A magnification displays [100 %] even if [Fine-tune 100 %] is selected.

■ [ID Card Copy - Reduce / Enlarge]

Set the copy magnification ratio when to copy ID cards.

Note

- The device may copy an ID card in a different orientation from the original orientation depending on the magnification ratio you specified.

■ [Background Suppression Level (Photo&Text)]

Set the background suppression level for color copying. This setting is valid when [Photo & Text] is selected for [Original Type]. The larger the value, the stronger the effect of removing background noise.

■ [Background Suppression Level (Text)]

Set the background suppression level for color copying. This setting is valid when [Text] is selected for [Original Type].

The larger the value, the stronger the effect of removing background noise.

■ [Original Type - See-Through Paper]

When [Text] is selected for [Original Type], set whether to display [See-Through Paper].

■ [Maximum Number of Sets]

Set the maximum number of allowed sets to copy. Users will not be able to specify a larger number of sets to copy than the value set here.

■ [Image Rotation - Direction]

If the orientation of the paper currently loaded in the tray differs from that of the loaded original, set a reference position for image rotation to copy in the same orientation.

[Reduce / Enlarge Presets]

Set the magnifications displayed as [Proportional %] under [Reduce / Enlarge].

You can assign any magnification to the Reduce/Enlarge Preset buttons other than [100 %] and [Auto %].

[Custom Colors]

Set the custom colors used for [Single Color] and [Dual Color] in the [Output Color] screen.

[Print Settings]

In [Print Settings], you can configure settings related to the Print feature.

[Allocate Memory]

For each interface, set the memory capacity of the receiving buffer (temporary storage for data sent from the client).

You can change the receiving buffer capacity according to its use and purpose. Increasing the receiving buffer capacity may allow a client to be released sooner from an interface.

Important

- If you change the memory capacity, the memory is reset, thus all data stored in memory area is erased.
- You cannot allocate more memory beyond its memory capacity. When you turn the device on, and the size set exceeds the total memory size, the system automatically adjusts the memory size.

Note

- When a port is set to [Disabled], the corresponding items to the port do not appear.
- Depending on the amount of data sent from the client, increasing the memory capacity may not change the time taken to release the client.

■ [PostScript Memory]

Specify a value for the PostScript memory capacity.

■ [HP-GL/2 Auto Layout Memory]

Sets the memory area for task when using HP-GL/2 auto layout feature. When installing storage, the storage is specified and cannot be changed. If the storage is not installed, specify memory area for task.

■ [Job Ticket Memory]

Specify the amount of memory to use for job tickets.

■ [Receiving Buffer - LPD]

Set whether or not carry out spooling. The receiving buffer for spooling uses the storage.

Note

- When set to [No Spooling], data cannot be received over the same interface from another client while LPD printing is performed for one client.
- You may not be able to change the [Receiving Buffer - LPD] setting because of the setting of [LPD Print Queue]. For more information on LPD Print Queue, refer to "[LPD Print Queue]" (P.274).

■ [Receiving Buffer - IPP]

Set whether or not carry out spooling. The receiving buffer for spooling uses the storage.

Note

- When set to [No Spooling], data cannot be received over the same interface from another client while IPP printing is performed for one client.

[Delete Form]

Deletes the registered forms one by one. Specify the form number of each printer mode and confirm the displayed form name then execute deletion.

[File Retention Period]

You can set expiration date for the file in a folder. To delete stored files automatically, specify an expiration date and deletion time. The settings apply to all folders.

[Stored Job Retention Period]

You can set whether or not to automatically delete print files (Charge Print, Private Charge Print, Secure Print, or Sample Print) stored in the device after the storing period expires.

Note

- Selecting [Same as Files in Folder] refers to the [File Retention Period] setting.

[Display Default of Stored Print Job List]

Set the display method of the file list of stored print jobs (Charge Print, Secure Print, Sample Set, Delayed Print, or Private Charge Print) to [List] or [Thumbnail].

[Print Job Confirmation Screen]

Set whether or not to display a print confirmation screen for deletion of the print files stored in the device after printing. When [Disabled] is selected, print files stored in the device are automatically deleted after printing.

[Preview Generation]

Set whether or not to generate preview images when displaying the file list of stored print jobs (Charge Print, Secure Print, Sample Set, Delayed Print, or Private Charge Print).

Note

- This setting can also be set from the printer driver. When the two settings between the driver and the device are different, the setting of the printer driver will take precedence.

[Duration for Preview Generation]

Set whether or not to restrict time to generate a preview image of the print files. When you select [Limited], only the preview images generated within the specified duration are displayed. In the case of exceeding the time limit, no preview image will be generated.

[Minimum Passcode Length for Stored Jobs]

Set the minimum number of allowed passcode digits. A passcode is required when Secure Print or Private Charge Print files are to be stored or printed.

Note

- Specify "0" if you do not set passcodes or the minimum number of digits.

[Print Order for All Selected Files]

Specify the printing order when you select to print all print files stored.

[Other Settings]

You can configure other settings related to the paper used in the printer.

■ [Print Area]

Set whether or not to expand the print area.

Reference

- For more information about the printable area, refer to "Printable Area" (P.478).
- For more information about expanding the printable area, refer to "Extended Printable Area" (P.478).

■ [Substitute Tray]

When there is no tray containing the paper size selected by the Auto Paper selection, select whether or not to print with paper loaded in another paper tray. In the event of using a substitute tray, select the paper size.

Note

- When documents are printed using emulation such as ESC/P-K and HP-GL/2, the substitute tray setting is not valid and a message prompting you to load paper displayed on the screen.
- The specification from the client overrides this setting.

◆ [Display Message]

Does not use a substitute tray, but displays a paper loading message.

◆ [Use Larger Size]

Switches to the next larger size of paper than previously selected and prints at the same magnification.

◆ [Use Closest Size]

Switches to the closest size of paper to previously selected and prints. If necessary, the image is automatically reduced in size on the paper.

◆ [Use Closest Size (No Reduce)]

Switches to the closest size of paper to currently selected and prints.

The image size will not reduce even if the entire image is not printed.

◆ [Select Tray 5]

Prints using the paper loaded in Tray 5. When the size of the loaded paper is different from the setting, a message to prompt you to load the selected size paper.

◆ [Switch Size Series]

Switches between the AB series paper and the inch series paper to print.

The following combinations are available.

- A5 and 5.5 × 8.5"
- A4 and Letter (8.5 × 11")

■ [Paper Type Mismatch]

Set an action to take when the paper type loaded in the paper tray does not match the paper type specified when a print job is submitted.

◆ [Print]

Prints using the paper loaded in the tray.

◆ [Display Confirmation Screen]

A confirmation screen appears to ask whether or not to print the job.

If a paper type mismatch occurs during printing, the device ignores the paper type specified and prints the job in accordance with [Priority], [Paper Size], or [Substitute Tray].

◆ [Display Paper Supply Screen]

Load another type of paper in the selected tray by following the message displayed on the touch screen, and then tap the [Start] button. The device changes the paper type setting for the tray and prints the job.

Important

- The device keeps the changed paper type setting after printing.
- Even if you tap the [Start] button without loading another type of paper in the selected tray, the device considers the paper type has been changed and prints the job. Consequently, the print quality cannot be guaranteed because the paper type loaded in the paper tray does not match the paper type specified.

■ [Prioritize Bypass Tray]

Set whether or not to supply paper from the Tray 5 (Bypass) when the loaded paper accommodates for the specified print job.

Note

- When the paper size and type specified for the print job matches the loaded paper, Tray 5 (Bypass) will be used.

■ [Check Type and Size for Bypass]

Set whether or not to display the screen to confirm which paper is loaded when using Tray 5 (Bypass).

■ [Unregistered Forms]

Set whether or not to print a job if a form specified for printing in a form data file (overlay printing) is not registered on the device. If you specify [Print], only the data is printed because the specified form is not present.

■ [Resume Job After Print Error]

Set whether or not to automatically cancel a print job when the print job was suspended because of an error.

Note

- The device will enter the off-line state to restrict subsequent print jobs.

◆ [Resume Job Automatically]

Automatically cancels the print job to print subsequent jobs.

◆ [Resume by User]

Displays a confirmation screen before cancelling the print job. After the confirmation, the device cancels the print job to print the subsequent jobs if the device is in online mode.

Important

- Selecting [Resume by User] makes a job cannot be suspended even when you select [Interrupt].

■ [When Paper Jam Occurs]

Specify how the device handles print jobs after a paper jam is cleared.

◆ [Resume Job after Jam Clearance]

When a paper jam is cleared, the device automatically resumes printing from the next page of the page which was output correctly.

◆ [Delete Job]

The device cancels printing and removes the print job.

Note

- For print files stored in a folder such as Charge Print, Private Charge Print, Secure Print, and Sample Print, the device resumes printing after the paper jam is cleared.

■ [Print User ID]

When printing using a print driver, specify whether or not to print user ID set in the print driver on paper. The first 64 letters of the user ID are printed.

Note

- To use the Print User ID feature, the user ID must be set in the print driver beforehand. For more information, refer to the help of the print driver.
- When user ID set in the print driver is not available, "Unknown User" is printed.

■ [Banner Pages]

You can output a banner sheet to separate different jobs by users not to be mixed the outputs. The device outputs the banner sheet before or after the job.

A date, time, user name, and file name are printed on the banner sheet.

Note

- When a document is printed from a macOS/OS X, the document name is not printed on the banner sheet.
- When printed, banner sheets are counted by meter.

■ [Banner Page Tray]

Select a paper tray used for banner sheets.

You cannot apply this setting to Tray 5 (Bypass).

■ [PostScript Default Color]

Set the default value for PostScript output color.

■ [PostScript Paper Supply]

Select whether the PostScript Deferred Media Selection feature is enabled or disabled when the paper tray is selected. Select [Auto Select] to enable the PostScript Deferred Media Selection feature, or [Select Paper Tray] to disable the feature.

When PostScript data generated by other than the print driver is printed, the tray is not selected as intended depending on the description method of the PostScript data. In this case, select [Select Paper Tray].

Note

- Even when you select [Auto Select], the setting is automatically changed to [Select Paper Tray] when [Use Larger Size] or [Use Closest Size] is selected for [Substitute Tray] and print PostScript data.

■ [PostScript Font Absence]

Set an action to take when a PostScript font specified in a job is not present. Selecting [Substitute Font and Print] substitutes the font to Courier when the specified font is not found.

■ [PostScript Font Substitution]

Set whether or not to use ATCx as a substitute if a PostScript font specified in a job is not present.

■ [XPS Print Ticket Processing]

Set how the device processes the print tickets written in XPS (XML Paper Specification) documents.

◆ [Off]

Does not process print tickets.

◆ [Standard Mode]

Uses the standard mode to process print tickets.

◆ [Compatible Mode]

Uses the Microsoft-compliant mode to process print tickets.

■ [LPD Print Queue]

Set the LPD print sequence.

Note

- If you change the [LPD Print Queue] setting, the [Receiving Buffer - LPD] setting may automatically be changed. For more information on Receiving Buffer - LPD Spool, refer to "[Receiving Buffer - LPD]" (P.270).

◆ [Print Upon Receipt]

Prints jobs immediately after receiving the jobs.

Important

- This setting is valid only when [Receiving Buffer - LPD] is set to [Spool]. When any other option is selected, printing is performed in [Data Processing Order].

◆ [Data Processing Order]

Prints jobs in the order of becoming print-ready status after receiving the jobs.

If you instruct the device to print jobs of multiple documents continuously, the device may preferentially print a job which was sent later depending on the time for data processing.

◆ [First In First Out]

Prints jobs in the order of lpr print submission.

Important

- This setting is valid only when [Receiving Buffer - LPD] is set to [Spool]. When any other option is selected, printing is performed in [Data Processing Order].

■ [OCR Font Glyphs (0x5C)]

Allows you to select [Backslash] or [Japanese Yen Sign] to print 0x5C character when the OCR fonts are used.

[Scan Settings]**[Screen Defaults]**

Changes the preset of buttons prepared for [Reduce / Enlarge] on the feature list.

Select the setting value to assign to the buttons from ones registered with [Reduce / Enlarge Presets].

Reference

- For how to set [Reduce / Enlarge Presets], refer to "[Reduce / Enlarge Presets]" (P.276).

[Scan (PC) - Defaults]**■ [Login Credential to Access Destination]**

Set whether or not to use a user authenticated by the remote server when the user logs in to the destination computer for the SMB transmission. This setting is effective for remote authentication.

■ [User Name for FTP Scan]

Specify whether or not to include the domain part of the credentials when the name of a user authenticated by the remote server is used as a login user name for FTP transmission.

◆ [User Name Only]

Uses only the user name part (before "@") of the login credential for the login name. The domain part is not used.

◆ [Add Domain Name]

Uses the full login credential name, including the domain name (after "@"), for the user name.

■ [User Name for SFTP Scan]

Specify whether or not to include the domain part of the credentials when the name of a user authenticated by the remote server is used as a login user name for SFTP transmission.

◆ [User Name Only]

Uses only the user name part (before "@") of the login credential for the login name. The domain part is not used.

◆ [Add Domain Name]

Uses the full login credential name, including the domain name (after "@"), for the user name.

[Original Size Defaults]

Set the document size displayed in [Original Size]. You can assign a document size to each button other than [Auto Detect].

If you frequently use non-standard size paper for scanning, assigning the paper sizes to the buttons will save your time to specify the size each time.

[Output Size Defaults]

Set the sizes to display when selecting [Auto %] for scanning documents at [Reduce / Enlarge].

You can assign any output size to output size buttons.

Assigning the output sizes to the buttons will save your time to specify the size each time.

[Reduce / Enlarge Presets]

Set the magnifications displayed as [Proportional %] under [Reduce / Enlarge].

You can assign any magnification to the Reduce/Enlarge Preset buttons other than [100 %].

[Email Control]

You can configure the settings for email transmissions.

■ [Maximum Address Entries]

Set the maximum number of addresses that can be specified when sending an email.

The number of addresses is the total number of To:/Cc:/Bcc:.

You can set the maximum number of addresses from 1 to 100. If the maximum number of addresses exceeds, the email transmission is aborted.

■ [Email Print Options]

When an email sent to the email address of the device is received, you can select the print operation.

■ [Print Error Notification Email]

Select whether the error notification email because of an incorrect address or transmission error should be automatically printed.

Note

- The job for printing error email is displayed as an error on the [Jobs] screen and a Job History Report even when the job has been complete successfully.

■ [Response to Read Receipts]

Set whether or not to notify the sender that you have opened the email when a read receipt (MDN) is requested.

■ [Display Read Receipts]

When an email is sent from the device, select whether or not to use the Read Receipts feature.

■ [Print Delivery Confirmation Mail]

Select whether or not to automatically print transmission result emails (DSN response/MDN response).

■ [Split Send Method]

Set the default value for the mail split method.

◆ [Split by Page]

Splits into pages.

◆ [Split by Data Size]

Splits by the data size set in [Maximum Data Size per Email].

Important

- [Maximum Data Size per Email] becomes unavailable when sending emails with the digital signature/ encryption of S/MIME.

■ [Maximum Data Size per Email]

Set the upper limit of the data size for splitting mail.

■ [Maximum Total Data Size]

Set the upper limit of the data size of mail.

■ [Maximum Split Count]

Set the split upper limit for splitting mail.

Specify not to split mail or a value from 2 to 500.

■ [Edit [From] Field]

Set whether or not a sending address can be changed using [From:] of the features list when sending an email.

■ [Email Sending When Search Failed]

Set whether or not to disable the [Email] service when a login user fails to retrieve an email address.

■ [Add Me to [To] Field]

Set whether or not to automatically add the sender's address to the To field.

■ [Add Me to [Cc] Field]

Set whether or not to automatically add the sender's address to the CC field.

■ [Edit Email Recipients]

Set whether or not to permit to edit email recipients (To, CC, BCC). Selecting [No] prevents emails from being sent to unintended destinations.

Important

- If you set [Edit Email Recipients] to [No], select [Add Me to [To] Field] check box.

[Other Settings]

Configure other settings related to the Scan specifications.

■ [Memory Full Procedure]

If the shortage of storage occurs while scanning an original, a screen appears asking how you want to handle the partially stored data.

Set the process you want the device to perform for the partially stored data after a certain time has elapsed in the confirmation screen.

Reference

- You can set the time until the memory full procedure is carried out. For more information, refer to "[Auto Job Release]" (P.249).

■ [Maximum Stored Pages]

Set the maximum number of pages stored for a scan document.

■ [Saturation]

Set the saturation when scanning a full color document. When a document is scanned, saturation is automatically adjusted according to the value set here.

■ [Background Suppression Level]

Set the background suppression level.

■ [Shadow Suppression Level]

Set the shadow suppression level.

■ [Display Color Space]

Set whether or not to display [Color Space] on features list.

■ [TIFF Format]

Set the TIFF format for scanned data.

■ [Searchable - Page Orientation]

Set whether or not to handle the character orientation to be upright when the device scans a document with OCR (Optical Character Recognition).

■ [Orientation Determination]

Set the accuracy of the feature which handles the character orientation to be upright when the device scans a document with OCR (Optical Character Recognition).

■ [Image Transfer Screen]

Select whether or not to display a message or a screen to prompt image transfer when the scan of a document completes.

■ [Filename Format]

Set the file name format of the scanned file.

Note

- For [YYYYMMDDHHMMSS], you can change the order of Year, Month, Day, Hour, Minute, and Second at [Date Format] under [Device] > [System Settings] > [System Clock / Timers] > [Date].
- When you select [img-MDDHHMMSS], October, November, and December are represented by X, Y, and Z respectively.

■ [Add Date to Email Attachment Name]

Set whether or not to add dates and page number after file names when using [Email].

The file name depends on the setting of [Filename Format] and whether or not the file name is automatically generated.

The followings are examples of the file names:

| Value | When a file name is automatically generated | When a file name is specified (Example: "Report") |
|------------|---|---|
| [Enabled] | 20121002023309-0001.tif or img-X02023309-0001.tif | Report-20121002023309-0001.tif or Report-X02023309-0001.tif |
| [Disabled] | 20121002023309-0001.tif or img.tif | Report.tif |

Note

- This setting is also applied to the file names of the Internet Fax service.
- When you select [YYYYMMDDHHMMSS] for [Filename Format], even if you select [Disabled], the date is added to the file names.

■ [URL File Expiration]

Set the retention period for files stored with the Scan (URL) feature.

■ [Generation of URL Link]

Set the format of URLs generated with the Scan (URL) feature.

The following are examples of URLs:

If [Use IP Address] is selected:

http://192.0.2.1/scanUrl/doc1/get.htm

If [Use FQDN] is selected:

http://pc1.mycompany.co.jp/scanUrl/doc1/get.htm

■ [Scan (URL) - Maximum File Size]

Set the maximum data size of files that can be stored for the Scan (URL) feature.

■ [Add Login Name to PDF Properties]

If scanning a document in PDF format when local device authentication or remote authentication is enabled, you can set whether or not to add an authentication user name as the Author in the document properties of the PDF document.

Important

- Selecting [Yes] may lead to undesired disclosure of personal information depending on the usage of the document. Make sure to select [No] when you do not want to show the authentication user names and card IDs in the document properties.
- Selecting [Yes] will show the authentication user names and the card IDs on the Microsoft Office document.

■ [Reset Settings After Starting Job]

Sets whether to reset the sending settings including the recipient after job operated, and whether to display the message when the settings are not reset.

[Scan to Folder Settings]

[Screen Defaults]

Changes the preset of buttons prepared for [Reduce / Enlarge] on the feature list.

Select the setting value to assign to the buttons from ones registered with [Reduce / Enlarge Presets].

Reference

- For how to set [Reduce / Enlarge Presets], refer to "[Reduce / Enlarge Presets]" (P.280).

[Original Size Defaults]

Set the document size displayed in [Original Size]. You can assign a document size to each button other than [Auto Detect].

If you frequently use non-standard size paper for scanning, assigning the paper sizes to the buttons will save your time to specify the size each time.

[Output Size Defaults]

Set the sizes to display when selecting [Auto %] for scanning documents at [Reduce / Enlarge].

You can assign any output size to output size buttons.

Assigning the output sizes to the buttons will save your time to specify the size each time.

[Reduce / Enlarge Presets]

Set the magnifications displayed as [Proportional %] under [Reduce / Enlarge].

You can assign any magnification to the Reduce/Enlarge Preset buttons other than [100 %].

[Other Settings]

Set other settings for the Scan to Folder feature.

Reference

- For details of the displayed items, refer to "[Other Settings]" (P.277) of [Scan Settings].

[Email Settings]

Reference

- For information on scanner environment settings, refer to "Scanner Environment Settings" (P.55).

[Screen Defaults]

Changes the preset of buttons prepared for [Reduce / Enlarge] on the feature list.

Select the setting value to assign to the buttons from ones registered with [Reduce / Enlarge Presets].

Reference

- For how to set [Reduce / Enlarge Presets], refer to "[Reduce / Enlarge Presets]" (P.281).

[Original Size Defaults]

Set the document size displayed in [Original Size]. You can assign a document size to each button other than [Auto Detect].

If you frequently use non-standard size paper for scanning, assigning the paper sizes to the buttons will save your time to specify the size each time.

[Output Size Defaults]

Set the sizes to display when selecting [Auto %] for scanning documents at [Reduce / Enlarge].

You can assign any output size to output size buttons.

Assigning the output sizes to the buttons will save your time to specify the size each time.

[Reduce / Enlarge Presets]

Set the magnifications displayed as [Proportional %] under [Reduce / Enlarge].

You can assign any magnification to the Reduce/Enlarge Preset buttons other than [100 %].

[Email Control]

You can configure the settings for email transmissions.

■ [Maximum Address Entries]

Set the maximum number of addresses that can be specified when sending an email.

The number of addresses is the total number of To:/Cc:/Bcc:.

You can set the maximum number of addresses from 1 to 100. If the maximum number of addresses exceeds, the email transmission is aborted.

■ [Email Print Options]

When an email sent to the email address of the device is received, you can select the print operation.

■ [Print Error Notification Email]

Select whether the error notification email because of an incorrect address or transmission error should be automatically printed.

Note

- The job for printing error email is displayed as an error on the [Jobs] screen and a Job History Report even when the job has been complete successfully.

■ [Response to Read Receipts]

Set whether or not to notify the sender that you have opened the email when a read receipt (MDN) is requested.

■ [Display Read Receipts]

When an email is sent from the device, select whether or not to use the Read Receipts feature.

■ [Print Delivery Confirmation Mail]

Select whether or not to automatically print transmission result emails (DSN response/MDN response).

■ [Split Send Method]

Set the default value for the mail split method.

◆ [Split by Page]

Splits into pages.

◆ [Split by Data Size]

Splits by the data size set in [Maximum Data Size per Email].

Important

- [Split by Data Size] becomes unavailable when sending emails using digital signature / encryption by S/MIME.

■ [Maximum Data Size per Email]

Set the upper limit of the data size for splitting mail.

■ [Maximum Total Data Size]

Set the upper limit of the data size of mail.

■ [Maximum Split Count]

Set the split upper limit for splitting mail.

■ [Edit [From] Field]

Set whether or not to allow to change the sender's address at [From:] on the features list when using the Email feature.

■ [Email Sending When Search Failed]

Set whether or not to disable the [Email] service when a login user fails to retrieve an email address.

■ [Add Me to [To] Field]

Set whether or not to automatically add the sender's address to the To field.

■ [Add Me to [Cc] Field]

Set whether or not to automatically add the sender's address to the CC field.

■ [Edit Email Recipients]

Set whether or not to permit to edit email recipients (To, CC, BCC). Selecting [No] prevents emails from being sent to unintended destinations.

Important

- If you set [Edit Email Recipients] to [No], place the check mark on [Add Me to [To] Field].

[Other Settings]

You can configure other settings related to the Email specifications.

Reference

- For details of the displayed items, refer to "[Other Settings]" (P.277) of [Scan Settings].

[Fax Settings]**[Screen Defaults]****■ [Transmission Screen]**

Set whether or not to display the status screen during a transmission.

[Fax Control]**■ [Re-enter Recipient]**

Sets whether or not to require recipient input after specifying recipient, in order to avoid mistaken sending of fax. When set to [Enter Twice], if setting is to use dial input to specify recipient, a screen to enter recipient again appears. Sending is only allowed when this matches the first specified recipient.

■ [Re-enter Broadcast Recipients]

This setting is required when you selected [Enter Twice] for [Re-enter Recipient]. Set whether or not to allow the Broadcast Send.

■ [Re-enter Contacts]

When [Re-enter Recipient] is set to [Enter Twice], set whether or not to display confirmation screen when specifying Address Book recipient.

■ [Re-enter Group Recipients]

When [Re-enter Recipient] is set to [Enter Twice], set whether or not to display allowance and confirmation screen of group recipients.

■ [Display Broadcast Option]

Specify whether or not to show [Enable Broadcast] in the features list to explicitly express broadcast directions.

■ [Chain Dial]

Set whether or not recipient number registered in Address Book can be specified as one recipient in combination with the input number.

■ [Manual Redial List - Saved Entries]

Specify the number of redial destinations saved.

■ [Manual Redial List - Dial Mode]

Specify the destination type saved as a redial destination number.

When you deselect all the check boxes, the Redial feature becomes disabled.

■ [Trans Header / Cover Page]

Specify the recipient information to be printed on the Transmission Header Text and the Cover Page.

The first 18 characters of the registered string will be printed.

Note

- When sending to a destination that [Transmission Header] is set in the Address Book, the character string set for the destination is printed.

■ [Transmission Header Text - Polling]

Set whether or not to attach a transmission header to a polling file.

■ [Polled Files - Auto Delete]

Set whether or not to automatically delete a polling file after transmission.

■ [Polling / Storage for Remote Devices]

Set whether or not to allow the following features:

- Store for Polling
- Send File for Free Polling
- Store Fax - Local Folder

■ [Rotate 90 degrees]

Set whether or not to automatically rotate a document if its image must be reduced in size unless it is rotated.


Note

- If an arbitrary magnification is specified in [Reduce / Enlarge], the Rotate 90 Degrees feature does not function.

■ [G3 Sender ID - Fax]

When using G3 communications, you can select whether to notify G3 ID to recipients for fax.

■ [Save Unsent Faxes]

Set whether or not to save a fax document if a fax transmission fails. If a check mark is put, you can view [Unsent Faxes] by tapping  on the [Jobs] screen. On the [Unsent Faxes] screen, you can select jobs to retry.

Reference

- For information on how to retry or delete undelivered faxes, refer to "Resending/Deleting Undelivered Faxes" (P.162).

■ [Save Deleted Faxes]

When you put a check mark for [Save Unsent Faxes], set whether or not to save cancelled faxes.

■ [Saved Faxes - Auto Delete]

When you put a check mark for [Save Unsent Faxes], set whether or not to automatically delete saved faxes in 24 hours.

■ [Transmission Interval]

Specify a value for the interval between the end of one transmission and the beginning of the next.

A longer transmission interval increases the total time to send a broadcast transmission, but allows calls to be received during the standby time.

■ [Batch Send]

When the device stores multiple faxes addressed to a destination, enabling the Batch Send feature allows you to send them all at the same time in a single fax transmission. By using this feature, you can reduce your communication costs. Select whether or not to enable the Batch Send feature.

Note that a batch send is not available for manual transmissions, broadcasts, remote folder, and delayed start transmission with a specified time before the specified time. When a redial, resend, delayed start transmission job, or the Authentication feature is used and different users send to the same address, a batch send is not possible.

■ [Manual Send / Receive Default]

When on-hook or off-hook is used when sending a fax, select either [Manual Receive] or [Manual Send].

■ [Fax Receiving Mode]

Select whether or not to receive a fax automatically or manually.

■ [Border Limit]

Set the length to make a page break that will be applied when the length of a received fax document is longer than the paper length.

This setting can conveniently be used together with the following Auto Reduce on Receipt feature.

■ [Auto Reduce On Receipt]

When the length of a received fax document exceeds the paper length but is within the page break threshold value, select whether or not to automatically reduce the image to fit the page.

This setting can conveniently be used together with the Border Limit feature. If you clear the check mark, the part of the image beyond the paper length is ignored.

■ [Receiving Paper Size]

Set the method of notifying the paper size on which the received fax document will be printed, from the receiver to the sender.

◆ [Tray Mode]

Specify the paper tray for printing the received fax document. Only the specified paper tray will be used for printing the received document. Multiple paper trays can be specified except for Tray 5. If the fax document cannot be printed on the paper loaded in the specified paper trays, the device displays a message stating that it will be printed on the paper loaded in Tray 5. Load paper in Tray 5 and select [Resume] to print the document. To cancel printing, select [Delete].

◆ [User Mode]

Specify the paper sizes to use for printing received fax documents. Regardless of whether the paper is loaded in the trays, only the specified size paper is used for printing. You can select one or more paper sizes.

■ [2 Pages per Side On Receipt]

Set whether or not to print two pages of a fax document on one side of a sheet. This is convenient for saving paper.

For example, when two A5 pages are received, they are printed on a single A4 sheet. However, if paper of the same paper size as the received document is specified in [Receiving Paper Size], it is printed on the specified size of paper. Depending on the sizes of the received document, this composite print function may not work.

■ [2 Sided Printing]

Set whether or not to print received fax documents as 2 sided. This is convenient for saving paper.

Note

- Even if a check mark is put, the printing may result in 1 sided due to data.

■ [Edge Erase - Top & Bottom Edges]

Specify the amount of edges erased from the document in the top and bottom directions.

■ [Edge Erase - Left & Right Edges]

Specify the amount of edges erased from the document in the left and right directions.

■ [Reduce 8.5 x 11"  Original to A4 

When [Reduce / Enlarge] is set to [Auto %], you can set whether or not to reduce 8.5 x 11" size document to A4, while scanning the document.

■ [Pseudo-Photo Gradation Mode]

You can select a gradation expression mode. Selecting this mode enables the device to change the processing method for gray part (halftone) to achieve near-photo quality. Select either [Error Diffusion] or [Dither].

Changing this setting also changes the photo gradation mode for Color Scanning (Black & White).

■ [Folder Selector by Telephone Number]

Set whether or not to use the Folder Selector by Telephone Number / G3 ID feature.

This feature allows you to classify received documents according to sender's telephone number (Caller ID), G3 ID, or recipient's telephone number (Dial-In) and store them to specified folders.

Note

- This screen is displayed as [Folder Selector by G3 ID] when the IP Fax (SIP) Kit is not installed on the device. In this case, classifying only by G3 ID is available.
- When the device does not send sender's G3 ID to a recipient, the recipient may not send recipient's G3 ID. In this case, the received documents cannot be classified according to G3 ID.
- Due to that G3 ID is manually registered by a sender, the telephone number set for G3 ID may be wrong. You can find G3 ID sent by the sender in the Job History Report.
- You can find the sender's G3 ID in "Input Source" column of the Job History Report.

Reference

- For the setting of how the files are classified to folders, refer to "[Fax Received Options]" (P.287).

■ [Folder Selector Setup]

Select whether or not to use the Folder Selector Setup feature.

The Folder Selector Setup feature allows you to classify received faxes by line type and store them in folders specified.

Reference

- For the setting of how the files are classified to folders, refer to "[Fax Received Options]" (P.287).

■ [Filename for Folder Storage]

Set the format for the filename to be generated when fax is stored to folder.

When [YYYYMMDDHHMMSS] is selected, the files will be named in the order of year, month, day, hour, minute, and second. When [img-MDDHHMMSS] is selected, the files will be named in the order of month, day, hour, minute, and second after a fixed string "img-".

Note

- When you select [YYYYMMDDHHMMSS], the order refers to the setting of [Date Format] in [Device] > [System Settings] > [System Clock / Timers] > [Date].
- When you select [img-MDDHHMMSS], October, November, and December are represented by X, Y, and Z respectively.

■ [Memory Full Procedure]

If the shortage of storage occurs while scanning an original, a screen appears asking how you want to handle the partially stored data.

Set the process you want the device to perform for the partially stored data after a certain time has elapsed in the confirmation screen.

Reference

- You can set the time until the memory full procedure is carried out. For more information, refer to "[Auto Job Release]" (P.249).

■ [Maximum Stored Pages]

Set the maximum number of pages stored for a fax document.

■ [Mixed Size Originals Scan Mode]

Set the scan mode when the device scans documents of various sizes simultaneously with the document feeder. If only documents of standard sizes are to be scanned, we recommend that you select [Standard Size Mode].

Important

- When [Standard Size Mode] is selected, image loss may occur if the following types of documents are scanned:
 - Non-standard size documents
 - The document with a different size can not be mixed.

■ [Fax Data in Folder Priority 1] to [Fax Data in Folder Priority 5]

Set the priority to display the fax information received using folders. For instance, when using Network Scanner Utility 3, the fax information is displayed in the [Recipient] section of the file list screen.

There are priority levels from 1 to 3. All priority can be set, however, if you want to display only one priority level, make the settings of all priority levels the same.

■ [Direct Fax]

Set whether or not to receive a fax, which is instructed using a fax driver from a computer. When you select [Disabled], the Direct Fax feature becomes unavailable.

■ [Block Inbound Faxes]

Set a G3 ID (fax number) from which you want to reject a fax reception.

Note

- You can find the G3 ID of the sender that you want to reject in "Remote Station" column of an Activity Report or "Input Source" column of a Job History Report.

■ [Block Unknown Fax Numbers]

Set whether or not to receive faxes from unknown G3 ID fax numbers.

[Fax Received Options]

Allows you to specify a method for classifying received fax documents into specified folders.

Note

- When you enable both folder selector features, classifying by [Folder Selector by Telephone Number / G3 ID] takes precedence.

Reference

- For the setting to activate the folder selector feature, refer to "[Folder Selector by Telephone Number]" (P.286) or "[Folder Selector Setup]" (P.286).

■ [Folder Selector by Telephone Number / G3 ID]

The device classifies the received documents by sender's telephone number (Caller ID), G3 ID, or recipient's telephone number (Dial-In) and stores them in specified folders. You can register up to 500 settings.

Note

- This screen is displayed as [Folder Selector by G3 ID] when the IP Fax (SIP) Kit is not installed on the device. In this case, classifying only by G3 ID is available.

■ [Folder Selector Setup]

If you set the classification by line type, the device classifies the received documents by line type and store them in the folders specified.

Note

- You can assign folders specified to each line to the service buttons on the Home screen. The number of documents in the folder is displayed on the assigned service button. Pressing the button allows you to confirm the documents in the folder. To display shortcut icons of folders on the Home screen, enable [Folder Selector Setup]. For details, refer to "[Folder Selector Setup]" (P.286).

[Reduce / Enlarge Presets]

You can set the magnifications displayed in [Reduce / Enlarge]. You can assign any magnification to the Reduce/Enlarge Preset buttons other than [100 %] and [Auto %].

[Original Size Defaults]

You can set the original sizes displayed in [Original Size].

You can assign original sizes to the buttons other than [Auto Detect].

If you frequently use non-standard size paper for scanning, setting non-standard size as the default will save your time to specify the size each time.

[Local Terminal Information]

You can set the local terminal information, including a local name and Fax Name.

■ [Local Name]

Register the name of the local terminal as the local name.

The local name is shown in the recipient's touch screen or Activity Report. Depending on the recipient's device, however, it may not be displayed.

■ [Fax Name]

Register the sender name. The fax name is printed in the Transmission Header Text or Cover Page.

■ [Device Password]

Set the device password when you want to limit the other parties that can send faxes.

When the device password is set, only a party that sends the correct device password by F code is allowed to send or poll. Note that this means that faxes cannot be accepted from a fax without the F Code feature.

■ [Line 1 - Fax Name]

Register the name of line 1 sender. The sender name is printed in the Transmission Header Text or Cover Page.

■ [G3 Line 1 - Fax ID]

When using G3 communications, register the G3 ID. The G3 ID is normally set to the local terminal fax number.

■ [G3 Line 1 - Dial Type]

Set the dial type.

■ [G3 Line 1 Transmission]

Set the transmission method.

Note

- Usually there is no need to change the default settings.
The factory default depends on your country. If a communication error occurs with [Detect Tone], for example when you use PBX, select [Do Not Detect Tone].

◆ [Detect Tone]

Set for fax transmissions on a standard phone line.

◆ [Do Not Detect Tone]

Set for fax transmission performed without detecting dial tone.

[Add Fax Comment]

You can register comments to be printed on cover sheets.

[Internet Fax Settings]

[Screen Defaults]

■ [Transmission Screen]

Set whether or not to display the status screen during a transmission.

[Fax Control]

■ [Re-enter Recipient]

Set whether to re-enter the recipient after once specifying the recipient to reduce the risk of sending an Internet fax to the wrong address. When set to [Enter Twice] and you specify the recipient by entering the phone number, the screen prompting you to re-enter the recipient appears. If the same recipient has been entered, the transmission process will start.

■ [Re-enter Broadcast Recipients]

This setting is required when you selected [Enter Twice] for [Re-enter Recipient]. Set whether or not to allow the Broadcast Send.

■ [Re-enter Contacts]

When you select [Enter Twice] for [Re-enter Recipient], set whether or not to display the confirmation screen of specified address selected from the Address Book.

■ [Re-enter Group Recipients]

When you select [Enter Twice] for [Re-enter Recipient], set whether or not to display permission of specifying the group recipient and the confirmation screen.

■ [Rotate 90 degrees]

Set whether or not to automatically rotate a document if its image must be reduced in size unless it is rotated.

Note

- If an arbitrary magnification is specified in [Reduce / Enlarge], the Rotate 90 Degrees feature does not function.

■ [Border Limit]

Set the length to make a page break that will be applied when the length of a received fax document is longer than the paper length.

This setting can conveniently be used together with the following Auto Reduce on Receipt feature.

■ [Auto Reduce On Receipt]

When the length of a received fax document exceeds the paper length but is within the page break threshold value, select whether or not to automatically reduce the image to fit the page.

This setting can conveniently be used together with the Border Limit feature. If you clear the check mark, the part of the image beyond the paper length is ignored.

■ [2 Pages per Side On Receipt]

Set whether or not to print two pages of a fax document on one side of a sheet. This is convenient for saving paper.

For example, when two A5 pages are received, they are printed on a single A4 sheet. However, if paper of the same paper size as the received document is specified in [Receiving Paper Size], it is printed on the specified size of paper. Depending on the sizes of the received document, two pages of the document may not be printed on one sheet of paper.

■ [2 Sided Printing]

Set whether or not to print received Internet fax documents as 2 sided. This is convenient for saving paper.

Note

- Even if a check mark is put, the printing may result in 1 sided due to data.

■ [Edge Erase - Top & Bottom Edges]

Specify the amount of edges erased from the document in the top and bottom directions.

■ [Edge Erase - Left & Right Edges]

Specify the amount of edges erased from the document in the left and right directions.

■ [Reduce 8.5 x 11"  Original to A4 

When [Reduce / Enlarge] is set to [Auto %], you can set whether or not to reduce 8.5 x 11" size document to A4, while scanning the document.

■ [Memory Full Procedure]

If the shortage of storage occurs while scanning an original, a screen appears asking how you want to handle the partially stored data.

Set the process you want the device to perform for the partially stored data after a certain time has elapsed in the confirmation screen.

Reference

- You can set the time until the memory full procedure is carried out. For more information, refer to "[Auto Job Release]" (P.249).

■ [Maximum Stored Pages]

Set the maximum number of pages stored for a fax document.

■ [Mixed Size Originals Scan Mode]

Set the scan mode when the device scans documents of various sizes simultaneously with the document feeder. If only documents of standard sizes are to be scanned, we recommend that you select [Standard Size Mode].

Important

- When [Standard Size Mode] is selected, image loss may occur if the following types of documents are scanned:
 - Non-standard size documents
- The document with a different size can not be mixed.

[Reduce / Enlarge Presets]

Set the magnifications displayed under [Reduce / Enlarge].

You can assign any magnification to the Reduce/Enlarge Preset buttons other than [100 %] and [Auto %].

[Original Size Defaults]

You can set the original sizes displayed in [Original Size].

You can assign original sizes to the buttons other than [Auto Detect].

If you frequently use non-standard size paper for scanning, setting non-standard size as the default will save your time to specify the size each time.

[Local Terminal Information]

■ [Fax Name]

Register the sender name. The fax name is printed in the Transmission Header or Cover Page.

[Internet Fax Control]

■ [Internet Fax Path]

◆ [Via Email Server]

Sends email via an SMTP server.

◆ [Direct (P2P)]

Directly sends to the device with the Internet Fax feature, without going through an SMTP server.

Important

- You cannot input both of the host name and the IP address specifications when sending for the same destination.
- The Internet fax will be printed only when the recipient's email address matches the email address set in the sender.

■ [Profile for Broadcast Job]

Set the default value for an Internet fax profile when performing an Internet fax broadcast send.

A profile is specified to restrict attribute information such as image resolution and paper size for transmissions between Internet Fax-enabled devices.

Important

- The supported TIFF-file profiles vary depending on the destination Internet Fax-enabled device. Before specifying a profile, check the profile that the destination device supports.

◆ [TIFF-S]

For documents larger than A4, the size is automatically reduced to A4 when transmission.

◆ [TIFF-F]

Select this profile when you specify [Superfine (600 dpi)] for [Resolution].

◆ [TIFF-J]

Select this profile for sending documents in JBIG.

■ [Delivery Confirmation Method]

Set the default value for the method of confirming that an Internet fax sent has arrived or not.

To print a transmission result, set [Print Delivery Confirmation Mail] to [On] under [Email Control].

Note

- You can select [Delivery Receipts] when the destination device supports the DSN feature. You can use [Read Receipts] when the destination device supports the MDN feature.

◆ [Delivery Receipts]

You can confirm whether the Internet fax you sent is delivered to the recipient's folder successfully.

◆ [Read Receipts]

You can confirm whether the Internet fax including attachments you sent is processed properly at the recipient.

■ [Internet Fax Print Options]

When an email sent from an Internet fax compatible device to the email address of the device is received, you can select the print operation.

■ [Restrict Fax Transfer to Address Book]

Restricts forwarding of emails sent by Internet fax in SMTP format to recipients registered on the Address Book.

■ [Transmission Header Text - Fax Transfer]

When forwarding received email from Internet fax to fax, select whether or not to add a Transmission Header Text (start time, Fax Name, recipient name, G3 ID, and number of pages).

■ [Fax Transfer Maximum Data Size]

When forwarding a received email from Internet fax to fax, set the maximum data size.

[Email Control]

■ [Print Error Notification Email]

Select whether the error notification email because of an incorrect address or transmission error should be automatically printed.

Note

- The job for printing error email is displayed as an error on the [Jobs] screen and a Job History Report even when the job has been complete successfully.

■ [Response to Read Receipts]

Set whether or not to notify the sender that you have opened the email when a read receipt (MDN) is requested.

■ [Print Delivery Confirmation Mail]

Select whether or not to automatically print transmission result emails (DSN response/MDN response).

■ [Maximum Total Data Size]

Set the upper limit of the data size of mail.

[Store for Polling Settings]

A "polling file" means that a document is stored in the device's public folder for polling, and can then be sent by an operation from the other party.

[Fax Control]

■ [Transmission Header Text - Polling]

Set whether or not to attach a transmission header to a polling file.

■ [Polled Files - Auto Delete]

Set whether or not to automatically delete a polling file after transmission.

■ [Polling / Storage for Remote Devices]

Set whether or not to allow the following features:

- Store for Polling
- Send File for Free Polling
- Store Fax - Local Folder

■ [Memory Full Procedure]

If the shortage of storage occurs while scanning an original, a screen appears asking how you want to handle the partially stored data.

Set the process you want the device to perform for the partially stored data after a certain time has elapsed in the confirmation screen.

Reference

- You can set the time until the memory full procedure is carried out. For more information, refer to "[Auto Job Release]" (P.249).

■ [Maximum Stored Pages]

Set the maximum number of pages stored for a fax document.

■ [Mixed Size Originals Scan Mode]

Set the scan mode when the device scans documents of various sizes simultaneously with the document feeder. If only documents of standard sizes are to be scanned, we recommend that you select [Standard Size Mode].

Important

- When [Standard Size Mode] is selected, image loss may occur if the following types of documents are scanned:
 - Non-standard size documents
- The document with a different size can not be mixed.

[Reduce / Enlarge Presets]

Set the magnifications displayed under [Reduce / Enlarge].

You can assign any magnification to the Reduce/Enlarge Preset buttons other than [100 %] and [Auto %].

[Original Size Defaults]

You can set the original sizes displayed in [Original Size].

You can assign original sizes to the buttons other than [Auto Detect].

If you frequently use non-standard size paper for scanning, setting non-standard size as the default will save your time to specify the size each time.

[Address Book Settings]

[Directory Service]

Select whether or not to use an Address Book stored on the directory server.

[Recipient Selection Method]

Select whether or not to allow to select multiple addresses from the Address Book at once.

[Send from Folder Settings]

You can configure settings to handle files stored in folders.

[Limit Access to Folder]

Select whether or not a passcode is required for using folders.

Note

- When this feature is enabled, users cannot create folders without passcode, but the setting is not applicable to existing folders.

[Files Retrieved By Client]

Select whether or not to delete a file stored in a folder when a client retrieves it.

[File Display Default]

Set the display method of the file list screen to [List] or [Thumbnail].

[Orientation for Stored Print Jobs]

Set the orientation of non-standard size documents to be stored in a folder. Even when you specify [Portrait], a print job whose orientation is not available for the paper tray will be stored in [Landscape] orientation.

[Print & Delete Confirmation Screen]

Set whether or not to display a confirmation screen for automatically deleting files after printing the files stored in a folder.

[Convert Custom Size to Standard Size]

Set whether or not to convert custom size to standard size when transferring a fax/Internet fax received or a file for Secure Polling in the folder.

[Standard Size Threshold Value]

Specify a threshold value for converting custom size to standard size when a checkmark is put to [Convert Custom Size to Standard Size].

[Internet Fax to Internet Fax]

Select whether or not to permit Internet fax forwarding of files received in a folder.

[Internet Fax to Email]

Select whether or not to permit email forwarding of files received in a folder.

[Quality / File Size]

Select a quality and size for files highly compressed and retrieved from folders.

[File Retention Period]

You can set expiration date for the file in a folder. To delete stored files automatically, specify an expiration date and deletion time. The settings apply to all folders.

[Jobs Settings]**[File Retention Period]**

You can set expiration date for the file in a folder. To delete stored files automatically, specify an expiration date and deletion time. The settings apply to all folders.

[Stored Job Retention Period]

You can set whether or not to automatically delete print files (Charge Print, Private Charge Print, Secure Print, or Sample Print) stored in the device.

Note

- Selecting [Same as Files in Folder] follows the [File Retention Period] setting.

[Display Default of Stored Print Job List]

Set the display method of the file list of stored print jobs (Charge Print, Secure Print, Sample Set, Delayed Print, or Private Charge Print) to [List] or [Thumbnail].

[Print Job Confirmation Screen]

Set whether or not to display a print confirmation screen for deletion of the print files stored in the device after printing. When [Disabled] is selected, print files stored in the device are automatically deleted after printing.

[Preview Generation]

Set whether or not to generate preview images when displaying the file list of stored print jobs (Charge Print, Secure Print, Sample Set, Delayed Print, or Private Charge Print).

Note

- This setting can also be set from the printer driver. When the two settings between the driver and the device are different, the setting of the printer driver will take precedence.

[Duration for Preview Generation]

Set whether or not to restrict time to generate a preview image of the print files. When you select [Limited], only the preview images generated within the specified duration are displayed. In the case of exceeding the time limit, no preview image will be generated.

[Minimum Passcode Length for Stored Jobs]

Set the minimum number of allowed passcode digits. A passcode is required when Secure Print or Private Charge Print files are to be stored or printed.

Note

- Specify "0" if you do not set passcodes or the minimum number of digits.

[Print Order for All Selected Files]

Specify the printing order when you select to print all print files stored.

[Job Flow Sheets Settings]

The Job Flow is a function to perform a series of jobs registered.

[Job Flow Sheet List Default]

Set the default values for [Owner], and [Target] of Job flow sheets which are displayed when you select [Job Flow Sheets] on the Home screen.

■ [Owner]

Set whether the job flow sheets of the [Administrator] or [Non-Administrator] to display.

Note

- When the device is in the Authentication mode, set whether job flow sheets of [Shared] or [Personal] to display.

■ [Target]

Set whether or not to display the scan job flow sheets.

[Fax Transfer Resolution]

Select the resolution setting when you send a color document as a fax using the Job Flow feature.

■ [Same Resolution (High Quality)]

Converts color images to black and white images on a document with the same resolution when the document is transferred as a fax. Conversion of high resolution color images will take longer.

■ [200 dpi (High Speed)]

Converts color images to black and white images of 200 dpi on a document when the document is transferred as a fax.

Reduces the time when converting color images of 300 dpi or higher to black and white images. 200 dpi is equivalent to [Fine (200 dpi)] in fax transmission.

[Auto Start Job Flow Sheet]

Set who can automatically start job flow sheets.

[Create Job Flow Sheet]

You can register new job flow sheets and change details.

Reference

- For more information, refer to "Creating Job flow Sheet Triggered by Folder" (P.197).

[USB Settings]**[Screen Defaults]**

Changes the preset of buttons prepared for [Reduce / Enlarge] on the feature list.

Select the setting value to assign to the buttons from ones registered with [Reduce / Enlarge Presets].

Reference

- For how to set [Reduce / Enlarge Presets], refer to "[Reduce / Enlarge Presets]" (P.297).

[Original Size Defaults]

You can set the original sizes displayed in [Original Size].

You can assign original sizes to the buttons other than [Auto Detect].

If you frequently use non-standard size paper for scanning, setting non-standard size as the default will save your time to specify the size each time.

[Output Size Defaults]

Set the sizes to display when selecting [Auto %] for scanning documents at [Reduce / Enlarge].

You can assign any output size to output size buttons.

Assigning the output sizes to the buttons will save your time to specify the size each time.

[Reduce / Enlarge Presets]

Set the magnifications displayed as [Proportional %] under [Reduce / Enlarge].

You can change the magnification to the Reduce/Enlarge Preset buttons other than [100 %] and [Auto %].

[Other Settings]

You can configure other settings related to the Scan services specifications.

Reference

- For details of the displayed items, refer to "[Other Settings]" (P.277) of [Scan Settings].

[Web Applications Setup]

You can specify the remote access destination.

Remote access allows you to view web application services, which are compatible with the device, directly on the touch screen, to upload a document that has been scanned on the device to the web applications, and to directly select and print a document that is stored in the remote server. It also allows you to directly upload and print a file without going through another computer.

[Server Setup]

This section describes how to register a server on access web applications.

Note

- If there are one or more servers to register, it is helpful to assign the servers to the buttons displayed on the Home screen. For how to display the additional buttons on the Home screen, refer to "Customizing the Home Screen" (P.78).

[Other Settings]

■ [When Sending User Details]

Set whether or not to display a confirmation screen when the device sends user authorization information (authorized user ID, password, email address, and the services restricted) to the remote server.

Note

- Even when you select [No Confirmation Required], if there is a flaw in the authentication information, a confirmation screen is displayed.

[Web Browser Setup]

You can configure the settings for the web browser to be used when the device accesses a web application using the Web Applications feature. Remote access allows you to view web application services, which are compatible with the device, directly on the touch screen, to upload a document that has been scanned on the device to the web applications, and to directly select and print a document that is stored in the remote server. It also allows you to directly upload and print a file without going through another computer.

Important

- Configure [Web Applications Version] as required when a service which works in other devices is used.

[Web Applications Version]

Select a version of the Web applications service.

Note

- When you use V3 of the web application version, select [V4].

[Delete Persistent Cookie Upon Closing]

Set whether or not to delete persistent cookie when connection to a Web application ends.

Note

- When the Authentication feature is enabled, persistent cookie will be deleted every time the user logouts, regardless of your selection for this feature.

[Clear Cache Upon Closing]

Set whether or not to delete cache when connection to a Web application ends.

[Use Cache]

Set whether or not to use cache.

[Accept Cookies]

Set whether or not to accept cookies.

[SSL Cert Verification Failure]

Set whether or not to stop accessing the site or to display a confirmation screen for access if SSL certificate verification fails.

[Enable File Printing]

Set whether or not to use the File Printing feature. The File Printing feature allows you to directly print the printable files obtained from the remote Web server.

[Functional Code]

Set the functional code as necessary when you use a service which works in other devices.

[Remote Assistance Settings]

You can configure the settings for Remote Assistance.

Note

- This service is not available in some region.

[Service Start Timeout]

Specify the time limit for waiting the start of the service between 60 and 600 seconds in 1 second increments.

[Connectivity & Network Setup]

Reference

- For information on Connectivity and Network Settings, refer to "Interface Cables" (P.35) or "Email Features Environment Settings" (P.60).

[Port Settings]

Set the interface of the device connected to a client.

Important

- For LPD, Port 9100, and HTTP-SSL/TLS, do not use a number that is the same as a port number of another port.
For a port that uses HTTP (IPP, Internet Service (HTTP), UPnP Discovery, SOAP, WebDAV, and Web Services on Devices (WSD)), do not use a number that is the same as a port number of LPD, Port 9100, and HTTP-SSL/TLS. Furthermore, if any of the above are set to one of the port numbers indicated below, operation may no longer be performed properly depending on the setting conditions of the port:
25, 139, 427, 445, 631, 15000

Reference

- For information on HTTP-SSL/TLS port, refer to "[HTTP - SSL/TLS Port Number]" (P.316).

[USB]

■ [Port Status]

Select [Enabled] to use a USB interface.

■ [Print Mode]

Select the printer language use on the device. Selecting [Auto] enables the device to automatically determine and use the most suitable language to print data received from the host device.

■ [PJL]

PJL (Printer Job Language) is a job control language and a PJL command is data prepended to the top of the print jobs. Usually select [Enabled].

■ [Auto Eject Time]

Configure the time that the data so far received by the device will automatically be printed since data is no longer sent to the printer.

◆ [PostScript Wait Timeout]

The device automatically terminates a connection when the device does not receive data for a certain period of time. When data is being printed with [RAW] is selected for [Adobe Communication Protocol], select [Disabled] if you want to use the time period set in [Auto Eject Time] or select [Enabled] if you want to use the timeout period of PostScript.

■ [Adobe Communication Protocol]

◆ [Standard]

Select this when the output protocol of the print driver is in the ASCII format.

◆ [Binary]

Select this when the output protocol of the print driver is in the BCP format.

◆ [TBCP]

Select this when the output protocol of the print driver is in the TBCP format.

◆ [RAW]

Select this when the output protocol of the print driver is in the ASCII or binary format.

The data is printed without being controlled by the Adobe® communication protocol.

[LPD]**■ [Port Status]**

Select [Enabled] to use LPD.

■ [Port Number]

Enter a port number for LPD.

Important

- Do not use the numbers assigned to the other ports.

■ [Maximum Number of Sessions]

Enter the maximum number of client sessions using LPD.

[SMB Client]**■ [Port Status]**

Select [Enabled] to use SMB when you use the [Scan] service or SMB authentication service.

[IPP]**■ [Port Status]**

Select [Enabled] to use IPP.

Set this when you want to use IPP (Internet Printing Protocol) to print via the Internet.

■ [Added Port Number]

Set whether or not to accept IPP from other than the standard port number.

Important

- Do not use a number that is the same as a port number of another port. However, you can use the same port number for a port that uses HTTP (IPP, Internet Services (HTTP), UPnP Discovery, SOAP, WebDAV, and Web Services on Devices (WSD)).

Note

- [Added Port Number] cannot be configured if [Port Status] is set to [Disabled]. To configure [Added Port Number], enable port status and reboot the device, and then configure [Added Port Number].

[Bonjour]**■ [Port Status]**

Select [Enabled] to use Bonjour.

Note

- To print from a printer detected by [Bonjour], the LPD port must be activated in advance.

[Port 9100]**■ [Port Status]**

Select [Enabled] to use Port 9100.

Select this option when the communication protocol is in the RAW format for Windows Standard TCP/IP port monitor.

■ [Port Number]

Enter a port number for Port 9100.

Important

- Do not use the numbers assigned to the other ports.

[SNMP]**■ [Port Status]**

Select [Enabled] to use SNMP, when you use any web applications manufactured by Fuji Xerox to control the device on the network.

[FTP Client]**■ [Port Status]**

Select [Enabled] when you use the [Scan] service with FTP transmission.

Note

- Select a communication mode to send data scanned via FTP. [Passive Mode] is selected by factory default. You can change the setting from CentreWare Internet Services.

[Receive Email]**■ [Port Status]**

Select [Enabled] when you receive emails or Internet faxes.

[Send Email]**■ [Port Status]**

Select [Enabled] when you send emails or Internet faxes.

[Email Notification Service]**■ [Port Status]**

Select [Enabled] when you use the Email Notification Service.

The Email Notification Service notifies you of the device status or the completion of a print job and a direct fax job by email.

Note

- [Consumables Status], [Parts Status], [Paper Tray Status], [Output Tray Status], [Jam Status], [Interlock Status], and [Fault Notice] are notified as the device status.
- You can configure the Email Notification Service in CentreWare Internet Services. For more information, refer to the help of CentreWare Internet Services.

[UPnP Discovery]**■ [Port Status]**

Select [Enabled] to use UPnP.

■ [Port Number]

Enter a port number for UPnP communication.

Important

- Do not use a number that is the same as a port number of another port. However, you can use the same port number for a port that uses HTTP (IPP, Internet Services (HTTP), UPnP Discovery, SOAP, WebDAV, and Web Services on Devices (WSD)).

[WSD]

■ [Port (Print from Desktop)]

Select [Enabled] to use WSD Print.

Set this when you search a device on a network from Windows OS.

■ [Port (Scan to Desktop)]

Select [Enabled] to use WSD Scan.

Set this when you search a device on a network from Windows OS.

Note

- In Windows Server environment, scanning devices are disabled by default.
For more information, visit the official website of Microsoft.

■ [Port Number]

Enter a port number.

Important

- Do not use a number that is the same as a port number of another port. However, you can use the same port number for a port that uses HTTP (IPP, Internet Services (HTTP), UPnP Discovery, SOAP, WebDAV, and Web Services on Devices (WSD)).

[Internet Services (HTTP)]

■ [Port Status]

Select [Enabled] to use CentreWare Internet Services.

Reference

- For more information about CentreWare Internet Services, refer to "Using CentreWare Internet Services" (P.84).

■ [Port Number]

Enter a port number for the Internet Services.

Important

- Do not use a number that is the same as a port number of another port. However, you can use the same port number for a port that uses HTTP (IPP, Internet Services (HTTP), UPnP Discovery, SOAP, WebDAV, and Web Services on Devices (WSD)).

Note

- You cannot select [Port Number], if HTTP port is disabled. To configure [Port Number], enable port status and reboot the device, and then configure [Port Number].

[SOAP]

■ [Port Status]

Select [Enabled] when you use an application program such as Device Setup Tool.

■ [Port Number]

Enter a port number for SOAP.

Important

- Do not use a number that is the same as a port number of another port. However, you can use the same port number for a port that uses HTTP (IPP, Internet Services (HTTP), UPnP Discovery, SOAP, WebDAV, and Web Services on Devices (WSD)).

[WebDAV]**■ [Port Status]**

Select [Enabled] when you use an application program such as Network Scanner Utility 3 to access folders in the device.

Important

- We recommend enabling [HTTP - SSL/TLS Communication] under [SSL/TLS Settings] when you use WebDAV. This is an effectual way to avoid password leaking.

Note

- You cannot select [Port Number] and [Operation Timeout], if WebDAV port is disabled. To configure [Port Number] and [Operation Timeout], enable port status and reboot the device, and then configure [Port Number] and [Operation Timeout].

■ [Port Number]

Enter a port number for WebDAV.

Important

- Do not use a number that is the same as a port number of another port. However, you can use the same port number for a port that uses HTTP (IPP, Internet Services (HTTP), UPnP Discovery, SOAP, WebDAV, and Web Services on Devices (WSD)).

■ [Operation Timeout]

You can enter an operation time-out period.

[ThinPrint]**■ [Port Status]**

You can use the device for print in the ThinPrint environment. The device decompresses and prints the compressed print data sent from the server (Windows Server).

■ [Port Number]

Enter a port number for ThinPrint.

Important

- Do not use any numbers assigned to the other ports.

Note

- ThinPrint is available when the communication protocol uses IPv4.
- The maximum of three connections are possible at a time.

[SFTP Client]**■ [Port Status]**

Set to [Enabled] to enable SFTP so that you can use the transferring with SFTP of [Scan] feature.

[Wireless LAN Settings]

You can make the settings for the wireless LAN communication.

Reference

- For information on the setting procedures, refer to the manuals accompanying the Wireless Network Kit (optional).

[Protocol Settings]

Set the parameters required for communications.

[Ethernet Settings]

■ [Ethernet 1 - Network Name]

Set the name of Ethernet interface.

Note

- This setting is available when the wireless LAN is installed.

■ [Ethernet - Rated Speed] / [Ethernet 1 - Rated Speed]

Set the communication speed for the Ethernet interface. Select whether to automatically detect the speed or fix to the desired value according to the network environment to connect.

■ [Energy Efficient Ethernet]

Set whether or not to enable the energy-saving function of the Ethernet interface.

[TCP/IP - Common Settings]

■ [Primary Network]

When multiple interfaces are used, the name of interface which works as the primary network is displayed.

Note

- To set the primary network, use CentreWare Internet Service. For details, refer to CentreWare Internet Services help.

■ [IP Mode]

Select the TCP/IP operation mode.

[TCP/IP - Network Settings] / [TCP/IP - Network Settings (Ethernet 1)], [TCP/IP - Network Settings (Wi-Fi)]

Important

- The same IP address as [TCP/IP - Network Settings (Ethernet 1)] and [TCP/IP - Network Settings (Wi-Fi)] cannot be used. When setting the same IP address to each interface, contact our Customer Support Center.

Note

- The title of this setting item differs depending on the interface configuration: When single interface is used, [TCP/IP - Network Settings] is displayed. When the Wireless kit is installed, [TCP/IP - Network Settings (Ethernet 1)] and [TCP/IP - Network Settings (Wi-Fi)] are displayed.
- For [TCP/IP - Network Settings (Ethernet 1)] and [TCP/IP - Network Settings (Wi-Fi)], same setting items as [TCP/IP - Network Settings] are displayed. You can configure individual settings for each interface.
- When any interface names are specified in [Ethernet 1 - Network Name], the specified name is displayed instead of "Ethernet1".

■ [IPv4 - IP Address Resolution]

Allows you to select a method for obtaining the IP address, subnet mask, and gateway address.

■ [IPv4 - IP Address]

Enter the IP address when selecting [STATIC] at [IPv4 - IP Address Resolution].

■ [IPv4 - Subnet Mask]

Enter the subnet mask when selecting [STATIC] at [IPv4 - IP Address Resolution].

■ [IPv4 - Gateway Address]

Enter the gateway address when selecting [STATIC] at [IPv4 - IP Address Resolution].

■ [IPv4 - DNS Server Setup]

Set the DNS server.

◆ [Get IP Address from DHCP]

Set whether or not to automatically obtain the address of the DNS server from the DHCP server.

◆ [Preferred DNS Server], [Alternate DNS Server 1], [Alternate DNS Server 2]

When you clear the checkmark of [Get IP Address from DHCP], manually set the DNS server address.

Specify alternate DNS server addresses for [Alternate DNS Server 1] and [Alternate DNS Server 2].

■ [IPv4 - IP Filter]

Select whether or not to limit the IPv4 addresses that can access the device.

Note

- [IPv4 - IP Filter] applies to all features using TCP/IP, such as printing, Scan to Folder, CentreWare Internet Services, and Web Applications services.
- To set the IPv4 IP addresses that the device accepts connection from, use [IP Filtering] in CentreWare Internet Services. For more information, refer to the help of CentreWare Internet Services or refer to "Using CentreWare Internet Services" (P.84).
- When [IP Filtering] is enabled, make sure to switch the FTP transfer mode to [Active Mode] to transfer the scanned image from the device via FTP. You can switch the FTP transfer mode from CentreWare Internet Services.

■ [IPv6 Address Manual Configuration]

Set whether or not to configure the IPv6-address settings manually.

■ [IPv6 - Manual Address]

This setting is configurable when you have checked [IPv6 Address Manual Configuration]. Specify an IPv6 address.

■ [IPv6 - Manual Prefix]

This setting is configurable when [IPv6 - Manual Address] is set. Specify a prefix length from 0 to 128.

■ [IPv6 - Manual Gateway]

This setting is configurable when [IPv6 - Manual Address] is set. Specify a gateway address.

■ [IPv6 - DNS Server Setup]

Set the DNS server for IPv6.

◆ [Get IP Address from DHCP]

Set whether or not to automatically obtain the address of the DNS server from the DHCP server.

◆ [Preferred DNS Server], [Alternate DNS Server 1], [Alternate DNS Server 2]

When you clear the [Get IP Address from DHCP] checkmark, manually set the DNS server address.

Specify alternate DNS server addresses for [Alternate DNS Server 1] and [Alternate DNS Server 2].

■ [Automatically Configured IPv6 Address]

Displays the automatically assigned IP addresses.

Note

- When setting a manual IP address, auto stateless addresses that are automatically assigned are up to 2.

■ [IPv6 - IP Filter]

Select whether or not to limit the IPv6 addresses that can access the device.

Note

- [IPv6 - IP Filter] applies to all features using TCP/IP, such as printing, Scan to Folder, CentreWare Internet Services, and Web Applications services.
- To set the IPv6 addresses that the device accepts connection from, use [IP Filtering] in CentreWare Internet Services. For more information, refer to the help of CentreWare Internet Services or refer to "Using CentreWare Internet Services" (P.84).
- When [IP Filtering] is enabled, make sure to switch the FTP transfer mode to [Active Mode] to transfer the scanned image from the device via FTP. You can switch the FTP transfer mode from CentreWare Internet Services.

[Ping Connection Test]

Allows you to confirm whether the device connects your computer properly or not with the configured condition.

[Print Network Protocol Report]

Allows you to print a list of protocol settings of the primary interface.

[Device's Email Address / Host Name]

[Email Address]

Enter the email address of the device with up to 128 characters.

■ When receiving Email via SMTP

You can set any name for the account (on the left side of @). Set the address section (on the right side of @), with the combination of the host name and domain name. An alias cannot be set.

Example: mymail@myhost.example.com

- Account name: mymail
- Host name: myhost
- Domain Name: example.com

■ When receiving Emails via POP3

Enter the POP3 user name (on the left side of @) and incoming POP3 mail server name in the address section (on the right side of @). You can set an alias, such as mymail@example.com.

Example: mymail@myhost.example.com

- Account name: mymail

[Device Name]

Enter the device name with up to 32 characters.

[Host Name]

Enter the host name with up to 32 single-byte characters.

Important

- When you use SMB, enter the first 15 letters of the host name. The host name must be up to 15 single-byte characters to identify the device properly.

[Domain Name]

Enter the domain name with up to 64 characters.

[Proxy Server List]

Configure a proxy server when using inbound/outbound access.

Important

- Do not set this item unless you use services requiring proxy server settings.

[Proxy Server Settings] / [Proxy Server Settings - Ethernet 1], [Proxy Server Settings - Wi-Fi]

You can configure the proxy server settings for Ethernet 1, Ethernet 2, and Wi-Fi, depending on your network environment.

Note

- This setting also applies to the connection to the SFTP server.

■ [Use Proxy Server]

Select whether or not to use a proxy server.

■ [Proxy Server Setup]

Set how to specify the proxy server.

■ [Enter URL to Configuration Script]

Specify the URL when [Proxy Server Setup] is set to [Use Automatic Proxy Configuration Script].

■ [Addresses to Bypass Proxy Server]

Enter addresses not using the proxy server. You can specify the addresses by IPv4 address, IPv6 address, and FQDN. You can use wildcards "*" for specifying the addresses.

■ [HTTP Proxy Server Name]

Enter the server name or IP address of the HTTP proxy server. You can specify the addresses by IPv4 address, IPv6 address, and FQDN.

■ [HTTP Proxy Server Port Number]

Set the HTTP proxy server port number.

Important

- Do not use the numbers assigned to the other ports.

■ [HTTP Proxy Server Authentication]

Select [Enabled] when authentication is required to connect to the HTTP proxy server.

■ [HTTP Proxy Server Login Name]

Enter a login name of the HTTP proxy server.

■ [HTTP Proxy Server Password]

Enter a password of the HTTP proxy server.

■ [HTTPS Proxy Server Name]

Enter the HTTPS proxy server name or the IP address. Up to 255 characters are allowed. You can specify the addresses by IPv4 address, IPv6 address, and FQDN.

■ [HTTPS Proxy Server Port Number]

Set the HTTPS proxy server port number.

Important

- Do not use the numbers assigned to the other ports.

■ [HTTPS Proxy Server Authentication]

Select [Enabled] when authentication is required to connect to the HTTPS proxy server.

■ [HTTPS Proxy Server Login Name]

Enter a login name of the HTTPS proxy server.

■ [HTTPS Proxy Server Password]

Enter a password of the HTTPS proxy server.

[EP Proxy Server Setup]

Configure the settings for a proxy server for EP connection when the EP system via the Internet is used.

Important

- Configure the settings when the EP system via the Internet is used.

Reference

- For information on EP system, refer to "EP System" (P.512).

[Proxy Server Setup]

Set the method of the proxy server specification. Selecting [Different Proxy for Each Protocol] configures the HTTPS proxy server and the HTTP proxy server respectively.

Selecting [Same Proxy for All Protocols] copies the settings for the HTTPS proxy server to those of the HTTP proxy server.

[HTTPS Proxy Server Name]

Enter the HTTPS proxy server name or the IP address. You can specify the addresses by IPv4 address, IPv6 address, and FQDN.

[HTTPS Proxy Server Port Number]

Set the HTTPS proxy server port number from 1 to 65535.

Important

- Do not use the numbers assigned to the other ports.

[HTTPS Proxy Server Authentication]

Select [Enabled] when authentication is required to connect to the HTTPS proxy server.

[HTTPS Proxy Server Login Name]

Enter a login name of the HTTPS proxy server. Up to 31 characters are allowed.

[HTTPS Proxy Server Password]

Enter a password of the HTTPS proxy server. Up to 31 characters are allowed.

[HTTP Proxy Server Name]

Enter the server name or IP address of the HTTP proxy server. Up to 255 characters are allowed. You can specify the addresses by IPv4 address, IPv6 address, and FQDN.

[HTTP Proxy Server Port Number]

Set the HTTP proxy server port number from 1 to 65535.

Important

- Do not use the numbers assigned to the other ports.

[HTTP Proxy Server Authentication]

Select [Enabled] when authentication is required to connect to the HTTP proxy server.

[HTTP Proxy Server Login Name]

Enter a login name of the HTTP proxy server.

[HTTP Proxy Server Password]

Enter a password of the HTTP proxy server.

[Outgoing / Incoming Email Settings]**[POP3 Server Settings]****■ [Server Name / IP Address]**

Enter a server name or IP address.

■ [Port Number]

Enter a port number.

■ [Polling Interval]

Set the interval for checking the email on the POP3 server.

■ [Login Name]

Enter the name to log in to the POP3 server.

■ [Password]

Enter a password for the POP3 server.

■ [POP Password Encryption]

Select whether or not to encrypt the password.

[SMTP Server Settings]

You can check the connection between the device and the SMTP server by sending a test mail to the email address specified in [Connection Test]. Selecting [Connection Test] > [Print SMTP Comm Report] outputs the report that shows the contents of protocol of the SMTP communication transmitted and received by the device.

■ [SMTP Server Name / IP Address]

Enter a server name or IP address.

■ [SMTP Server Port Number]

Enter a port number.

■ [Email Send Authentication]

Set the authentication method for SMTP transmission.

Note

- AUTH GSSAPI (only for Kerberos), AUTH NTLMv2, AUTH NTLMv1, AUTH PLAIN, AUTH-LOGIN, or AUTH CRAM-MD5 can be used as an authentication method.

■ [Login Credentials for Email Send]

Set the login user name when sending emails.

When [Remotely Authenticated User] is selected and if the user has logged in to the remote server before a job startup, the device performs the SMTP server verification with the remotely authenticated user name and password.

You can also select the post-failure behavior of the device. If you do not set remote authentication, the device uses the user ID and password of the device for authentication.

■ [SMTP AUTH Login Name]

Enter the user name for verification purposes at the SMTP server.

■ [SMTP AUTH Password]

Enter the password for verification purposes at the SMTP server.

[Remote Authentication / Directory Service]

[Authentication System Setup]

■ [Authentication System]

Allows you to select the authentication system.

Note

- When using ApeosWare Management Suite 2 (sold separately) for the remote authentication server, select [Authentication Agent].
- Azure Active Directory can be set on CentreWare Internet Services. For each setting, refer to CentreWare Internet Services help.
- Folders and job flow sheets used during the previous authentication system are deleted automatically after:

- Changing to the other authentication system from [Azure Active Directory]
- Changing to [Azure Active Directory] from the other authentication system
- Changing the [Save Remote Accounts in This Device] setting to [Disabled] on [Azure Active Directory]
- Changing the directory ID on [Azure Active Directory]

■ [Server Response Timeout]

Set the server time-out response.

■ [Search Timeout]

Set the user information search time-out.

[Kerberos Server Settings]

■ [Kerberos Server 1 (Default)] to [Kerberos Server 5]

Configure the Kerberos Servers 1 to 5.

The settings in [Kerberos Server 1 (Default)] will be the default settings for authentication.

◆ [Primary Server Name / Address]

Enter the primary server name or IP address.

◆ [Primary Server - Port Number]

Set the primary server port number.

Important

- Do not use the numbers assigned to the other ports.

◆ [Secondary Server Name / Address]

Enter the secondary server name or IP address.

◆ [Secondary Server - Port Number]

Set the secondary server port number.

Important

- Do not use the numbers assigned to the other ports.

◆ [Domain Name]

When you use Active Directory of Windows Server as server, specify the domain name of Active Directory in [Domain Name].

Important

- Enter a realm name in uppercase characters. Otherwise, an authentication error occurs.

■ [Server Certificate Verification]

Select whether or not to verify a server certificate.

[LDAP Server / Directory Service Settings]

Configure the directory server, authentication method, and search attributes and ranges for LDAP authentication and the Address Book search by LDAP.

You can check the connection to the server by selecting [Connection Test]. Selecting [Connection Test] > [Print LDAP Comm Report] outputs the report that shows the contents of protocol of the LDAP communication transmitted and received by the device.

■ [Primary Server Name / Address]

Enter the primary server name or IP address.

■ [Primary Server - Port Number]

Set the Primary server port number.

Important

- Do not use the numbers assigned to the other ports.

■ [Secondary Server Name / Address]

Enter the secondary server name or IP address.

■ [Secondary Server - Port Number]

Set the secondary server port number.

Important

- Do not use the numbers assigned to the other ports.

■ [Authentication Method]

◆ [Direct Authentication]

Uses the user ID and password entered by a user for LDAP authentication.

◆ [Authentication of User Attributes]

Uses the entered user ID as an attribute specified in [Attribute of Typed User Name] to perform a search on the LDAP server. [Attribute of Login User Name] of a user found through the search is used as the user ID of a job and the owner of a job flow sheet and a folder.

■ [Attribute of Typed User Name]

When [Authentication of User Attributes] is used for LDAP authentication, set the attribute of the user ID entered.

Set the attribute of the User Attribute information registered on the LDAP server that corresponds to the value to be entered as the user name from the control panel. For example, when you want a user to enter the mail address, set "mail."

■ [Attribute of Login User Name]

Enter an attribute to be used for LDAP authentication using User Attribute information registered on the LDAP server.

■ [Use Added Text String]

Select whether or not to automatically add text strings in [Text String Added to User Name] when you enter the authentication information from the control panel.

■ [Text String Added to User Name]

Enter text strings for [Text String Added to User Name] when you use additional text strings.

When [Use Added Text String] is set to [Enabled], enter the corresponding fixed text string.

For Example:

When "mail" is set for [Attribute of Typed User Name] and the information registered for the target user is "mail@myhost.example.com," you will need to enter "mail@myhost.example.com".

However, if [Use Added Text String] is set to [Enabled] and "@myhost.example.com" is specified for [Text String Added to User Name], you will only need to enter "mail" from the control panel because the device adds "@myhost.example.com" to the end of the string.

■ [Attribute of Smart Card]

When a smart card is used for LDAP authentication, set the attribute of the card ID to perform a search on the LDAP server to authenticate the user who has the card.

■ [Network User ID Attribute]

When a smart card is used for LDAP authentication, set the attribute of the user name to be used for a smart card ID search. The user name is given to the remote service as the authentication information.

■ [Login Credentials to Search Entries]

Set which users are allowed to search the Address Book.

■ [Login Name]

Set a user name to access the directory server used for the Address Book search and the LDAP authentication using [Authentication of User Attributes] method.

■ [Password]

Set a login password for the user specified in [Login Name].

■ [Search Directory Root]

Enter a search root character string.

■ [Search Scope]

Set the search range from the root entry.

■ [Object Class of Search Target]

Enter the object class to search.

■ [LDAP Referrals]

Specify whether or not to re-establish connection to another LDAP server if a currently connected LDAP server requests to do so.

■ [LDAP Referral Hop Limit]

When using the Referral feature, specify how many times that a user is allowed to hop servers.

■ [LDAP Server]

Set the software used by the directory server.

■ [Search Entries by Common Name]

Set whether or not to use [Attribute Type of Name] as a search entry when a name is used as a search key.

■ [Search Entries by Surname]

Set whether or not to use [Attribute Type of Surname] when a name is used as a search key.

■ [Search Entries by Given Name]

Set whether or not to use [Attribute Type of Given Name] when a name is used as a search key.

■ [Attribute Type of Name]

Set the recipient name attribute type. Enter a field attribute name to be used as a recipient name from user information registered on the LDAP server. For Windows, enter "cn" for an attribute name used as a recipient name.

■ [Attribute Type of Surname]

Set the sender's family name attribute type.

■ [Attribute Type of Given Name]

Set the sender's first name attribute type.

■ [Attribute Type of Email Address]

Set the email address attribute type. Enter a field attribute name to be used as email information from the user information registered on the LDAP server. For Windows, enter "mail" for an attribute name used as email information.

■ [Attribute Type of Fax Number]

Set the fax number attribute type.

■ [Attribute Type of Email (Internet Fax)]

Set the Internet fax address attribute type.

■ [Attribute Type of Custom Item 1], [Attribute Type of Custom Item 2], and [Attribute Type of Custom Item 3]

Set the LDAP attribute type of custom items 1 to 3. In addition to [Attribute Type of Name] and [Attribute Type of Email Address], you can assign user attributes registered on the LDAP server for a search.

■ [Attribute Name of Custom Item 1], [Attribute Name of Custom Item 2], and [Attribute Name of Custom Item 3]

Set the attribute name assigned to the custom item 1 to 3.

■ [Attribute Type of Certificate]

Set the certificate attribute type. Select and enter the field name to use as a certificate from among the user information registered on the LDAP server.

For Windows, enter "userCertificate;binary" for an attribute name used as certificate information. The information is used as an S/MIME certificate when you specify an address using the directory service to encrypt email transmission by S/MIME.

Note

- To encrypt communications using this feature, a trusted root certificate authority and all intermediate certificate authorities that are registered in the path of a certificate to use must be registered.

■ [Maximum Number of Search Results]

Set a maximum number of address to display from search results. If the search results exceed the maximum, the search stops at the maximum number set.

■ [Search Timeout]

Select whether or not to set a search time-out.

[SMB Server Settings]

Set the following items to use SMB server as a remote authentication server.

■ [SMB Server Setup]

Select the server specification method from [By Domain Name] and [By Domain & Server Names / IP Address].

According to the option you selected here, set [Domain Name] and [Server Name / IP Address] for SMB servers 1 to 5 respectively.

The setting for SMB server 1 is used as the default setting for authentication.

■ [SMB Server 1 (Default)] to [SMB Server 5]

◆ [Domain Name]

Enter the domain name of the server.

You must set the domain name regardless of the SMB server specification method set in [SMB Server Setup].

Important

- Use the NetBIOS or Active Directory domain name for the domain name.

◆ [Server Name / IP Address]

Enter the server name or IP address.

Important

- Use the NetBIOS computer name or full computer name with DNS suffix for the server name.

[Security Settings]

[SSL/TLS Settings]

Configure the SSL/TLS settings to encrypt the communication between the server or the client computer and the device. Enabling SSL/TLS protects the communication from an unauthorized access and prevents information leakage or data falsification.

■ [Device Certificate - Server]

Select a certificate for HTTP SSL/TLS communications.

■ [HTTP - SSL/TLS Communication]

Select whether or not to enable only HTTP SSL/TLS communications.

Important

- If [Enable HTTPS Only] is set, each port of [UPnP Discovery] and [WSD] is paused.

■ [HTTP - SSL/TLS Port Number]

Set the port number used for HTTP SSL/TLS communication.

Important

- Do not use the numbers assigned to the other ports.

■ [LDAP - SSL/TLS Communication]

Set whether or not to enable the SSL/TLS communications for authentication and searches.

If you enable the LDAP SSL/TLS communications, you must set [Primary Server - Port Number] and [Secondary Server - Port Number] under [LDAP Server / Directory Service Settings].

The port number for SSL/TLS communications of the LDAP directory server is normally set to 636.

■ [SMTP - SSL/TLS Communication]

Configure the SSL/TLS communications.

Note

- The Internet Fax Direct (P2P) feature does not support SMTP-SSL/TLS communication.

◆ [Disabled]

The device does not communicate in SSL/TLS.

◆ [STARTTLS (If Available)]

The device verifies the certificate and communicates in SSL/TLS. If the verification fails, the device does not communicate in SSL/TLS.

◆ [STARTTLS]

The device verifies the certificate and communicates in SSL/TLS. If the verification fails, the device cannot perform communication.

◆ [SSL/TLS]

The device communicates in SSL/TLS.

■ [ThinPrint - SSL/TLS Communication]

Select whether or not to enable the SSL/TLS communications.

■ [Device Certificate - Client]

Select a certificate for HTTP SSL/TLS communications.

■ [Verify Remote Server Certificate]

When the device is operated as an SSL client, select whether or not to verify the certificate of the remote server.

[S/MIME Settings]

Configure the S/MIME settings to use encryption or signature option on the transmission of email or fax.

■ [Device Certificate - S/MIME]

Select a certificate for S/MIME communications.

Reference

- For more information on the certificate, refer to "Encryption and Digital Signature Settings" (P.339).

■ [S/MIME Communication]

Select whether or not to enable S/MIME communications.

■ [Receive Untrusted Email]

If you select [No], the device does not receive the following email:

- Emails other than email sent by S/MIME when [S/MIME Communication] is set to [Enabled].
- Emails that fail to attach a signature or verification.
- Emails that are attached with an expired certificate.

■ [Receive Untrusted Internet Fax]

If you select [No], the device does not receive the following Internet fax:

- Internet faxes other than the Internet fax sent by S/MIME when [S/MIME Communication] is set to [Enabled].
- Internet faxes that fail to attach a signature or verification.
- Internet faxes that are attached with an expired certificate.

■ [Message Digest Algorithm]

Set the encryption method used for converting the email to a hash value called message digest.

Note

- When an RSA certificate with a 512-bit key length is used, selecting [SHA-512] may cause incomplete email sent.

■ [Message Encryption Algorithm]

Set the encryption method for mail contents.

■ [Send Encrypted Emails Individually]

Select whether or not to split an outgoing encrypted email for each recipient.

■ [Send Encrypted Internet Faxes Individually]

Select whether or not to split an outgoing encrypted Internet fax for each recipient.

■ [Digital Signature - Email]

Select whether or not to always add a digital signature to outgoing emails. You can also select the setting in which the device asks to add a digital signature to the email whenever you send.

■ [Signing Certificate (Email)]

Set the certificate to be used for [Digital Signature] of Email.

■ [Digital Signature - Internet Fax]

Select whether or not to always add a digital signature to outgoing Internet faxes. You can also select the setting in which the device asks to add a digital signature to the Internet fax whenever you send.

■ [Certificate Auto Store]

Select whether or not to automatically store an S/MIME certificate attached with the email when receiving email from an address registered on the Address Book.

[PDF / DocuWorks Signature Settings]

■ [Device Certificate]

Select a certificate to use for the signature.

Reference

- For more information on the certificate, refer to "Encryption and Digital Signature Settings" (P.339).

■ [PDF Signature]

Select the setting for PDF signature.

■ [PDF Signature Hash Algorithm]

Select the setting for PDF Signature Hash Algorithm.

■ [DocuWorks Signature]

Select the setting for DocuWorks signature.

■ [DocuWorks Signature Hash Algorithm]

Select the setting for the hash algorithm when using DocuWorks signature.

■ [Signing Certificate]

Set the certificate for signing files scanned in PDF and DocuWorks formats.

[IPsec Settings]

■ [IPsec Settings]

Allows you to encrypt the network communication in units of the packet to communicate safely.

Note

- When Wireless Network Kit (optional) is installed on the device, this item is available only for one interface.
- For [IKE Authentication Method], [Preshared Key], [DH Group], and [PFS Settings], consult your network administrator.
- [IKE Authentication Method]
Set the IKE authentication method.
- [Preshared Key]
Enter a preshared key.

This setting is valid when [IKE Authentication Method] is set to [Authenticate by Preshared Key].
- [Device Certificate]
Select a certificate for IPsec communications.

Select a certificate when [IKE Authentication Method] is set to [Authenticate by Digital Signature]. A self-signed certificate created by CentreWare Internet Services cannot be used.

Reference

- For more information on a certificate, refer to "Types of Certificate" (P.340).
- [IPsec Communication]
Select whether or not to enable IPsec communications.
- [IKE SA Lifetime]
Specify IKE SA lifetime.

Note

- The value must be greater than the value set in [IPsec SA Lifetime].
- [IPsec SA Lifetime]
Specify IPsec SA lifetime.

Note

- The value must be smaller than the value set in [IKE SA Lifetime].
- [DH Group]
Set DH group.
- [PFS Settings]
Select whether or not to enable PFS.

- [Destination IPv4 Address]
Set the IPv4 address or area of the destination permitted to communicate.
- [Destination IPv6 Address]
Set the IPv6 address or area of the destination permitted to communicate.
- [Communicate with Non-IPsec Devices]
Select whether or not to communicate with non-IPsec devices with an address other than the ones set in the destination address.

[IEEE 802.1X Settings]

■ [IEEE 802.1X Settings] / [IEEE 802.1X Settings (Ethernet 1)]

- [IEEE 802.1X]
Set whether or not to use IEEE 802.1X authentication.
- [Authentication Method]
Set the authentication method for IEEE 802.1x.
- [Login User Name]
Enter the login user name with up to 128 characters.
- [Login Password]
Enter the login password with up to 128 characters.
- [Server Certificate Verification]
Select whether or not to verify a server certificate when [PEAP / MS-CHAPv2] is selected in [Authentication Method].

[Certificate Revocation Settings]

Configure the settings for certificate revocation retrieval.

■ [Level of Certificate Verification]

Select a level of certificate verification.

Selecting [Low] does not verify the validity of certificates.

Selecting [Medium] verifies the validity of certificates. If a certificate cannot be verified because of a network error or any other problems, the certificate is determined as valid.

Selecting [High] verifies the validity of certificates, and determines only certificates that have not been revoked as valid.

■ [Retrieval of Certificate Status]

Select the method to verify the validity of certificates.

Select [By Retrieving CRL] if the device retrieves a CRL (Certificate Revocation List) from the validation authority to verify the revocation status of the certificate. Select [By OCSP] if the device uses OCSP (Online Certificate Status Protocol), which can verify the validity revocation status of the certificate, to have the certificate authority or validation authority check the revocation status.

■ [Auto Retrieval of CRL]

Select whether or not to automatically retrieve a CRL.

■ [CRL Retrieval Timeout]

Specify a time-out value to retrieve a CRL.

■ [Query to OCSP Responder]

Set how to access an OCSP responder.

You can select from [Use URL in Certificate] or [Use URL by Administrator].

■ [URL of OCSP Responder]

Enter the URL of an OCSP responder when [Use URL by Administrator] has been selected for [Query to OCSP Responder].

■ [OCSP Communication Timeout]

Specify a time-out value for OCSP communication from 5 to 60 seconds in 1 second increments.

[Other Settings]**■ [FIPS 140 Validation Mode]**

FIPS 140 (Federal Information Processing Standards 140) is a U.S. government computer security standard that specify requirements for cryptography modules.

You can enhance security by setting the FIPS140-2 Validation Mode to [Enabled].

Note

- Depending on your network environment, the following functions may work with cryptographic algorithms that are not certified by FIPS140. We recommend that you use in an operation environment that is compatible to FIPS140.

- | | |
|---------------------------|-------------------------------|
| • SMB authentication | • LDAP authentication |
| • SMTP authentication | • Kerberos authentication |
| • HTTP authentication | • 802.1x authentication |
| • SMB Transfer | • Email Service ^{*1} |
| • Store to Folder Service | • PDF Direct Print |
| • DocuWorks Direct Print | |

^{*1}: It is applicable when S/MIME and SMTP AUTH are used.

■ [Restrict Folder Access by Network]

Select whether or not to restrict access to the network to be used for storing to or retrieving files from folders.

[Register Google Cloud Print]

This setting is displayed when you register the device to Google Cloud Print.

Reference

- For more information, refer to "Google Cloud Print" (P.120).

[Other Settings]

You can set the following network related items.

[Protocol to Receive Email]

Set depending on your environment.

[Add Domain Name to User Name]

Select whether or not to add domain names to user names.

[Domain Filtering]

Set domain that allows or prohibits sending/receiving of email and Internet fax.

■ [Domain Filtering]

When [Allow Domains] is selected, you can specify domains to permit transmissions. When [Block Domains] is selected, you can specify domains to prohibit transmissions.

■ [Domain 1] to [Domain 50]

Specify the domain names for send and receive if [Domain Filtering] is set to [Allow Domains] or [Block Domains].

[Fixed USB Port ID]

Set whether or not to make the serial number of the USB interface connector stable.

[Authentication / Accounting]

[User Details Setup]

[Change Password]

Authenticated users can edit their password.

Reference

- For details on changing password, refer to "Changing password" (P.384).

[Accounting]

You can register the users that will use the device, and set the operation settings of the Accounting feature.

Reference

- For more information about this feature, refer to "Authentication and Accounting Features" (P.355).

[Create / View User Accounts]

To enable the Accounting feature, register user IDs and user names to authenticate registered users.

You can set a limit on the number of pages for each user of the device. You can also check the cumulative number of pages for each user registered. The settings described here are identical with [Create / View User Accounts] under [Authentication] of [Authentication / Security Settings].

Important

- Before registering users, refer to "[Accounting Type]" (P.324) and set the Accounting Type you use.

Note

- This item does not appear when [Network Accounting] is selected in "[Accounting Type]" (P.324).

Reference

- For details, refer to "Registering a User (Local Account Authentication)" (P.370).

[Reset User Accounts]

You can delete all registered information for all registered users in a single operation, or reset the accounting data. It is also available to print contents for confirmation before resetting. The settings described here are identical with [Reset User Accounts] under [Authentication] of [Authentication / Security Settings].

Note

- This item does not appear when [Network Accounting] or [Xerox Standard Accounting] is selected in "[Accounting Type]" (P.324).

■ [All User Accounts]

Deletes all information registered for each user. It also deletes all data including the maximum number of pages, cumulative number of pages, and printer accounting data.

Important

- All job flow sheets, folders with their contained files, and private charge print jobs belonging to the user will be deleted. If the user is owner of a large amount of material (when a large quantity of files is left remaining within a folder for example), the deletion will take a considerable time.

■ [All Feature Access Settings]

Resets the feature access limit for all users.

■ [All Account Limits]

Resets the maximum number of pages for all users to the default.

■ [Total Impressions]

Resets all accounting data for all users including the system administrator. The number of pages is also reset to 0.

■ [All Authorization Groups]

Delinks users from authorization groups, and links those users to the default authorization group.

■ [Meter (Print Jobs)]

Resets all printer accounting data, and deletes automatically registered job owner names. The number of pages printed is also reset to 0.

Note

- [Meter (Print Jobs)] is displayed when [Disable Accounting] is selected for [Print Jobs] in the [Accounting Mode] screen under [Accounting Type].

■ [Print Accounting Report]

Prints a report including contents registered information to reset or a report including contents administration data to reset. The report is available for confirmation before resetting.

■ [Print Meter Report]

Prints a meter report, which is helpful when you check counters before you reset or delete them.

Note

- [Meter (Print Jobs)] is displayed when [Disable Accounting] is selected for [Print Jobs] in the [Accounting Mode] screen under [Accounting Type].

■ [Delete/Reset]

Deletes or resets the data for the selected item.

[Administrator Meter (Copy Jobs)]

You can check or reset the total impression copied using the System Administration mode on the screen.

Note

- This item does not appear when [Network Accounting] is selected in "[Accounting Type]" (P.324).

[Accounting Type]

You can select whether or not to use the Accounting feature.

■ [Accounting Disabled]

Does not perform accounting.

■ [Local Accounting]

Performs accounting.

■ [Network Accounting]

Performs accounting based on the user information managed on a remote service. User information is registered on the remote service.

Note

- When [Network Accounting] is selected, users are prompted to enter their Account ID on the [Login] screen that is displayed when attempting to use services required for accounting.

Reference

- For more information on Network Accounting, refer to "Types of Account Administration" (P.359).

■ [Xerox Standard Accounting]


Accounting is carried out based on the user information and account information preregistered on the device.

■ [Accounting Mode]

Allows you to set whether or not to enable the Accounting feature for the following services:

- Copy
- Fax / Internet Fax
- Scan to Folder
- Email
- Scan (PC)
- Scan to USB
- Scan (URL)
- Scan to Desktop
- Client Scan
- Print from USB
- Photo Print
- Print Jobs

Note

- The services displayed on the screen vary depending on the device configuration.
- [Client Scan] represents the scan operated by a computer via software such as AirPrint.
- When [Enable Accounting] is selected for a service,  is displayed on the button of the applicable service on the Home screen. The display disappears once authorized.
- Jobs may be cancelled depending on the "[Receive Control]" (P.333) settings.

■ [Verify User Details]

Set whether or not to verify user information.

Selecting [Yes] makes [For Print / Direct Fax Jobs] available too.

■ [Customize User Prompts]

Allows you to set the type of user information used for authentication.

Note

- Account ID is used for accounting.

[Accounting Login Screen Settings]

■ [Alternative Name for User ID]

Allows you to change the indication "UserID" on the [Login] screen, which appears when the login information field on the touch screen is tapped, to another name such as "User Name" or "Number" as needed.

Note

- The name changed is also printed in a report or a list.

■ [Mask User ID (***)]

You can set how an entered user ID is shown on the screen.

■ [Alternative Name for Account ID]

Allows you to change the indication "Account ID" on the [Login] screen, which appears when the login information field on the touch screen is tapped, to another name such as "Account Name" or "Number" as needed.

Note

- This item is displayed when [Network Accounting] is selected in "[Accounting Type]" (P.324).
- The name changed is also printed in a report or a list.

■ [Mask Account ID (***)]

You can set how an entered Account ID is shown on the screen.

Note

- This item is displayed when [Network Accounting] is selected in "[Accounting Type]" (P.324).

■ [Display Billing Information Upon Login]

You can set whether to display billing information per user when a user logs in. If you put a checkmark, users can check their billing information: [Impressions], [Account Limit], and [Balance] for each of the services (copying, printing, and scanning).

Note

- This item is displayed when [Log In to Local Accounts] is selected in [Login Type] and [Local Accounting] is selected in [Accounting Type].
- Only the billing information for the services that the user is allowed to use will be displayed.
- When a user logs in as the system administrator, billing information will not be displayed.

[Fax Billing Data]

You can configure fax billing settings.

Important

- To register the billing data, enable the Accounting feature for fax/Internet fax under Accounting in advance. For details on how to enable the Accounting feature, refer to "[Accounting Mode]" (P.325).

Note

- Set the connection time for one unit charge in each of the time bands (daytime/night/ midnight) in [Billing]. For more information on how to set [Billing], refer to "[Billing (Day Time)], [Billing (Night Time)], [Billing (Midnight)]" (P.209).
- The registered details can be confirmed by printing the Billing Data List. For information on how to print, refer to "[Billing Data List]" (P.232).

[Accounting / Billing Device Settings]

You can configure the accounting or billing device settings.

Important

- When an accounting or a billing device is connected to the device, be sure to set a password and that users other than the system administrator do not disconnect the device by mistake.

■ [Connect with Accounting / Billing Device]

Allows you to select whether or not to use the connected accounting or billing device.

■ [Accounting / Billing Device]

Select the type of the accounting/billing device connected to the device.

Important

- If a device connected does not match the device selected in [Accounting / Billing Device], an error occurs. Jobs related to the accounting/billing device cannot be performed until the error is resolved. For information on how to resolve the error, refer to "Error Code" (P.458).

■ [Track Copy Jobs]

This feature is effective for the Copy service. Select whether or not to track billing information for the copy jobs.

■ [Track Print Jobs]

This feature is effective for the Print service. Select whether or not to track billing information for the print jobs.

■ [Track Scan / Fax Jobs]

This feature is effective for the Scan, Fax, and Internet Fax services.

Select whether or not to track billing information for the scan, fax, and Internet fax jobs.

This feature is available for accounting/billing devices other than [Coin Kit] and [Dispenser].

■ [Job with Insufficient Credit]

This feature is effective for the Copy, Print, and Scan services.

Select whether or not to cancel or hold a requested job when the credit remaining in the accounting/billing device becomes insufficient.

This feature is available for accounting/billing devices other than [Card Activated - Cumulative] and [Smart Card Reader].

■ [Charge Print Jobs]

This feature is effective for the Print service.

Select whether or not to use the card number for charging of the print job performed.

This feature is available for [Card Activated - Cumulative] or [Card Activated - Subtractive].

■ [Cumulative Device]

This feature is effective for the Copy and Print services.

Select the timing that the amount for copy or print job is charged.

This feature is available for [Card Activated - Cumulative].

[Authentication / Security Settings]

You can configure the registration and authentication of a user and security settings.

Reference

- For more information about the feature, refer to "Authentication and Accounting Features" (P.355).

[Administrator Settings]

In order to ensure inhibition of setting changes and security, after installing the device, it is recommended to change the system administrator's user ID and password immediately.

■ [Administrator ID]

Set the system administrator's user ID.

■ [Administrator Password]

Set the password for the system administrator.

[Authentication]

■ [Login Type]

◆ [No Login Required]

Does not use the Authentication feature.

◆ [Log In to Local Accounts]

Authenticates users based on the user information registered on the device.

Important

- When [Login Type] is changed from [Log In to Local Accounts] to [No Login Required] or [Log In to Remote Accounts], all the user information registered on the device will be cleared.

◆ [Log In to Remote Accounts]

Authenticates users based on the user information registered on a remote authentication server.

Important

- When performing the remote authentication, the user information is stored on the device so you can use the stored user information when authenticating users.
- If you do not want to save the information used on remote authentication on this device, set [Save Remote Accounts in This Device] in [User Details Setup] to [Disabled]. For more information, refer to "[Save Remote Accounts in This Device]" (P.332).
- The user information on remote authentication saved in the device can be deleted automatically. For more information, refer to "[Delete Remote Accounts]" (P.332).

◆ [Customized Login]

Use to authenticate when Server-less Authentication Kit (option) is enabled.

■ [Access Control]

Allows you to restrict access to the device or each service. Once the access control is enabled, user authentication is required to use the device or the services.

Note

- When authenticated by a remote authentication server (except for ApeosWare Management Suite 2 (sold separately), the authenticated user can access the services through the control panel based on the service access permission information obtained from the remote server.
- Access restriction for each service cannot be specified for the guest user of remote authentication. If you want to restrict a guest user to use the device, refer to "[Guest User]" (P.331).

◆ [System Settings Access]

Set whether or not to restrict changing the device settings only to the system administrator.

Important

- Selecting [Unlocked] allows everyone to change the device system settings.



◆ [Device Access]

Allows you to set whether or not to restrict buttons operation on the control panel of the device.

◆ [App Access]

Set whether or not to restrict the use of each service of the device.

Note

- [Client Scan] represents the scan operated by a computer via software such as AirPrint.
- When [Locked (Show Icon)] is selected for a service,  is displayed on the button of the applicable service on the Home screen.  disappears after authentication.
- When [Locked (Hide Icon)] is selected for a service, the applicable service is not displayed on the Home screen. The services are displayed after authentication.

◆ [Feature Access]

• [Color Copying]

Set whether or not to restrict color copying.

• [Print Files from Folder]

Set whether or not to restrict printing files in folders.

• [Retrieve Files from Folder]

Set whether or not to restrict sending or transferring files in folders.

• [Recipient Selection Method]

Set whether or not to restrict fax/Internet fax or email transmission to addresses not registered on the Address Book.

Selecting [Only From Address Book] disables address entry using the keyboard or numeric keypad, and permits only transmission to addresses registered on the Address Book.

Note

- You can also give users authority to deactivate [Recipient Selection Method]. For more information, refer to "Authorization Groups" (P.357).

• [Edit Address Book]

Specify whether or not to permit local users to add and edit recipients in the Address Book.

Note

- You can also give users authority to deactivate [Edit Address Book]. For more information, refer to "Authorization Groups" (P.357).

■ [Create / View User Accounts]

To enable the Accounting feature, register user IDs and user names to authenticate registered users.

You can set a limit on the number of pages for each user of the device. You can also check the cumulative number of pages for each user registered. Up to 1,000 user data can be registered. The settings described here are identical with [Create / View User Accounts] under [Accounting].

Reference

- Refer to "[Create / View User Accounts]" (P.323).

■ [Reset User Accounts]

You can delete all registered information for all registered users in a single operation, or reset the accounting data. It is also available to print contents for confirmation before resetting. The settings described here are identical with [Reset User Accounts] under [Accounting].

Reference

- Refer to "[Reset User Accounts]" (P.323).

■ [Create Authorization Groups]

The system administrator can give login users "authority" to use some features that are originally restricted. Creating authorization groups allows you to divide users up to some groups according to types of authority, which makes you manage users efficiently.

■ [User Details Setup]

Set the information required when carrying out authentication.

◆ [Alternative Name for User ID]

If required, you can change the indication "UserID" on the [Login] screen that appears when the login information field on the touch screen is selected to another name such as "User Name" or "Number".

Note

- The name changed is also printed in a report or a list.

◆ [Mask User ID (***)]

You can set how an entered user ID is shown on the screen. Use this feature to enhance security as required.

When you select [Show], the characters you enter are echoed on the screen in the normal way as you enter the user ID. When you select [Hide], the characters you enter is hidden as a row of asterisks (*****) as you enter the user ID.

◆ [Failed Access Log]

Set the failure count to detect unauthorized access. An error is logged if authentication fails the number of times specified here within a predetermined time (10 minutes).

◆ [Logout Confirmation Screen]

Set whether or not to display a logout confirmation screen every time a user session ends.

◆ [User ID for Login]

Set whether or not to make the user ID entry field on the user login screen case-sensitive.

When you select [Case Sensitive], authentication is performed using the User ID as registered (including upper and lower cases). When you select [Non-Case Sensitive], authentication is performed with case ignored even if the user ID has both upper and lower cases.

Important

- Do not change the setting while a file is stored for the Private Charge Print. Otherwise, you may encounter problems, such as being unable to print. Change the setting after the device prints all the files stored.
- Selecting [Non-Case Sensitive] makes the pairs of IDs like "ABC" and "abc" the same ID so do not switch the setting when such pairs are contained. Changing to [Non-Case Sensitive] may cause problems like some users are not displayed. Before changing the setting, correct those User IDs to distinguish them.

◆ [Smart Card Reader]

Set whether or not to enable user ID authentication when [Log In to Local Accounts] is selected and the IC Card Reader (optional) is connected.

Selecting [Smart Card Login] disables the user ID authentication. Selecting [Smart Card / Control Panel Login] disables both smart card authentication and user ID authentication.

◆ [Account Auto Setup for Card Login]

Set whether or not to register new user information when [Log In to Local Accounts] is selected and an unregistered user holds a card over the IC Card Reader (optional).

Selecting [Disabled] cancels registering users. Selecting [Enabled] automatically accepts registering users.

Note

- When [Enabled] is selected, [User Name], [Usage Limit], and [Add To Authorization Group] will be displayed.
- When [Usage Limit] is selected, [Copy], [Fax], [Scan], and [Print] will be displayed. You can set [Feature Access] and [Change Account Limit] for each item.
- When [Password for Smart Card Login] under [Device] > [Authentication / Accounting] > [Authentication / Security Settings] > [Authentication] > [Password Policy] is set to [On], you need to enter the password twice for the auto assign.

◆ [Guest User]

Set whether or not to permit a guest user when [Log In to Remote Accounts] is selected.

◆ [Use of Smart Card]

Set whether or not to use smart card authentication when the IC Card Reader (optional) is installed on the device.

Selecting [Enabled] allows you to set whether or not to control jobs by smart card per each feature.

Set to [Enabled (PKI Only)] to restrict only the security feature without using a smart card for authentication and job restriction.

Note

- This item is displayed when the Extensible Customization Function is set to be enabled.

◆ [Smart Card Link Mode]

Set whether or not to require a password for smart card authentication when [Log In to Remote Accounts] is selected.

◆ [Smart Card Certificate Verification]

Set whether or not to verify the smart card certificate when a user uses the smart card.

When you put a checkmark, the owner of the smart card is verified not only by PIN code verification but by certification verification of the smart card and private key match. In this case, the upper level CA certificate of the smart card certification must be registered on the device.

When you clear the checkmark, the owner of the smart card is verified by PIN code verification.

◆ [Smart Card Logout Timing]

Select the logout method for smart card authentication when a contactless smart card is used for authentication.

When [Log Out when Card is Removed] is selected, removing the smart card from the IC Card Reader (optional) releases the login status. When [Log Out from Control Panel] is selected, operating the touch screen is required to release the login status.

◆ [Save Remote Accounts in This Device]

Select whether or not to save the user information used for remote authentication. While the user information is saved in the device, the device can authenticate the user using the information saved in the device even when the remote server is off.

Note

- This setting applies only to a user who is authenticated by smart cards.
- The user authenticated by using the information saved in the device is set to [(Remote Authorization Groups As Saved In This Device)].

◆ [Delete Remote Accounts]

Select whether or not to delete the user information saved in the device for remote authentication.

Note

- This setting applies only to a user who is authenticated by smart cards.

■ [Invalid Login Settings]

This feature prevents unintended operation by other users. If authentication for a same user ID fails more than specified times continuously, access is denied.

Select [Enabled] for [Maximum Login Attempts - Administrator] or [Maximum Login Attempts - Local User] and enter the maximum number of attempts allowed in [Maximum].

Note

- The failure count is reset when the device is restarted.
- To cancel the access rejection state, restart the device by switching off and on the power.
- For users other than the system administrator, this feature is available when [Login Type] is set to [Log In to Local Accounts].

■ [Password Policy]**◆ [Password for Control Panel Login]**

You can set whether a password is required when a user uses the device.

Selecting [On] enables [Password] for [Create / View User Accounts].

Selecting [Off] does not require the password, even if a password is set in the above settings.

Important

- The setting of [Password for Control Panel Login] is used for authentication using the control panel. A password must always be entered when accessing from remote devices using CentreWare Internet Services or the like, regardless of the use of password setting. Depending on authentication procedures, a password may be required for other processes as well.

◆ [Password for Smart Card Login]

You can set whether a password is required for smart card authentication when [Log In to Local Accounts] is selected.

◆ [Minimum Password Length]

Set this item when you specify the minimum number of digits allowed for registering a password.

◆ [Maximum Password Length]

Set this item when you specify the maximum number of digits allowed for registering a password.

■ [Charge / Private Print Settings]

You can set how received print jobs should be handled.

You can directly print jobs and temporarily store print jobs to Charge Print or Private Charge Print for stored files.

The Charge Print feature prints the print jobs of authenticated users. But, using this feature, you can also temporarily store print jobs and print them later by operating the device. If [Save as Charge Print Job] is selected, print jobs received are saved by a user ID for storage set in a print driver.

The Private Charge Print feature stores jobs to the device, using the login user ID or Sub user ID at print instruction. You can print the jobs later by operating the device. Only the files of the login user and sub users linked are displayed on the touch screen, therefore, it can help ensure privacy protection as well as prevent output from being left in the tray.

Reference

- For more information on the Charge Print and Private Charge Print features, refer to "Charge Print" (P.109) and "Private Charge Print" (P.110).

◆ [Receive Control]

You can set how received print jobs should be handled.

Reference

- For information about printing from a print driver, refer to "Print" (P.103).
- For information about printing or deleting the print job saved, refer to "Print Data Stored in the Device" (P.107).

• [According to Print Accounting]

When using the Authentication/Accounting feature and [App Access] > [Print Jobs] is set to [Locked], set how to deal with [Job Login Success], [Job Login Failure], and [Job Without User ID] each.

Note

- When the Authentication and Accounting features are disabled and [Print Jobs] under [App Access] is set to [Unlocked], the settings specified in the print driver are applied.
- Setting to [Save as Private Charge Print Job] overrides the job from the print driver that intends the Secure Print, Sample Set, Delayed Print, or printing files stored in a folder.
- [Job Without User ID] is automatically changed to [Print Job] on the device when you select as follows on CentreWare Internet Services: [Properties] > [Security] > [Authentication Configuration] > [Non-account Print]. When [Job Without User ID] is set to [Save as Charge Print Job] or [Delete Job], the [Non-account Print] check box on CentreWare Internet Services is deselected automatically.

• [Save as Private Charge Print Job]

Regardless of whether the Authentication feature is being used or not, all jobs that have a user ID are saved as Private Charge Print. You can set how to deal with jobs for [Job Without User ID] and [Non-PJL Command Job(s)] each.

Important

- When [Save as Private Charge Print Job] is selected, all the print jobs that have user IDs are saved regardless of whether or not being successfully authenticated. To minimize the unnecessary print jobs, specify an expiration date, so that they can be automatically deleted after a specified period of time. Or the system administrator can manually delete them. For details on how to specify an expiration date, refer to "[Stored Job Retention Period]" (P.270).

Note

- Setting to [Save as Private Charge Print Job] overrides the job from the print driver that intends the Secure Print, Sample Set, Delayed Print, or printing files stored in a folder.
- [Job Without User ID] is automatically changed to [Print Job] on the device when you select as follows on CentreWare Internet Services: [Permissions] > [Permissions] > [Access Control] > [Non-Account Print] > [Locked]. When [Job Without User ID] is set to [Save as Charge Print Job] or [Delete Job], the [Non-Account Print] on CentreWare Internet Services is set to [Locked] automatically.

- **[Save as Charge Print Job]**

Regardless of whether the Authentication feature is being used or not, all received jobs are saved as Charge Print.

Important

- When using [Save as Charge Print Job], all the print jobs are saved regardless of whether or not being successfully authenticated. To minimize the unnecessary print jobs, specify an expiration date, so that they can be automatically deleted after a specified period of time. Or the system administrator can manually delete them. For details on how to specify an expiration date, refer to "[Stored Job Retention Period]" (P.270).

Note

- When [Save as Charge Print Job] is selected, the Secure Print, Sample Set, Store in Remote Folder, and Delayed Print settings specified in the print driver will be ignored.

[Disable Active Settings]

Use this feature when you want to use active settings for most jobs but not for specific jobs.

You can temporarily disable active settings such as Force Watermark, Print Universal Unique ID, and Force Annotation features that have been enabled.

This feature is applicable to Copy, Print from Folder, Print Stored File, Print from USB, and Photo Print jobs when [Allow] is selected (for jobs such as Fax, Client Print, and Report, you cannot disable active settings).

This option is displayed when [Allow] is selected for [Disable Active Settings] for the authorization group where the login user belongs.

Note

- If this setting is set to [Allow] while a job is in progress, the setting is not effective for the job.
- You can disable active settings even when you select a file in a folder using the Job Flow feature and manually execute a job.
- Users with system administrator role can configure this feature regardless of authorization group.
- The Watermark feature specified by user using TrustMarkingBasic (sold separately) or copy are not disabled.

Reference

- For more information about Force Watermark, refer to "[Watermark]" (P.256).
- For more information about Print Universal Unique ID, refer to "[Print Universal Unique ID]" (P.259).
- For settings of authorization group, refer to "Authorization Groups" (P.357).

[Job Status Default]

You can hide active jobs, completed jobs, and job logs from unauthenticated users or non-job owners, to protect privacy and prevent leakage of confidential information.

Note

- If you set to hide job details, you cannot stop or delete jobs you instructed. Therefore, you cannot cancel jobs in the case of operational error of copies or wrong transmission of faxes.

■ [Active Jobs View]

Select whether or not to hide active jobs from local users.

■ [Completed Jobs View]**◆ [Allow Job Viewing at All Times]**

You can check all the completed jobs regardless of the authentication status. Set whether or not to restrict to display the job details information.

◆ [Require Login to View Jobs]

Only the user logging into the device can see the completed jobs. Set whether or not to limit the jobs to be seen to that of the login user, or whether or not to restrict to display the job details information.

◆ [No Job Viewing]

Hides all the completed jobs regardless of the authentication status.

■ [Job Operation Restrictions]

You can select the users who have permission for each operation.

[Disable Direct Print Feature]

Selecting [On] disables direct printing features such as Photo Print, Print from USB, Print Email, Print Internet Fax, and Mobile Print.

[Runtime Integrity Protection]

Set whether to detect the file access and execution that are not authorized.

- Selecting [On] denies writing to files or executing files and saves the access details to the audit log.
- Selecting [Log Only] saves the access details to the audit log but does not deny the file access.

Note

- To save the access details to the audit log, you need to enable the audit log feature. For more information, refer to "[Audit Log Settings]" (P.336).

[Audit Log Settings]

You can configure the settings for recording audit logs in the device and the settings for Syslog (for sending audit logs to other computers on the network using Syslog protocol).

The audit log is a record which logs entries such as what operations were done by whom and at what time. Using the audit log feature helps with observations of any unauthorized use or access attempt.

Note

- To retrieve audit logs, use CentreWare Internet Services. For details, refer to the help of CentreWare Internet Services.

Reference

- For details on contents recorded in audit logs, refer to "Audit Log Reference Guide" provided on our official website.

[Record Audit Log]

To record audit logs, select [Enabled].

When the audit log feature is enabled, audit logs are recorded in the device.

Up to 15,000 logs are recorded in the device, and when the logs exceed 15,000, they will be deleted in order of the old date.

[Send Audit Log to Syslog Server]

To send audit logs to the syslog server, select [Enabled].

[Syslog Server Name/Address]

Enter a syslog server name or IP address.

[Syslog UDP/TCP Port Number]

Enter the UDP or TCP port number of the syslog server.

[Syslog TLS Port Number]

Enter the TLS port number of the syslog server.

[Syslog Transport Protocol]

Set the transport protocol to send to the syslog server.

[Syslog Facility]

Enter the facility number of the audit log to send to the syslog server.

[Syslog Timeout Value]

Enter an operation time-out value for syslog delivery.

[When Send Error Occurs]

Set up the operation when the audit logs recorded in the device which are undelivered to the syslog server reached its maximum value.

■ [Prioritize Device Operation]

Overwrites from the older logs. You cannot perform the Syslog send for the overwritten audit logs.

■ [Prioritize Audit Log]

A system error will occur and the device will stop. Make the device and the Syslog server to be able to connect, then turn the device off, and then on after the touch screen becomes blank.

[Reset]

[Reset IPsec and 802.1X Settings]

Disables [IPsec Settings] and [IEEE 802.1X Settings] in [Connectivity & Network Setup] > [Security Settings], then initialize the settings.

[Delete Fonts, Forms and Macros]

Deletes all font data, form data, and macro data downloaded in the device.

[Restore Factory Defaults]

Initializes all settings of the device to the factory defaults.

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Encryption and Digital Signature Settings

Encryption and Digital Signature Overview

Types of Certificate

To use the Encryption feature and the Signature feature on the device, a certificate is required.

Note

- Digital certificates that can be used on the device are as follows:
 - Self-signed certificates made using CentreWare Internet Services
 - Certificates signed by certification authority (CA)
- Digital certificate standards that can be imported to the device are as follows:
 - X.509 (DER/PEM format)
 - PKCS#12 (DER/PEM format)
 - PKCS#7 (DER/PEM format)

Reference

- For information on importing certificates, refer to the CentreWare Internet Services help.

Device certificates corresponding to the types of encryption

O: Available

△: Set as necessary

X: Not available

| | Self-Signed Certificate | Certificate Issued by Another CA |
|--|-------------------------|----------------------------------|
| Encrypting HTTP communications from a client to the device (SSL/TLS server) | O | O |
| Encrypting HTTP communications from the device to a remote server (SSL/TLS client) | X | O |
| Encryption using IPsec | X | △* |
| Email encryption/digital signature | X | O |
| PDF signature/DocuWorks signature | O | O |

* : Available when [IKE Authentication Method] is set to [Authenticate by Digital Signature].

Certificate conditions that can be set according to the types of encryption

| | Key usage (Only when this item is included in the V3 extended area) | | Extended key usage (Only when this item is included in the V3 extended area) | | | Email address |
|--|---|-------------------|--|-----------------------|------------------|---------------|
| | Key encryption | Digital signature | Server authentication | Client authentication | Email protection | |
| Encryption on HTTP communication from the client to the device (SSL/TLS server) | 0 | 0 | 0 | - | - | - |
| Encryption on HTTP communication from the device to a remote server (SSL/TLS client) | 0 | 0 | - | 0 | - | - |
| Encryption using IPsec | - | 0 | - | - | - | - |
| Digital signature and encryption on email | 0 | 0 | - | - | 0 | 0 |
| PDF/DocuWorks signature | 0 | 0 | - | - | - | - |

Certificate Conditions

Valid certificates can only be used. To check the certificate conditions, check [Validity] under [System] > [Security] > [Certificate Settings] of CentreWare Internet Services.

Encryption Features for Communication

Encrypting HTTP Communications from a Client to the Device (SSL/TLS Server)

The SSL/TLS protocol is used to encrypt the HTTP communications between a client and the device.

Note

- If the certificate for the SSL server contains the V3 extension "keyUsage", "digitalSignature" must be asserted.

To encrypt communications, either one of the device certificate is required: a self-signed certificate or a certificate issued by another CA.

Reference

- For information on the setting procedure, refer to "Configuration of HTTP Communications Encryption" (P.344).

Note

- By encrypting HTTP communications, communications data can be encrypted at the time of printing using IPP (SSL encrypted communications).

Encrypting HTTP Communications from the Device to a Remote Server (SSL/TLS Client)

The SSL/TLS protocol is used to encrypt the HTTP communications between a remote server and the device. No certificate is required in general. However, if a remote server is set to require an SSL client certificate, you can use a certificate issued by another CA.

When verifying an SSL/TLS server certificate of a remote server with the verification of the server certificate enabled, import the certificate of the CA included in the higher level of the certificate path to the device using CentreWare Internet Services.

Note

- If the certificate for the SSL client contains the V3 extension "keyUsage", "digitalSignature" must be asserted.

Encryption using IPsec

IPsec enables IP-level (not application-level) encrypted communications with remote devices.

If you select [Digital Signature] for [IKE Authentication Method], a certificate issued by another CA is required.

If you select [Preshared Key], no device certificate is required.

Note

- If the certificate for IPsec contains the V3 extension (keyUsage), "digitalSignature" bit must be asserted.

Reference

- For information on IKE authentication methods, refer to "[IPsec Settings]" (P.319).
- For information on the setting procedure, refer to "Configuration of Encryption Using IPsec" (P.346).

In case of verifying communication party, certificates created by the certification authority of the other party (priority CA certificate) must be imported to the device.

Email Encryption/Digital Signature

S/MIME is used for Email Encryption/Digital Signature. To use S/MIME on the device, S/MIME certificates are used.

You can use a self-signed certificate or a certificate issued by another CA as an S/MIME certificate.

The personal certificates or the device certificates of destinations are required for encrypted communications.

Important

- [Split by Data Size] of the email split sending function is unavailable when sending the email using the digital signature/encryption.

Note

- If the certificate for S/MIME contains an "email Address" or a V3 extension (keyUsage), "digitalSignature" and "keyEncipherment" must be asserted. If the certificate contains V3 extension (extendedKeyUsage), "emailProtection" must be set.

Reference

- For information on the setting procedure, refer to "Configuration of Email Encryption/Digital Signature" (P.348).

Encryption and Digital-Signature Features for Scan Files

Encrypting PDF/DocuWorks Documents

PDF and DocuWorks documents can be encrypted and protected by a password.

Reference

- For information on how to encrypt PDF and DocuWorks documents, refer to "Specifying Output File Format" (P.167).

Digital Signature of PDF/DocuWorks Documents

Digital signature can be added to PDF and DocuWorks documents.

Note

- If the certificate for digital signature contains the V3 extension "keyUsage", "digitalSignature" must be asserted.

Reference

- For information on the setting procedure, refer to "Configuration of PDF/DocuWorks Signature" (P.353).

Configuration of HTTP Communications Encryption

Step1 Certificate Arrangement

Prepare for the certificate used for encrypting the HTTP communication. To set up a certificate using CentreWare Internet Services, you can have the device create a self-signed certificate for the SSL server or can import any registered certificate (issued by another CA) to the device.

Note

- You cannot import a certificate that already has been registered either as [Device Certificate] or [Other Certificates]. Delete the registered certificate beforehand.

■ How to create the self-signed certificate (for SSL server)

- 1 Start CentreWare Internet Services and log in to the System Administration mode.

Reference

- For how to start CentreWare Internet Service, refer to "Starting CentreWare Internet Services" (P.85).

- 2 Click [System] on the left menu.
- 3 Click [Security] > [Certificate Settings].
- 4 Click [Create] > [Generate Self-Signed Certificate].
- 5 Configure other settings as required.
- 6 Click [Start].
- 7 Click [Close] after the certificate has been generated.

■ How to import the certificate issued by another CA

Before importing the certificate issued by another CA, create the self-signed certificate and make the settings so that HTTP communication is encrypted.

- 1 Start CentreWare Internet Services and log in to the System Administration mode.

Reference

- For more information on how to start CentreWare Internet Service, refer to "Starting CentreWare Internet Services" (P.85).

- 2 Click [System] on the left menu.
- 3 Click [Security] > [Certificate Settings] > [Import].
- 4 Click [Select] and select the file to import on the displayed dialog box, then click [Save].

Note

- You can also directly enter the path of the file to import.

- 5 Enter the password of the certificate to [Password].
- 6 Enter the same password as the previous step to [Retype Password].

- 7 Click [Start].
- 8 Click [Close] after the import has finished.

Step2 Certificate Settings

Register the certificate for the server with the device.

Note

- Until making the setting of this section, a self-generated certificate is automatically set as the server certificate.

- 1 Start CentreWare Internet Services and log in to the System Administration mode.

Reference

- For more information on how to start CentreWare Internet Service, refer to "Starting CentreWare Internet Services" (P.85).

- 2 Click [System] on the left menu.
- 3 Click [Security] > [SSL/TLS Settings].
- 4 Select a certificate at [Device Certificate - Server].

Important

- If no certificate is selectable, confirm that the device certificate is registered with [System] > [Security] > [Certificate Settings].

- 5 Set [HTTP - SSL/TLS Communication Port Number] as necessary.

Important

- Do not set the same port number as other ports.

- 6 Click [Save].
- 7 Click [Restart Now] after the touch screen instructs to restart the device.

Step3 Access method from computer to device

To encrypt communications between a web browser and the device, enter an address beginning with "https" instead of "http" in the address box of the web browser.

- Example of IP address entry:
https://192.0.2.1/ (IPv4)
https://[2001:DB8::1234]/ (IPv6)
- Example of Internet address entry:
https://myhost.example.com/

To encrypt IPP communications (Internet printing), enter an address beginning with "https" instead of "http" as the URL of the printer when adding a printer through a computer.

Configuration of Encryption Using IPsec

When setting [Authenticate by Digital Signature] for [IKE Authentication Method] to make IPsec communication, register a certificate with the device. No certificate is registered with the device by factory default. Import an IPsec certificate. After importing a certificate, configure IPsec.

When the IKE authentication method is set to [Authenticate by Preshared Key], skip the step 1 "Certificate Arrangement" and go to step 2 "Configuration of IPsec".

Reference

- For information on IKE authentication methods, refer to "[IPsec Settings]" (P.319).

Important

- You cannot import a certificate that already has been registered either as [Device Certificates] or [Other Certificates]. Delete the registered certificate beforehand.

Note

- If a certificate to be imported as an IPsec certificate contains V3 extension "KeyUsage", "digitalSignature" bit must be asserted.

Step1 Certificate Arrangement

To configure a certificate using CentreWare Internet Services, configure the encryption settings for HTTP communications, and then import a certificate issued by another CA to use it for the IPsec certificate.

Note

- You cannot use a self-signed certificate created with CentreWare Internet Services for IPsec.
- The public key of the certificate that can be imported to the device shall be either of RSA[®] public key (up to 4096 bits) and ECC public key P-256/P-384/P-521.

Reference

- For details on how to configure the encryption settings for HTTP communication, refer to "Configuration of HTTP Communications Encryption" (P.344).

1 Start CentreWare Internet Services and log in to the System Administration mode.

Reference

- For more information on how to start CentreWare Internet Service, refer to "Starting CentreWare Internet Services" (P.85).

2 Click [System] on the left menu.

3 Click [Security] > [Certificate Settings] > [Import].

4 Click [Select] and select the file to import on the displayed dialog box, then click [Save].

Note

- You can also directly enter the path of the file to import.

5 Enter the password of the certificate to [Password].

6 Enter the same password as the previous step to [Retype Password].

7 Click [Start].

- 8 Click [Close] after the import has finished.

Step2 Configuration of IPsec

The following describes configuration procedures to set up IPsec on the device.

- 1 Tap [Device] on the Home screen.
- 2 Tap [Connectivity & Network Setup] > [Security Settings].
- 3 Tap [IPsec Settings] > [IPsec Settings].
- 4 Tap [IKE Authentication Method] to set the IKE authentication method.

■For Digital Signature Method

- 1) Select [Authenticate by Digital Signature].
- 2) Tap [Device Certificate].
- 3) Select the certificate to use for authentication, then tap [OK].

■For Preshared Key Method

- 1) Select [Authenticate by Preshared Key].
- 2) Tap [Preshared Key].
- 3) Enter the text string to become the preshared key, then tap [OK].
- 5 Tap [IPsec Communication] then select [Enabled].
- 6 Configure other settings as required.

Reference

- For details on the settings, refer to "[IPsec Settings]" (P.319).

Step3 Communication Destination Device Settings

This section explains the settings of the party being communicated with.

The necessary settings are as follows:

- Create an IP security policy
- Assign the IP security policy

Reference

- For information on how to set above settings, refer to the help of the communication destination device.

Configuration of Email Encryption/Digital Signature

Installation Overview

Note

- To encrypt emails and attach a digital signature to emails between the device and a computer, a personal or device certificate for S/MIME of a recipient and the device certificate of the device must be set on the computer. To configure the digital signature, the device certificate of the device is necessary. Configure the following settings to the certificates.
- Email address
- If the certificate contains V3 extension "keyUsage", "digitalSignature" and "keyEncipherment" must be asserted.
- If the certificate contains V3 extension "extendedKeyUsage", "emailProtection" must be set.
- Up to 100 addresses can be encrypted with S/MIME.

Configuration on Sender and Recipient

To transmit emails encrypted by S/MIME and with digital signatures attached, register the required certificate on equipment of a sender and a recipient.

The following shows the certificate settings necessary to encryption and digital signature.

| Sender | Recipient | Encryption | Digital Signature |
|----------------|----------------|---|---|
| | | Certificate required for the sender | Certificate to required for the recipient |
| The device | Computer | Personal certificate of the computer | Device certificate for S/MIME of the device |
| | Another device | Device certificate for S/MIME of another device | Device certificate for S/MIME of the device |
| Computer | The device | Device certificate for S/MIME of the device | Personal certificate of the computer |
| Another device | | Device certificate for S/MIME of the device | Device certificate for S/MIME of another device |

Step 1 Certificate Arrangement

Prepare for the certificate used for encrypting the email communication and for making the digital signature. To set up a certificate using CentreWare Internet Services, you can have the device create a self-signed certificate for the SSL server or can import any registered certificate (issued by another CA) to the device.

■ To Generating Self-Signed Certificate (for S/MIME)

- 1 Start CentreWare Internet Services and log in to the System Administration mode.

Reference

- For details, refer to "Starting CentreWare Internet Services" (P.85).

- 2 Click [Details] located next to the device image on the top part of Home screen.
- 3 Confirm that [Device's Email Address] is input.

- 4 Click [System] on the left menu.
- 5 Click [Security] > [Certificate Settings].
- 6 Click [Create] > [Generate Self-Signed Certificate].
- 7 Configure other settings as required.
- 8 Click [Start].
- 9 Click [Close] after the certificate has been generated.

■ To import the certificate issued by another CA

Before importing the certificate issued by another CA, create the self-signed certificate and make the settings so that HTTP communication is encrypted.

Reference

- For details on how to configure the encryption settings for HTTP communication, refer to "Configuration of HTTP Communications Encryption" (P.344).
- The device supports to import RSA public key (up to 4096 bits) or ECC public key (P-256/P-384/P-521).

- 1 Start CentreWare Internet Services and log in to the System Administration mode.

Reference

- For details, refer to "Starting CentreWare Internet Services" (P.85).

- 2 Click [Details] located next to the device image on the top part of Home screen.
- 3 Confirm that [Device's Email Address] is input.

Note

- [Device's Email Address] must be same as the email address that the certificate mentions.

- 4 Click [System] on the left menu.
- 5 Click [Security] > [Certificate Settings] > [Import].
- 6 Click [Select] and select the file to import on the displayed dialog box, then click [Save].

Note

- You can also directly enter the path of the file to import.

- 7 Enter the password of the certificate to [Password].
- 8 Enter the same password as the previous step to [Retype Password].
- 9 Click [Start].
- 10 Click [Close] after the import has finished.

Step2 S/MIME Settings

- 1 Start CentreWare Internet Services and log in to the System Administration mode.

Reference

- For details, refer to "Starting CentreWare Internet Services" (P.85).

- 2 Click [Network] on the left menu.

- 3 Click [S/MIME].

- 4 Add a check mark to [Enable].

- 5 Select a certificate at [Device Certificate].

Important

- If no certificate is selectable, confirm that the device certificate is registered with [System] > [Security] > [Certificate Settings].

- 6 Configure the encryption settings.

[Message Digest Algorithm]

Set the message digest algorithm to use.

Note

- If a certificate of an RSA 512-bit public key is used, selecting [SHA-512] may cause an incorrect email.

[Message Encryption Algorithm]

Set the encryption method of the email body for sending email from the device.

- 7 At [Certificate Auto Store], select whether to store the certificate automatically.

Note

- If set to [On], the certificate will be stored when receiving the email to which an S/MIME certificate is attached.
- If "digitalSignature" and "keyEncipherment" are not asserted to the V3 extension (KeyUsage) of the certificate, the certificate will not be stored automatically even if set to be stored automatically.

- 8 Click [Save].

Step3 Configuration on Sender and Recipient

Transmitting emails with encryption or a digital signature requires more than importing the device certificate to the device. Both devices to make the transmission need to pass the device certificates or personal certificates with each other.

This section describes, when regarding each device as a sender, certificates required for sender and recipient, and registration procedures.

Reference

- For information on the settings necessary to encryption and digital signature, refer to the table in "Configuration on Sender and Recipient" (P.348).

Note

- You need to import all the trusted root certificate authorities and intermediate certificate authorities that are registered in the path of a certificate to use.

When the device sends and a computer receives

The personal certificate of a computer must be registered with the device and the device certificate of the device must be registered with a computer.

To register the computer's personal certificate, use CentreWare Internet Services.

The followings are the available methods to register the device certificate to a computer.

- Send an email with S/MIME digital signature to a computer from the device and register it with the certificate store of an email application in the computer.

To send an email with S/MIME digital signature, select [Always add signature] or [Select during send] for [Digital Signature - Email] under [Device] > [Connectivity & Network Setup] > [Security Settings] > [S/MIME Settings] in advance.

- Export the certificate of the device to a computer using CentreWare Internet Services, and register it with the certificate store of an email application in the computer.

Reference

- For how to import and export a certificate using CentreWare Internet Services, refer to the help of CentreWare Internet Services.
- For how to register a certificate with the certificate store of an email application, refer to the manual of your email application.

When the device sends and another multifunctional device receives

The device certificate of another multifunctional device must be registered with the device and the device certificate of the device must be registered with another multifunctional device.

To register the device certificate of another multifunctional printer, start CentreWare Internet Services of another multifunctional device through a computer and export the certificate to the computer. And then, start CentreWare Internet Services of the device and import the exported certificate.

To register the device certificate of the device with another multifunctional device, perform the same procedure as described above.

Reference

- For information on how to import and export a certificate using CentreWare Internet Services, refer to the help of CentreWare Internet Services.

When a computer sends and the device receives

The device certificate of the device must be registered with a computer. The registration of the personal certificate of a computer to the device is not required.

The following methods are available to register the device's device certificate to a computer.

- Send an email with S/MIME digital signature to a computer from the device (or another multifunctional device) and register it with the certificate store of an email application in the computer.

To send an email with S/MIME digital signature, select [Select during send] or [Always add signature] for [Digital Signature - Email] under [Device] > [Connectivity & Network Setup] > [Security Settings] > [S/MIME Settings] in advance.

- Export the certificate of the device to a computer using CentreWare Internet Services, and register it to the certificate store of an email application in the computer.

Reference

- For how to import and export a certificate using CentreWare Internet Services, refer to the help of CentreWare Internet Services.
- For how to register a certificate with the certificate store of email application, refer to the manual of your email application.

The following email applications can transmit emails between the device and a computer.

- Windows: Microsoft Outlook 2007, Microsoft Outlook 2010
- OS X 10.11 El Capitan: Mail9
- macOS 10.12 Sierra: Mail10
- macOS 10.13 High Sierra: Mail11
- macOS 10.14 Mojave: Mail12
- macOS 10.15 Catalina: Mail13

Configuration of PDF/DocuWorks Signature

This section describes the settings to send scanned documents in PDF or DocuWorks format with a digital signature (PDF or DocuWorks) attached.

Important

- You cannot import a certificate that already has been registered either as [Device Certificates] or [Other Certificates]. Delete the registered certificate beforehand.

Step1 Certificate Arrangement

Configure the encryption settings for HTTP communications, and then import a certificate issued by another CA to enable S/MIME.

Reference

- For details on how to configure the encryption settings for HTTP communication, refer to "Configuration of HTTP Communications Encryption" (P.344).

- 1 Start CentreWare Internet Services and log in to the System Administration mode.

Reference

- For more information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.85).

- 2 Click [System] on the left menu.

- 3 Click [Security] > [Certificate Settings] > [Import].

- 4 Click [Browse] and select the file to import on the displayed dialog box, then click [Save].

Note

- You can also directly enter the path of the file to import.

- 5 Enter the password of the certificate to [Password].

- 6 Enter the same password as the previous step to [Retype Password].

- 7 Click [Start].

- 8 Click [Close] after the import has finished.

Step2 Configuration of PDF/DocuWorks Signature

- 1 Start CentreWare Internet Services and log in to the System Administration mode.

Reference

- For details, refer to "Starting CentreWare Internet Services" (P.85).

- 2 Click [App] on the left menu.

- 3 Click [Scan].

Note

- The same settings are available on [Send as Email].

4 Click [PDF / DocuWorks Signature Settings].

5 Set each item.

Note

- A DocuWorks document with a digital signature can be opened with the DocuWorks of the following versions:
 - DocuWorks 5.0 or later for [SHA-1]
 - DocuWorks 8.0 or later for [SHA-256]

6 Select the registered certificate at [Device Certificate].

Important

- If no certificate is selectable, confirm that the device certificate is registered with [System] > [Security] > [Certificate Settings].

7 Click [Save].

8 Click [Restart Now] after the touch screen instructs to restart the device.

Step3 Configuration on the Computer

- To send a DocuWorks security certificate file from the device to a computer
Register a personal certificate of the destination computer with the device then assign it to the Address Book. The personal certificate to be registered with the device should include the root certificate.

Reference

- For how to register (import) a certificate, refer to CentreWare Internet Services help.
- Sending a PDF or DocuWorks signature file from the device to a computer
Make sure that the root certificate of the certificate to be used for the scan file signature of the device is registered with the recipient's computer.

15

Authentication and Accounting Features

Overview of Authentication and Accounting Feature

Using authentication feature allows you to restrict the access to the device, restrict the use of each service, and count the use of services per user.

Types of User

When the Authentication feature is enabled, users are classified into the following types.

Note

- When the Authentication feature is disabled, users are classified as either system administrator or local user.

■ System Administrator

The system administrator can register and change system settings to adapt to the environment to be used.

A system administrator uses a specific user ID called a system administrator's user ID.

■ Login User

A login user is a user registered on the device or a remote server. To use restricted services, enter the user ID and password on the screen.

A user ID of a login user can be associated with some sub users in accordance with the intended use. Up to 10 Sub User IDs can be associated with a User ID.

Note

- An optional component is required to use the sub user feature. For more information, contact our Customer Support Center.

■ Unregistered User

An unregistered user is a user not registered on the device.

An unregistered user cannot use restricted services.

User Roles and Authorization Groups

You can select a user role and an authorization group for each user.

For a user registered on a remote server, these settings are effective only when ApeosWare Management Suite 2 (sold separately) or LDAP is used. When using LDAP, configure the settings on CentreWare Internet Services.

Important

- When [Login Type] is set to [Log In to Local Accounts] and [Accounting Type] is set to [Network Accounting], an authorization group cannot be assigned to a user. Therefore, the features configured for the authorization group are not available.

User Roles

Set the scope of administration authority for each login user. The authority of system administrator or account administrator can be given to a specified login user.

■ System Administrator

The same authority as a system administrator is given except for the following operations:

- Operate folders
- Operate job flows sheets

- Change the password of the system administrator

■ Account Administrator

The following authorities are given:

- Create, delete, change (except for password), and view (unavailable depending on some settings) user information
- Create, delete, change, and view accounting
- Change Alternative Name for Account ID or Mask Account ID
- Print an Accounting Report for each user

Authorization Groups

Create groups according to the operation authority of the following restrictions and assign login users to them. The login users assigned to the authorization groups can operate the device in the same way as system administrator.

Reference

- For details on authorization groups, refer to "[Create Authorization Groups]" (P.330).

Access Control

Account Limit for All User

When using authentication mode, you can restrict the access to the device and the use of each service. User authentication is required to use this feature.

Reference

- For more information, refer to "[Access Control]" (P.328).

■ Device Access

Allows you to prohibit the operation of buttons on the control panel.

■ App Access

Allows you to configure whether or not to restrict the use of each service such as Copy, Fax, and Scan.

■ Feature Access

Allows you to restrict copying in color, printing and retrieving files stored in folders, sending files to unregistered address, and editing address data.

Account Limit for Each User

Allows you to impose service use restrictions, page limits, and creating/editing/using job flow sheets and folders for each user individually.

Reference

- For more information about the feature, refer to "Services Controlled by Authentication" (P.363) and "Authentication for Job Flow Sheets and Folders" (P.365).

Types of Authentication

Types of Authentication

■ Log In to Local Accounts

Log In to Local Accounts uses the user information registered on the device to manage authentication.

Note

- A print job directly sent to the device from a computer can be received on the device after being authenticated through cross-checking the authentication information configured on the client's printer driver with the information registered on the device.

Reference

- For information on print driver settings, refer to the help of the print driver.

■ Log In to Remote Accounts

Log In to Remote Accounts uses the user information registered on a remote authentication server (LDAP, Kerberos, SMB, or ApeosWare Management Suite 2 (sold separately), or Azure Active Directory) to perform authentication. User information is not registered on the device.

Important

- When a user is authenticated by a remote authentication server (except for ApeosWare Management Suite 2 (sold separately)), the authenticated user can access the services through the control panel based on the access permission information obtained from the remote server.
- When you change Login Type from [Log In to Local Accounts] to [Log In to Remote Accounts], user information, private folders, job flow sheets and private charge print jobs registered on the device will be deleted.
- Set User ID to be registered in the remote authentication server at 32 characters or less and password at 128 characters or less. However, in case of SMB authentication, set the password at 32 characters or less.

Authentication Methods

■ User ID Authentication

Authentication is performed using user information registered with the device or a remote server in advance. The users are required to enter their user IDs and passwords with the numeric keypad or the touch screen of the device.

■ Smart Card Authentication

Authentication is performed using the card number or user information registered on the smart card. Register such information on the device or a remote server in advance and use the smart card for authentication.

Note

- Authentication is performed using the smart card and IC Card Reader (optional).

■ Combined Use of Smart Card Authentication and User ID Authentication

You can use smart card authentication in combination with user ID authentication. However, when [Login Type] is set to [Log In to Local Accounts], you need to enable user ID authentication.

Reference

- For information on how to enable user ID authentication, refer to "[Smart Card Reader]" (P.331).

Account Administration

Types of Account Administration

Important

- When [Log In to Remote Accounts] is set for [Login Type] and [Authentication Agent] is set for [Authentication System], ApeosWare Management Suite 2 (sold separately) automatically is adopted as an accounting/authentication server.

Note

- Some Accounting Types may be grayed out and not selectable depending on the selected login type. For more information, refer to "Authentication and Accounting Relationship" (P.360).

■ Local Accounting

In Local Accounting, account administration is performed for each user using the login users' information registered on the device.

Note

- Accounting reports can be printed when the login user is a system administrator, a user set to have system administration authority, or a user set to have account administration authority. For printing procedure of the report, refer to "[Print Reports]" (P.228).

Reference

- For information on the types of jobs that can be monitored, refer to "Jobs Manageable by Account Administration" (P.360).

■ Network Accounting

Network Accounting performs account administration using user information managed by a remote service.

In Network Accounting, the remote server collects job data stored on the device and counts up the numbers of pages processed for each user.

Note

- User information managed by the remote service is sent to be registered on the device. When the user information on the remote service is updated, the updated information must be sent from the remote service to the device.
- You can manage user information and collect job data with ApeosWare Management Suite 2 (sold separately), which is an external service.

■ Accounting using Authentication Server

Account administration is performed using a remote authentication server.

In this accounting, the remote server collects job data stored on the device and counts up the numbers of pages processed for each user.

Note

- The authentication server manages the user's information and obtains accounting information from a remote server. The authentication server supported by the device is ApeosWare Management Suite 2 (sold separately).

■ Xerox Standard Accounting

Account administration is performed using the user information and account information registered on the device. Also, accounting information is counted using various counters automatically created for each user. Accounting reports are created in CSV format using CentreWare Internet Services.

Reference

- For information on the print driver settings, refer to the help of the print driver.
- For information on the user information settings, account information settings, and how to create a report, refer to the help of CentreWare Internet Services.

Important

- When setting the user information or account information for another device, we recommend that you use the Cloning feature of CentreWare Internet Services.

Authentication and Accounting Relationship

You can individually select Login and Accounting types, and can combine them as described in the following table.

| | | Accounting Type | | | | |
|------------|---------------------------|---------------------|------------------|--------------------|--------------------------|---------------------------|
| | | Accounting Disabled | Local Accounting | Network Accounting | Authentication on Server | Xerox Standard Accounting |
| Login Type | No Login Required | O | X | O | X | O |
| | Log In to Local Accounts | X | O | O | X | O |
| | Log In to Remote Accounts | O ^{*1} | X | X | O ^{*2} | X |

O: Available

X: Not available

*1 : When [Login Type] is [Log In to Remote Accounts] and [Authentication System] is not set to [Authentication Agent], [Accounting Type] is automatically set to [Accounting Disabled]. Accounting, however, can be performed with ApeosWare Management Suite 2 (sold separately).

*2 : When [Login Type] is [Log In to Remote Accounts] and [Authentication System] is set to [Authentication Agent], [Accounting Type] is automatically set to [Authentication Server]. Accounting can be performed with ApeosWare Management Suite 2 (sold separately).

Jobs Manageable by Account Administration

This section describes the information that can be managed for the jobs for each service.

■ Print

| Service/Job | | Target User | Managed Item |
|-------------------------|-----------------------------------|-------------------|--------------|
| Normal Print | Device's print driver | Login user | Pages/sheets |
| | Other than device's print driver* | Unregistered user | |
| Secure Print | Print Files | Login user | |
| Sample Set | | | |
| Print Files from Folder | | | |
| Delayed Print | | | |
| Charge Print | | | |
| Private Charge Print | | | |
| Print Email* | | Unregistered user | |

* : Printing is available only when [Non-account Print] is set to [Enabled] in CentreWare Internet Services.

■ Scan

| Service/Job | Target User | Managed Item |
|----------------|-------------|--|
| Email | Login user | Scanned pages, mail transmission pages |
| Scan to Folder | | Scanned pages |
| Scan (URL/PC) | | Scanned pages, file transfer pages |
| Scan to USB | | Scanned pages |

■ Fax

| Service/Job | | Target User | Managed Item |
|---|---|-------------------|--|
| Send Fax | Automatic Send | Login user | Transmissions/pages, charging units |
| | Manual Send (Call-in, Call-out) | | |
| Receive Fax/ Print Fax | Automatic Reception/Print | _*1 | Receptions/pages, charging units, printed pages/number of sheets |
| | Manual Reception/Print (Call-in, Call-out) | | |
| Store Fax- Local Folder | Automatic Reception to Folder | _*1 | Receptions/pages, charging units |
| | Print Folder-received Fax | | Printed pages/number of sheets |
| Fax Polling | Automatic Send (to Folder) | Unregistered User | Transmissions/pages |
| | Automatic Reception/Print | Login user | Polls/pages, charging units, printed pages/number of sheets |
| | Polling File Sample Printout (Folders, Polling Folders) | Login user*2 | Pages/number of sheets |
| Direct Fax Transmission | | Login user | Transmissions/pages, charging units |
| Send Internet Fax | | Login user | Transmissions/pages |
| Receive Internet Fax/ Print Internet Fax | Automatic Reception/Print | _*3 | Receptions/pages, printed pages/number of sheets |
| | Automatic Reception to Folder | | Receptions/pages |
| | Print Folder-received Fax | Login user*2 | Pages/number of sheets |
| Receive Internet Fax/ Transferring Fax | Automatic Transmission (Transfer) | _*4 | Transmissions/pages, charging units |

*1 : The device counts jobs as Receive Fax.

*2 : When you enable folder operation on the setting of authentication feature under the System Administration mode, the device counts jobs as unregistered user's jobs.

*3 : The device counts jobs as Receive Internet Fax.

*4 : The device counts jobs as Internet fax Transfer.

◆ Restriction on Using the Accounting feature on Fax Jobs:

- Sending files from different user accounts to the same destination is not counted as a batch send.
- The number of charging units is calculated using the device's built-in timer. Therefore, the communications charges calculated from the number of charging units may slightly differ from the charges invoiced by the telecommunications company.
- When fax-received pages are split for printing, the number of pages counted will be those received, not those printed.
- The number of charging units is not counted for the following communications:
 - When dialing a fax number using the numeric keypad or the On-hook/Off-hook feature.
 - When using an address in which the billing data is not registered.
 - When a phone conversation took place, including the one before a transmission.

◆ Billing for Fax Jobs

Fax jobs are not billed for the following communications:

- When dialing a fax number using the numeric keypad or the On-hook/Off-hook feature.
- When using an address in which the billing data is not registered.
- Manual Receive, Manual Send, or Manual Polling is used.
- When a phone conversation took place.

Services Controlled by Authentication

The restricted features vary depending on how the device is used.

Reference

- For information on the folder and job flow sheet restrictions when the authentication feature is enabled, refer to "Authentication for Job Flow Sheets and Folders" (P.365).

Overview

There are both usage restrictions that can be set by an individual user, and those that can be set by feature, regardless of the user.

Reference

- For information on user settings, refer to "Registering a User (Local Account Authentication)" (P.370) and for feature settings, refer to "[App Access]" (P.329).

Combination of Authentication and Account Administration types

The following shows the services that can be restricted in use and accounted according to the combination of the authentication and accounting administration types.

Reference

- For authentication procedure, refer to "Enabling User Authentication Feature" (P.368).

Note

- To use the combination of user ID authentication and smart card authentication when [Login Type] is set to [Log In to Local Accounts], you need to enable user ID authentication. For the setting procedure, refer to "[Smart Card Reader]" (P.331).

When [Login Type] is [Log In to Local Accounts] and [Accounting Type] is [Local Accounting]

| Service | Restriction per User | | Per-user Usage Count |
|-------------------|-----------------------------|----------------------------|----------------------|
| | Feature Access [*] | Account Limit [*] | |
| Copy | 0 | 0 | 0 |
| Print | 0 | 0 | 0 |
| Scan | 0 | 0 | 0 |
| Fax, Internet Fax | 0 | - | 0 |

0: Available

-: Not available

^{*} : For information of available setting for each user, refer to "Registering a User (Local Account Authentication)" (P.370).

When [Login Type] is [Log In to Local Accounts] and [Accounting Type] is [Network Accounting]

| Service | Restriction per User | | Per-user Usage Count ^{*2} |
|---------|------------------------------|---------------|------------------------------------|
| | Feature Access ^{*1} | Account Limit | |
| Copy | 0 | - | - |
| Print | 0 | - | - |
| Scan | 0 | - | - |

| Service | Restriction per User | | Per-user Usage Count ^{*2} |
|-------------------|------------------------------|---------------|------------------------------------|
| | Feature Access ^{*1} | Account Limit | |
| Fax, Internet Fax | 0 | - | - |

0: Available

-: Not available

^{*1} : The restriction is available with ApeosWare Management Suite 2 (sold separately).

^{*2} : The accounting is available with ApeosWare Management Suite 2 (sold separately).

When [Login Type] is [Log In to Remote Accounts]

| Service | Restriction per User | | Per-user Usage Count ^{*2} |
|-------------------|------------------------------|-----------------------------|------------------------------------|
| | Feature Access ^{*1} | Account Limit ^{*1} | |
| Copy | 0 | - | - |
| Print | 0 | - | - |
| Scan | 0 | - | - |
| Fax, Internet Fax | 0 | - | - |

0: Available

-: Not available

^{*1} : When ApeosWare Management Suite 2 (sold separately) is used as an authentication system, you can select features to restrict.

^{*2} : The accounting is available with ApeosWare Management Suite 2 (sold separately).

Important

- Note the following conditions when you use ApeosWare Management Suite 2 (sold separately) to perform account administration per user:
 - When users are registered in multiple domains, each user ID must be unique.
 - Before sending a job from a computer, log in from the computer to the remote server to have the server confirm the user ID.

When [Login Type] is [Log In to Local Accounts] and [Accounting Type] is [Xerox Standard Accounting]

| Service | Restriction per User | | Per-user Usage Count |
|-------------------|-----------------------------|----------------------------|----------------------|
| | Feature Access [*] | Account Limit [*] | |
| Copy | 0 | 0 | 0 |
| Print | 0 | 0 | 0 |
| Scan | 0 | 0 | 0 |
| Fax, Internet Fax | 0 | 0 | 0 |

0: Available

-: Not available

^{*} : You can select features available for each user. For more information, refer to the help of CentreWare Internet Services.

Authentication for Job Flow Sheets and Folders

Creating / Using Job Flow Sheet

You can create the job flow sheets for the documents stored in folders.

The restrictions of the two job flow sheets created when the authentication feature is used and when that is not used, are different. Also, the restrictions of the job flow sheets created on the [Send from Folder], or [Create Job Flow Sheet] screen are different.

Important

- When you switch the Login to Local Accounts feature from "enable" to "disable" or vice versa, all the job flow sheets used till then become unavailable besides for the system administrator. In this case, delete all the job flow sheets and create new ones.
- When you change [Login Type] to [Log In to Remote Accounts] or to another login type from [Log In to Remote Accounts], the job flow sheets that was used before the change will be deleted.
- When a job flow sheet which becomes unavailable due to the change of the login type is associated with a folder, the job flow sheet is available, but cannot be edited or copied. However, when the association is invalid, the job flow sheet will not be displayed.
- A Job flow sheet created from the [Send from Folder] screen works only with the folder where the job flow sheet was created. Not available on other folders.
- The job flow sheets created on the network cannot be edited or copied on the device.

Note

- When using Device Setup Tool, the job flow sheets for the documents stored in the folders and the scan documents can be created on the network. Device Setup Tool can be downloaded from the product page of ApeosWare Management Suite 2 where can be accessed via our membership portal site "Fuji Xerox Direct".

Reference

- For how to create job flow sheets on the device, refer to "Creating Job flow Sheet Triggered by Folder" (P.197).

When the Authentication Feature is Enabled

Note

- When the Authentication feature is enabled, the following users can use the job flow sheets.
 - A login user and a system administrator when [Login Type] is set to [Log In to Local Accounts]
 - A login user besides guest user when [Login Type] is set to [Log In to Remote Accounts]
 - A login user when [Verify User Details] is set to [Yes] in [Network Accounting] and [Customize User Prompts] is set to [Display User ID & Account ID Prompts] or [Display User ID Prompt Only]

■ Creating Job Flow Sheet on the [Send from Folder] screen

The following shows the creator of job flow sheet, manageable user, and available operations.

| Creator of Job Flow Sheet | Manageable User | Available Operations |
|---------------------------|-------------------------------------|--|
| Login User | Creator/System Administrator | Edit, Display, Copy, Delete, Select, Run, Link to Folder |
| System Administrator | All Login User/System Administrator | Edit [*] , Display, Copy, Delete [*] , Select, Run, Link to Folder |

^{*} : You can operate only in the System Administration mode.

Note

- A user copies a job flow sheet becomes the creator of the copied job flow sheet.

■ Creating Job Flow Sheet on the [Create Job Flow Sheet] screen

The following shows the creator of job flow sheet, manageable user, and available operations.

| Creator of Job Flow Sheet | Manageable User | Available Operations |
|---------------------------|--------------------------------------|--|
| Login User | Creator /System Administrator | Edit, Display, Copy, Delete, Select, Run |
| System Administrator | All Login User /System Administrator | Edit*, Display, Copy, Delete*, Select, Run |

* : You can operate only in the System Administration mode.

Note

- A user copies a job flow sheet becomes the creator of the copied job flow sheet.

When the Authentication Feature is Disabled

■ Creating Job Flow Sheet on the [Send from Folder] screen

The following shows the creator of job flow sheet, manageable user, and available operations.

| Creator of Job Flow Sheet | Manageable User | Available Operations |
|---------------------------|--------------------------------------|--|
| Local User | All Local User /System Administrator | Edit, Display, Copy, Delete, Select, Run, Link to Folder |
| System Administrator | All Local User /System Administrator | Edit*, Display, Copy, Delete*, Select, Run, Link to Folder |

* : You can operate only in the System Administration mode.

Note

- A user copies a job flow sheet becomes the creator of the copied job flow sheet.

■ Creating Job Flow Sheet on the [Create Job Flow Sheet] screen

The following shows the creator of job flow sheet, manageable user, and available operations.

| Creator of Job Flow Sheet | Manageable User | Available Operations |
|---------------------------|--------------------------------------|--|
| Local User | All Local User /System Administrator | Edit, Display, Copy, Delete, Select, Run |
| System Administrator | All Local User /System Administrator | Edit*, Display, Copy, Delete*, Select, Run |

* : You can operate only in the System Administration mode.

Note

- A user copies a job flow sheet becomes the creator of the copied job flow sheet.

Creating / Using Folder

The folders created when the authentication feature is used and is not used are different in use.

Important

- When you switch the Login to Local Accounts feature from "enable" to "disable" or vice versa, all the job flow sheets used till then become unavailable besides for the system administrator. In this case, delete all the job flow sheets and create new ones.
- When you change [Login Type] to [Log In to Remote Accounts] or to another login type from [Log In to Remote Accounts], the job flow sheets that was used before the change will be deleted.

When the Authentication Feature is Enabled

Note

- When the Authentication feature is enabled, the following users can use the folders.
 - A login user and a system administrator when [Login Type] is set to [Log In to Local Accounts].
 - A login user besides guest user when [Login Type] is set to [Log In to Remote Accounts].
 - A login user when [Verify User Details] is set to [Yes] in [Network Accounting] and [Customize User Prompts] is set to [Display User ID & Account ID Prompts] or [Display User ID Prompt Only].

The following shows the relationship between the creator of a folder and the user who can manage the folder.

| Creator of Folder | Manageable User | Available Operations |
|----------------------|--|---|
| Login User | Creator/System Administrator | Display, Delete, Change Settings, Display File, Delete File, Register File, Output File, Display Job Flow Sheet, Link Job Flow Sheet, Run Job Flow Sheet |
| System Administrator | All Unregistered User ^{*2} /All Login User/System Administrator | Display, Delete ^{*1} , Change Settings ^{*1} , Display File, Delete File, Register File, Output File, Display Job Flow Sheet, Link Job Flow Sheet ^{*1} , Run Job Flow Sheet |

^{*1} : You can operate only in the System Administration mode.

^{*2} : Available when you enable folder operation on the setting of authentication feature in the System Administration mode.

When the Authentication Feature is Disabled

The following shows the relationship between the creator of a folder and the user who can manage the folder.

| Creator of Folder | Manageable User | Available Operations |
|----------------------|-------------------------------------|--|
| Local User | Creator/System Administrator | Display, Delete, Change Settings, Display File, Delete File, Register File, Output File, Display Job Flow Sheet, Link Job Flow Sheet, Run Job Flow Sheet |
| System Administrator | All Login User/System Administrator | Display, Delete [*] , Change Settings [*] , Display File, Delete File, Register File, Output File, Display Job Flow Sheet, Link Job Flow Sheet [*] , Run Job Flow Sheet |

^{*} : You can operate only in the System Administration mode.

Note

- Registering and outputting files using Network Scanner Utility 3 is not supported as the authenticated operation.

Enabling User Authentication Feature

For local account authentication, register the user with the device after setting the authentication method and access controls. For remote account authentication, set the authentication server after setting the authentication method and access controls.

Note

- If you use local account authentication, create authorization groups in advance as required.
- In order to require password entry for authentication, set [Password for Control Panel Login] or [Password for Smart Card Login] to [On]. For details, refer to "[Password Policy]" (P.332).
- For how to enter characters, refer to "Entering Text and Numerals" (P.76).

Setting an Authentication Method

- 1 Tap [Device] on the Home screen.
- 2 Tap [Authentication / Accounting] > [Authentication / Security Settings].
- 3 Tap [Authentication].
- 4 Tap [Login Type].
- 5 Select [Log In to Local Accounts] or [Log In to Remote Accounts] and tap [OK].

Reference

- For information on the authentication method, refer to "Types of Authentication" (P.358).

Setting Access Restrictions

Set whether or not authentication is necessary for device operations.


- 1 Tap [Device] on the Home screen.
- 2 Tap [Authentication / Accounting] > [Authentication / Security Settings].
- 3 Tap [Authentication] > [Access Control].
- 4 Select [Unlocked] or [Locked] under [Device Access].

Note

- When set to [Locked], authentication becomes necessary for all operations in the device.

- 5 Tap [App Access].
- 6 Set whether or not authentication is necessary for operations, for each individual service.
 - 1) Tap the service you want to change.
 - 2) Change settings.

Note

- When set to [Locked (Show Icon)],  appears on the applicable feature button on the Home screen. Authentication is required to use services.
- When set to [Locked (Hide Icon)], applicable feature button does not appear on the Home screen in an unauthenticated state.

7 Tap [<].

8 Tap [Feature Access].

9 Select [Unlocked] or [Locked] under the feature to be changed.

Setting an Authorized Group (Local Account Authentication)

Register the authorized group to be assigned to the local account users.

1 Tap [Device] on the Home screen.

2 Tap [Authentication / Accounting] > [Authentication / Security Settings].

3 Tap [Authentication] > [Create Authorization Groups].

4 Select the authorized group No. to be registered and tap [Create / Delete].

Note

- The No.00 [DefaultGroup (Default)] is the default authorized group when a user creates a new group. Unauthenticated users also belong to the default authorized group.
- The default authorized group can be changed in the same way as other authorized groups.

5 Tap the group name and enter the title.

6 Tap the authority to be changed and select any items.

Note

- The displayed items may vary depending on the model or your device configuration.

■[Recipient Selection Method]

When sending to recipients not registered in the Address Book is restricted, set whether or not to release the restriction.

■[Edit Address Book]

When editing the Address Book is restricted, set whether or not to release the restriction.

■[Disable Active Settings]

When the forcible printing features, such as the Force Secure Watermark, Print Universal Unique ID, and Force Annotation features are enabled, set whether or not to temporarily suspend such features.

Registering a User (Local Account Authentication)

Register users as local accounts to the device.

Management authorization, service usage restrictions, and page limit can be imposed for each user individually.

Note

- You can register users at [Create / View User Accounts] under [Accounting] in the same way as well.

- 1 Tap [Device] on the Home screen.
- 2 Tap [Authentication / Accounting] > [Authentication / Security Settings].
- 3 Tap [Authentication] > [Create / View User Accounts].
- 4 Tap [No.] user is to be registered to.

Note

- [No.] represents the user management number.

- 5 Enter User ID, and then tap [OK].
- 6 Tap [User Name].
- 7 Enter the user name to be displayed and tap [OK].
- 8 If there is [Password], set password.
 - 1) Tap [Password].
 - 2) Select [New Password] and enter the password.
 - 3) Tap [Next] and enter the same password.
 - 4) Tap [OK].

Note

- For information on how registered users change their own password, refer to "Changing password by User" (P.384).

- 9 Set email address as necessary.
 - 1) Tap [Email Address].
 - 2) Enter the email address, then tap [OK].

Note

- Email address is used in [From:] default setting for sending email at the time of authorization.

- 10 Set usage restrictions and authority as necessary.

■[Device Access]

Set whether or not to allow use of the device.

Note

- When the IC Card Reader (optional) is connected, you can select whether to allow the device use per authentication method.

■[App Access]

Specify usage restrictions and page number limits for each service. After selecting service, set [Feature Access] or [Account Limit] and tap [OK].

■[User Role]

Management authority can be assigned to user. Set authorized group under [Add To Authorization Group].

- [Local User]
Normal user without administrative rights.
- [Administrator]
The same authority that the system administrator is granted. However, operating folders/job flow sheets and changing system administrator password are not allowed.
- [Account Administrator]
The following authority is granted for accounting management.
 - Create/Change (partial)/Delete user information
 - Create/Change/Delete accounting management
 - Change Alternative Name for Account ID/Mask User ID (***)
 - Print an Accounting Report for each user

Deleting registered users**Note**

- This deleting operation targets the job flow sheets, folders, and files in the folder, owned by the user to be deleted. It will take a long time to delete a user who owns many targets, such as when a large number of files remain folders.

■ To delete each user individually

Select the registration number of the user to delete on the [Create / View User Accounts] screen then tap [Reset Account] > [Reset].

■ To delete all users

Tap [Reset User Accounts] to select [All User Accounts] on the [Authentication] screen then tap [Delete/Reset] > [Reset].

Setting a Default Authorized Group (Remote Account Authentication)

Set the authority of default authorized group when selecting the remote authentication.

Note

- In the following cases, all users belong to the default authorized group.
 - Authorized users besides those for whom [Authentication System] is [Authentication Agent]
 - Users yet to be authorized

- 1** Tap [Device] on the Home screen.
- 2** Tap [Authentication / Accounting] > [Authentication / Security Settings].
- 3** Tap [Authentication] then [Create Authorization Groups].
- 4** Select [DefaultGroup(Default)] and tap [Create / Delete].

- 5 Tap the authority to be changed and select settings.

Note

- The displayed items may vary depending on the model or your device configuration.

■[Recipient Selection Method]

When sending to recipients not registered in the Address Book is restricted, set whether or not to release the restriction.

■[Edit Address Book]

When editing the Address Book is restricted, set whether or not to release the restriction.

■[Disable Active Settings]

When the forcible printing features, such as the Force Secure Watermark, Print Universal Unique ID, and Force Annotation features are enabled, set whether or not to temporarily suspend such features.

Setting an Authentication System (Remote Account Authentication)

Register remote authentication server to the device.

- 1 Tap [Device] on the Home screen.
- 2 Tap [Connectivity & Network Setup] > [Remote Authentication / Directory Service].
- 3 Tap [Authentication System Setup] > [Authentication System].
- 4 Select the remote server type and then tap [OK].

Note

- When ApeosWare Management Suite 2 (sold separately) is used as the remote authentication server, select [Authentication Agent].

- 5 If you do not select [Authentication Agent], tap [<] to register authentication server information.

Reference

- For details, refer to "[Kerberos Server Settings]" (P.312), "[LDAP Server / Directory Service Settings]" (P.312), or "[SMB Server Settings]" (P.315).
- For the settings of Azure Active Directory, refer to "Setting Azure Active Directory of Remote Authentication" (P.376).

Setting the LDAP Server of Remote Authentication

When you set [LDAP] for [Authentication System], register the LDAP server information with the device.

Note

- The device supports Active Directory and OpenLDAP as the LDAP server.
- For how to see the DN method or attribute values of Active Directory and how to add accounts to a group, consult the official website of Microsoft Corporation.
- If the registration information such as the attribute name includes the characters that cannot be entered through the touch screen, use CentreWare Internet Services.

- 1 Tap [Device] on the Home screen.

- 2 Tap [Connectivity & Network Setup] > [Remote Authentication / Directory Service].
- 3 Tap [LDAP Server / Directory Service Settings] > [Primary Server Name / Address].
- 4 Enter the IP address of the LDAP server then tap [OK].

Note

- You can change the port number of the LDAP server at [Primary Server - Port Number].
- Setting [Secondary Server Name / Address] and [Secondary Server - Port Number] in advance allows connecting to the alternative server automatically when the server communication fails such as while the maintenance.

- 5 Tap [Authentication Method] to set the authentication method for LDAP server.

■[Direct Authentication]

Authentication is made by the user ID.

■[Authentication of User Attributes]

Authentication of the LDAP server is made based on the certain attribute information. For example, when the “mail” attribute is set, enter the email address to log in.

Set an attribute name for [Attribute of Typed User Name] if selecting [Authentication of User Attributes].

Note

- Set the attribute surely unique to each user.

- 6 Tap [Attribute of Login User Name] to enter the attribute name that would be the user display name or identifier, then tap [OK].

Note

- Set the attribute surely unique to each user.
- When the device fails to retrieve the attribute set here from the LDAP server, the user cannot log in.
- When the authentication method is [Direct Authentication], set the same attribute as the User ID that is entered through the touch screen when logging in.

- 7 Set whether to add the supplement information to the string input when logging in.

For example, to make authentication using an email address (user@myhost.example.com), set “@myhost.example.com” to be added automatically so that you can log in only by entering “user”.

Set [Enabled] for [Use Added Text String] then set the text string to be added for [Text String Added to User Name].

- 8 On [Login Credentials to Search Entries], set the login users that are allowed to search the addresses in directory services.

■[Remotely Authenticated User]

Searches the LDAP server using the qualification of the user logging in.

Note

- [Remotely Authenticated User] becomes selectable when [Authentication Method] is set to [Direct Authentication].

■[System]

Searches the LDAP server using the qualification of the user who has been qualified to search LDAP server.

Firstly register the user to give the qualification. Enter the required information on [Login Name] and [Password].

Note

- Enter the login name by the DN method basically. Active Directory can accept attributes such as the displayed name. For more information, refer to the official website of Microsoft Corporation.
- If the LDAP server is set to accept searching of anonymous, leaving [Login Name] and [Password] blank allows you to search anonymously.

9 Set the search scope of the directory tree.**Note**

- The entry specified here becomes the root for searching the user. Specify the entry of the tree the login user belongs to. If too many users or groups are under the root entry, it may take a long time to log in to the device. Set the appropriate search scope.

- 1) Tap [Search Directory Root] to enter the root entry of search in the DN method then tap [OK].
- 2) Select the search scope at [Search Scope].
- 3) As needed, tap [Object Class of Search Target] to enter the object class name and then tap [OK].

10 Set the software to be used on the directory server, as needed, at [LDAP Server].**11** As needed, define the search conditions or the attribute types.**Reference**

- For more information, refer to "[LDAP Server / Directory Service Settings]" (P.312).

12 Press the Home button then tap [Restart Now].

Other Settings (LDAP)

Encrypt the Communication Between the LDAP Server and the Device

- 1** Tap [Device].
- 2** Tap [Connectivity & Network Setup] > [Security Settings].
- 3** Tap [SSL/TLS Settings].
- 4** Set [LDAP - SSL/TLS Communication] to [Enabled].
- 5** Tap [<] > [<].
- 6** Tap [Remote Authentication / Directory Service].
- 7** Tap [LDAP Server / Directory Service Settings] > [Primary Server - Port Number].

- 8 Enter the port number where LDAPS runs then tap [OK].

Note

- The usual port is 636. Confirm before setting.

- 9 Press the Home button then tap [Restart Now].

Log in as a LDAP Server User Trusted by Active Directory

The following describes the procedure to log in to the device as a user on the trusted domain server under the conditions listed below.

- The domain name is set to "w2k8adtest.local".
- The trusted relationship is established under [Active Directory Domains and Trusts].

- 1 Tap [Device] on the Home screen.
- 2 Tap [Connectivity & Network Setup] > [Remote Authentication / Directory Service].
- 3 Tap [LDAP Server / Directory Service Settings].
- 4 Set [LDAP Referrals] to [Enabled].
- 5 As needed, set [LDAP Referral Hop Limit].

Important

- The maximum number of servers to connect is the value set for [LDAP Referral Hop Limit]. In the case shown above, up to five trusted servers are available. You cannot connect to more than five trusted servers.
- [Login Credentials to Search Entries] requires the access role to the trusted LDAP servers as well.
- For security purpose, the device cannot connect to unencrypted servers when the LDAPS server is configured.

- 6 Press the Home button then tap [Restart Now].

When the Login Takes Time and the Login Results Vary for the Same User

It is likely to be caused by the high load to the LDAP server or the network. Basically, your running environment requires to be checked and adjusted.

When the login takes too much time because the search scope of the LDAP server is too large or the search scope contains too much entries, adjust [Search Directory Root] under [Connectivity & Network Setup] > [Remote Authentication / Directory Service] > [LDAP Server / Directory Service Settings].

Setting the waiting time for the connection between the device and the LDAP server long enough may avoid the login failure. But it is a temporary measure, because the login time is not shortened.

The procedure to set the waiting time for the connection is as follows.

- 1 Tap [Device] on the Home screen.
- 2 Tap [Connectivity & Network Setup] > [Remote Authentication / Directory Service].
- 3 Tap [Authentication System Setup].
- 4 Check the following settings and modify if required.

■[Server Response Timeout]

Defines the maximum waiting time for the server response when the device requests the authentication to the LDAP server.

Change the value to reduce the network load.

■[Search Timeout]

Defines the maximum waiting time for the server response when the device requests the search to the LDAP server.

Change the value to reduce the load on the LDAP server.

- 5 Press the Home button then tap [Restart Now].

Setting Azure Active Directory of Remote Authentication

When you set [Azure Active Directory] for [Authentication System], make settings to use Azure Active Directory.

Important

- To use this feature, the storage needs to be installed and enough capacity of the storage is required.
- To enable this feature, you need to use EP-BB. For more information, refer to "EP System" (P.512). You also need to configure the settings for a proxy server for EP connection. For information on setting procedures, refer to "[EP Proxy Server Setup]" (P.309).

Note

- Check influence before changing the Azure Active Directory settings.

Reference

- For details of Azure Active Directory, refer to the official website of Microsoft Corporation.

Preparation for Azure Active Directory Using

■ The Approval by Administrator in Azure Active Directory

In order to use Azure Active Directory feature on the device, the customer needs to consent that the device may perform the following process.

- User Authentication
- Read basic information, such as user names
- Read user's Email addresses
- Read directory group data

The following describes the procedure of consent.

- 1 Enter the following URL into the address box on the browser, and then press the <Enter> key.
https://login.microsoftonline.com/common/adminconsent?client_id=8d4725eb-672b-4d11-8f26-069a8844097b@redirect_uri=https://account.fujixerox.com/consentResult.html
- 2 Log in as a tenant administrator.
- 3 The consent screen for the authority is displayed. Confirm the contents and click [Accept].
- 4 Close the web browser when the consent success screen is displayed.

■ DNS Server Settings

To use this feature, you need to configure the settings for the DNS server.

Reference

- For information on settings, refer to "[IPv4 - DNS Server Setup]" (P.306) or "[IPv6 - DNS Server Setup]" (P.307).

■ Proxy Server Settings

To use this feature, you need to configure the settings for a proxy server.

Reference

- For information on settings, refer to "[Proxy Server Settings] / [Proxy Server Settings - Ethernet 1], [Proxy Server Settings - Wi-Fi]" (P.308).

Connection Settings to the Azure Active Directory

The procedure of required settings for the connection between the device and the Azure Active Directory is as follows.

- 1 Start CentreWare Internet Services and log in to the System Administration mode.

Reference

- For details, refer to "Starting CentreWare Internet Services" (P.85).

- 2 Click [Permissions] on the left menu.
- 3 Click [Authentication].
- 4 Click [Edit] of [Log In to Remote Accounts].
- 5 Select [Azure Active Directory] then click [Save].
- 6 Enter your contracting directory ID of Azure Active Directory, in [Directory ID].
- 7 Click [Edit] of [Domain Settings].
- 8 Enter the domain information of Azure Active Directory.
- 9 Click [Save] > [Save].
- 10 Click [Change] after the touch screen instructs to restart the device.

Azure Active Directory Authorization Access

The following shows the procedure to set the Azure Active Directory group account to be assigned the access role to the copy service, for example.

- 1 Start CentreWare Internet Services and log in to the System Administration mode.

Reference

- For details, refer to "Starting CentreWare Internet Services" (P.85).

- 2 Click [Permissions] on the left menu.
- 3 Click [Authentication].
- 4 Click [Edit] of [Log In to Remote Accounts].

- 5 Select [Azure Active Directory] then click [Save].
- 6 Click [Edit] of [Group Account Permission Settings].
- 7 Click [Copy].
- 8 Enter the object ID (OID) of Azure Active Directory which would be authorized for [Copy]. Enter the ID in xxxxxxxx-xxxx-xxxx-xxxx-xxxxxxxxxxxx format, where “xxxx” is a hexadecimal number.

Note

- When the logged in user belongs to the group account set here, the user is assigned the access role.

Reference

- For information on how to check the group account’s DN for Azure Active Directory, refer to “How to Check the Group Object ID for Azure Active Directory” (P.378).

- 9 Click [OK].
To control other services, repeat steps 7 to 9.

- 10 Click [Save] > [Save].

Other Settings (Azure Active Directory)

How to Check the Group Object ID for Azure Active Directory

The procedure to check the group object ID registered on Azure Active Directory groups is as follows.

- 1 Log in to Azure Portal as a general administrator.
- 2 Select the target group from [Azure Active Directory] > [Groups].
- 3 Confirm the object ID of Azure Active Directory in [Object ID].

How to Add Accounts to the Azure Active Directory Group

The procedure to add accounts to the existing group on Azure Active Directory is as follows.

- 1 Log in to Azure Portal as a general administrator.
- 2 Select the target group from [Azure Active Directory] > [Groups].
- 3 Select the [Members] area in [Manage], and click [Add members].
- 4 Select the user to add from [Select member or invite an external user].
- 5 Click [Select].

When the Login Takes Time and the Login Results Vary for the Same User

It is likely to be caused by the high load to the Azure Active Directory or the network. Basically, your running environment requires to be checked and adjusted.

Setting the waiting time for the connection between the device and the Azure Active Directory long enough may avoid the login failure. But it is a temporary measure, because the login time is not shortened.

The procedure to set the waiting time for the connection is as follows.

- 1 Start CentreWare Internet Services and log in to the System Administration mode.

Reference

- For details, refer to "Starting CentreWare Internet Services" (P.85).

- 2 Click [Permissions] on the left menu.
- 3 Click [Authentication] > [Advanced Settings].
- 4 Enter the appropriate time in [Server Response Timeout] and [Search Timeout].

■[Server Response Timeout]

Defines the maximum waiting time for the server response when the device requests the authentication to the Azure Active Directory.

Change the value to reduce the network load.

■[Search Timeout]

Defines the maximum waiting time for the server response when the device requests the search to the Azure Active Directory.

Change the value to reduce the load on the Azure Active Directory.

- 5 Click [Save].

Using Smart Card without password

When smart card information, user information and the refresh token are saved in the device, you can omit entering the password within the validity period of the refresh token.

To save smart card information, user information and the refresh token in the device, perform the following procedure.

- 1 Configure the smart card.

Note

- You can configure the setting for smart card using CentreWare Internet Services. For more information on the settings, refer to the help of CentreWare Internet Services.

- 2 Set [Save Remote Accounts in This Device] to [Enabled] under [Device] > [Authentication / Accounting] > [Authentication / Security Settings] > [Enabled] > [User Details Setup].
- 3 Authentication succeeds by passing the smart card over the card reader and entering the user identification information as well as the password.

You can login the device hereafter only by passing the smart card over the card reader within the validity period of the refresh token.

When the refresh token expires or becomes invalid, the user ID and password are required again.

Using the Information of Azure Active Directory

The device retrieves user attributes such as Email addresses from Azure Active Directory when the device authenticates the user.

Note

- Certificates cannot be retrieved.

The information is used for the following purposes when using this device.

- Authentication user name is used as the user ID of a job and the owner of a job flow sheet and a folder.
- Email address is used as sender's address of Email service.
- Home directory is used as the root folder of Scan to My Folder.

Reference

- For information on setting procedures, refer to "Configuration of My Folder" (P.57).

Configuration for IC Card Reader (Optional)

You can use a smart card for authentication by comparing the information registered on the smart card and the user information on the device. You can also restrict the device use and perform accounting of the jobs using the information registered on the smart card.

Step 1 Preparations

The supported smart cards depend on the model of the IC Card Reader (optional). For information on the available smart cards, refer to the manual provided with the IC Card Reader you use.

Step2 Linking Smart Card and Password

Set whether to request entering a password to log in to the device using a smart card when remote authentication.

- 1 Tap [Device] on the Home screen.
- 2 Tap [Authentication / Accounting] > [Authentication / Security Settings].
- 3 Tap [Authentication] > [User Details Setup].
- 4 Set whether to require entering password at [Smart Card Link Mode].
- 5 Press the Home button then tap [Restart Now].

Step 3 Logout Method Using the Smart Card

Perform the following steps to set how to log out authentication using the smart card.

- 1 Tap [Device] on the Home screen.
- 2 Tap [Authentication / Accounting] > [Authentication / Security Settings].
- 3 Tap [Authentication] > [User Details Setup].
- 4 Tap [Smart Card Logout Timing].
- 5 Select how to log out authentication then tap [OK].

Reference

- For details, refer to "[Smart Card Logout Timing]" (P.331).

- 6 Press the Home button then tap [Restart Now].

Step 4 Registering Smart Card Information

The system administrator can register smart cards using CentreWare Internet Services.

Reference

- For more information, refer to the help of CentreWare Internet Services.

Step5 Setting to Use LDAP Server for Remote Authentication

Set the attribute to be collated with the smart card ID and the attribute used to identify the user after the authentication.

- 1** Tap [Device] on the Home screen.
- 2** Tap [Connectivity & Network Setup] > [Remote Authentication / Directory Service].
- 3** Tap [LDAP Server / Directory Service Settings] > [Attribute of Smart Card].
- 4** Enter the attribute name to be collated with the smart card ID then tap [OK].

Note

- You need to set previously the card ID to the attribute.
- Set the attribute surely unique to each user.

- 5** Tap [Network User ID Attribute].
- 6** Enter the attribute to become the user display name or identifier at the smart card login, then tap [OK].

Note

- Set the attribute surely unique to each user.
- When the device fails to retrieve the attribute set here from the LDAP server, the user cannot log in.

- 7** Press the Home button then tap [Restart Now].

Configuration for Account Administration

Reference

- For information on relationships between the Authentication and Accounting modes, refer to "Authentication and Accounting Relationship" (P.360).

- 1** Tap [Device] on the Home screen.
- 2** Tap [Authentication / Accounting] > [Accounting].
- 3** Tap [Accounting Type].
- 4** Select an accounting type, then tap [OK].

Reference

- For information on the accounting types, refer to "Types of Account Administration" (P.359).

User Authentication Operations

The device has the Authentication feature to restrict the services available.

This section describes the authentication to use the restricted services and how to change the password.

Authenticating Login Users

There are two methods to authenticate login users: using the control panel of the device and touching the smart card to the built-in IC Card Reader (optional).

Note

- For more information on device authentication method, refer to "Login to Authentication Mode" (P.77).

Changing password

Changing password by User

When a user is authenticated, the user can change his/her own password.

- 1 Tap [Device] on the Home screen.
- 2 Tap [Authentication / Accounting] > [User Details Setup].
- 3 Tap [Change Password].
- 4 Enter the current password then tap [OK].
- 5 Tap [Enter New Password].
- 6 Enter the new password then tap [Next].
- 7 Enter the same password as the previous step, then tap [OK].

Setting or Changing Passcode by System Administrator

The system administrator can set or change passwords using CentreWare Internet Services.

Reference

- For more information on setting or changing passwords from the touch screen, refer to "[Create / View User Accounts]" (P.323).

- 1 Start CentreWare Internet Services and log in to the System Administration mode.

Reference

- For information on how to start CentreWare Internet Services, refer to "Starting CentreWare Internet Services" (P.85).

- 2 Click [Permissions] on the left menu.
- 3 Click the user to edit from [User Accounts].
- 4 Click [Change Password].

- 5** Enter the new password to [New Password].
- 6** Enter the same password again to [Retype Password].
- 7** Click [Save].

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Maintenance

Replacing Consumables

The device is provided with the following consumables and periodic replacement parts.

| Type of Consumables/Periodic Replacement Parts |
|--|
| Toner Cartridge K (Black) |
| Toner Cartridge C (Cyan) |
| Toner Cartridge M (Magenta) |
| Toner Cartridge Y (Yellow) |
| Drum Cartridge (YMCK)* |
| Waste Toner Container |
| Fusing Unit |
| Feed Roller 1 (For Tray 1) |
| Feed Roller 2 (For Tray 2) |
| Feed Roller 3 (For Tray 3) |
| Feed Roller 4 (For Tray 4) |
| Document conveyance part |
| Replacement parts kit 1 |

* : Our service representatives may replace the drum cartridge depending on the contract type.

WARNING

- **Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or toner container. It may catch fire by electric sparks inside a vacuum cleaner and cause explosion. Use a broom or a wet cloth to wipe off the spills. If you spill a large volume of toner, contact your local Fuji Xerox representative.**
- **Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion. If you have a used toner cartridge no longer needed, contact your local Fuji Xerox representative for its disposal.**
- **Never throw a waste toner container into an open flame. Toner may catch fire and cause burn injuries or explosion. If you have a used waste toner bottle no longer needed, contact your local Fuji Xerox representative for its disposal.**

⚠ CAUTION

- **Keep drum cartridges and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.**
- **When replacing drum cartridges and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.**
- **If toner spills onto your skin or clothing, wash it off with soap and water. If you get toner particles in the eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary. If you inhale toner particles, move to a fresh air location and rinse your mouth with water. If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.**

Handling consumables/periodic replacement parts

- Do not store boxes of consumables/periodic replacement parts upright.
- Do not unpack consumables/periodic replacement parts before use. Avoid storing consumables/periodic replacement parts in the following locations:
 - In high temperature and humid locations
 - Near heat-generating devices
 - Areas exposed to direct sunlight
 - Dusty areas
- When using consumables/periodic replacement parts, carefully read precautions for use. Precautions for use are instructed on their bodies or packages, or a precaution sheet is included in their packages.
- We recommend always keeping spare consumables/periodic replacement parts in stock.
- When calling our Customer Support Center to order consumables/periodical replacement parts, have the product codes ready.
- The use of consumables/periodic replacement parts not recommended by Fuji Xerox could impair device quality and performance. Use consumables/periodic replacement parts recommended by Fuji Xerox.
- If the device is in the Power Saver mode, check the status of consumables after pressing the power button to wake the device from the Power Saver mode, and then replace the toner cartridge.

Checking the status of consumables

You can check the status of consumables on the [Supplies] screen.

Reference

- For information on consumables, refer to "[Supplies]" (P.239).

Replacing Toner Cartridge

The following messages are displayed on the touch screen depending on the amount of toner remaining. Replace the toner cartridge according to the message.

Note

- The use of toner cartridges not recommended by Fuji Xerox may degrade image quality and performance. Use toner cartridges recommended by Fuji Xerox.

| Message ^{*1} | Solution |
|---------------------------------|---|
| Reorder (Yellow Toner (Y)) | <p>You do not need to replace the Toner Cartridge immediately. Order the Toner Cartridge displayed on the screen.</p> <p>Note</p> <ul style="list-style-type: none"> The following indicates the remaining page yield^{*2} for copy/print jobs after the message is displayed. <ul style="list-style-type: none"> - Black (7K): Approx. 1,400 pages - Black (15K): Approx. 3,000 pages - Other than Black (5K): Approx. 1,000 pages - Other than Black (11K): Approx. 2,200 pages - Other than Black (15K): Approx. 3,000 pages |
| Replace Soon (Yellow Toner (Y)) | <p>Replace the toner cartridge with a new one.</p> <p>Note</p> <ul style="list-style-type: none"> Approximately 50 to 150 pages^{*2} can be copied or printed after the message is displayed. |
| Replace Now (Yellow Toner (Y)) | <p>The device will stop. Replace the toner cartridge with a new one.</p> |

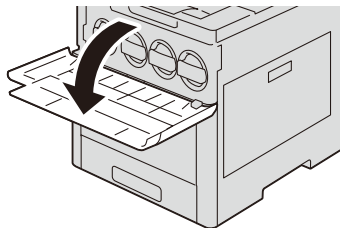
*1 : The messages in the above table apply to Yellow Toner. "Yellow Toner [Y]" shown in the messages vary depending on the color and number of the applicable toner.

*2 : The remaining page yield for copy/print jobs is applicable when A4 paper LEF (□) is used. The value is an estimate and varies depending on the conditions such as the content printed, dot coverage (area coverage), paper size, paper type, copy/print density, output image type, and the device operating environment.

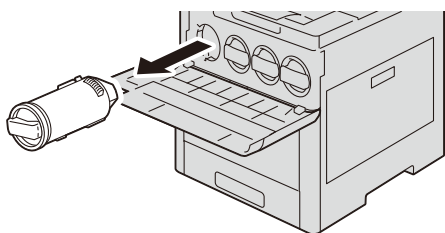
Important

- When replacing a toner cartridge, toner may spill and soil the floor. We recommend laying paper on the floor beforehand.
- When the remaining amount of toner is low, the device may stop printing and display a message. If this occurs, replace the toner cartridge to resume the job.
- Replace toner cartridges while the device is on.
- The print density may decrease slightly after the message that prompts you to order a toner cartridge appears on the touch screen.

- 1 Make sure that the device is not operating, and open the front door.



- 2 Hold the handle and pull out the toner cartridge slowly.



⚠ WARNING

- **Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion. If you have a used toner cartridge no longer needed, contact your local Fuji Xerox representative for its disposal.**

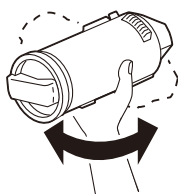
Important

- Slide out the toner cartridge gently. Otherwise, toner may spill from the cartridge.
- If you have a used toner cartridge no longer needed, contact your local Fuji Xerox representative for its disposal.

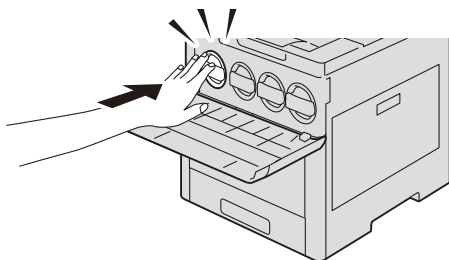
Note

- "Y", "M", "C", or "K" indicates Yellow, Magenta, Cyan, and Black, respectively.

- 3 Take the new toner cartridge of the box, and shake the cartridge up and down and left and right for five or six times.



- 4 Hold the cartridge with the arrow facing up, and push the cartridge in slowly until it stops.



- 5 Close the front door.

Replacing Waste Toner Container

The waste toner container holds used toner. The following messages are displayed on the touch screen according to the status of the waste toner container. Follow the messages as necessary.

| Message | Solution |
|--------------------------------------|--|
| Reorder (Waste Toner Container) | <p>You do not need to replace the waste toner container immediately. Order a waste toner container.</p> <p>Note</p> <ul style="list-style-type: none"> Approximately 3,000 pages* can be copied or printed after the message is displayed. |
| Replace Soon (Waste Toner Container) | <p>Replace the waste toner container with a new one.</p> <p>Note</p> <ul style="list-style-type: none"> Approximately 700 pages* can be copied or printed after the message is displayed. |
| Replace Now (Waste Toner Container) | <p>The device will stop. Replace the waste toner container with a new one.</p> |

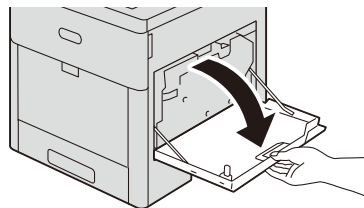
* : The remaining page yield for copy/print jobs is applicable when A4 paper LEF (□) is used. The value is an estimate and varies depending on the conditions such as the content printed, dot coverage (area coverage), paper size, paper type, copy/print density, output image type, and device operating environment.

When replacing the waste toner container, clean the LED printhead with the supplied cleaning bar to prevent inconsistencies in density or color in copies and prints.

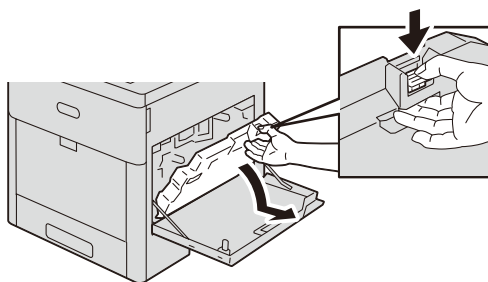
Important

- Do not touch the filter located at the edge of Waste Toner Container. Otherwise your hands may get dirty with toner.
- When you replace the waste toner container, toner may spill and soil the floor. We recommend laying paper on the floor beforehand.
- When replacing the waste toner container, tap [Device] on the Home screen then [Supplies] to check the current status for the waste toner container even when the touch screen is lit.

- 1 Make sure that the device is not in operation, and open the right door.

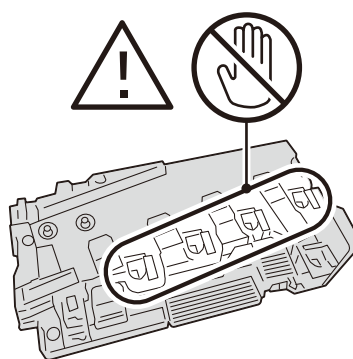
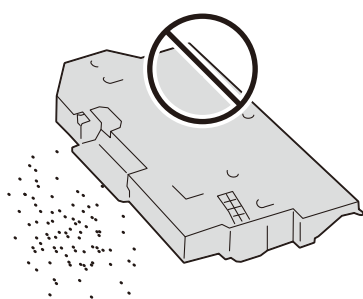


- 2 Pinch the latch and then lower the top of the cartridge and lift it away from the printer.



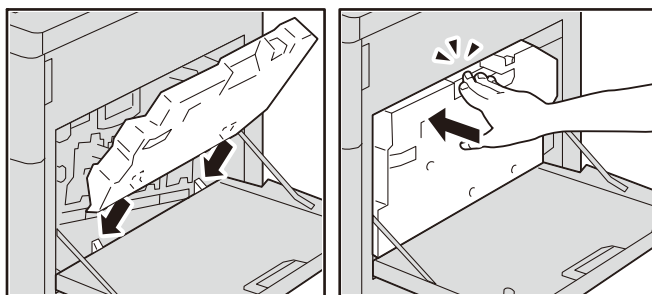
Note

- To avoid toner spills or malfunction, keep the openings of the waste toner container facing up.
- Do not touch the part indicated in the figure below after pulling out the waste toner container.



- 3 Lay the removed waste toner container with the openings facing up, on a flat place.
- 4 Clean the LED printheads.
- Note**
- For how to clean, refer to "Cleaning the Interior (LED Printheads)" (P.398).
- 5 Prepare a new waste toner container.
- 6 Match the holes on the bottom of the waste toner container into the protrudes of the main unit then push the top forward until the latch clicks into place.

Confirm that the waste toner container is firmly mounted.



- 7 Insert the used waste toner container into the supplied plastic bag and then seal it with the zipper.

- 8 Carefully place the old waste toner container into the empty box.

Important

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

- 9 Close the right door.

Replacing Drum Cartridges

The device displays a message when a drum cartridge needs to be replaced. When the message is displayed, replace the drum cartridge.

Locate the position of the indicated drum cartridge (R1, R2, R3, or R4), and replace the drum cartridge.

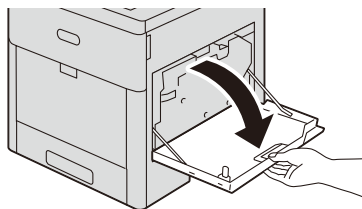
If you continue to use without replacing the drum cartridges after the message is displayed, the device will stop after printing about 12,000 pages.

When replacing a drum cartridge, clean the LED printhead with the supplied cleaning bar to prevent inconsistencies in density or color in outputs.

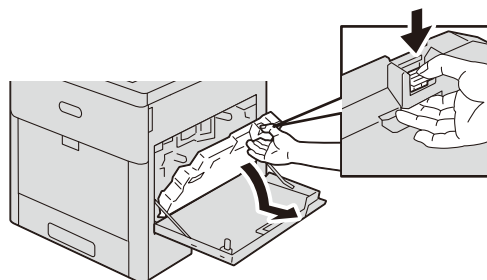
Note

- Do not expose drum cartridges to direct sunlight or strong light from indoor fluorescent lighting. Do not touch or scratch the surface of the drum. Doing so may result in unsatisfactory printing.
- The remaining page yield is applicable when A4 paper LEF (□) is used. The value is an estimate and varies depending on the conditions such as the paper size, the paper orientation, the number of pages continuously print, and the device operating environment.
- Images output from the device may get dirty after the message appears on the touch screen.
- When replacing the drum cartridge, tap [Device] on the Home screen then [Supplies] to check the current status for the drum cartridge even when the touch screen is lit.

- 1 Make sure that the device is not operating, and open the right door.

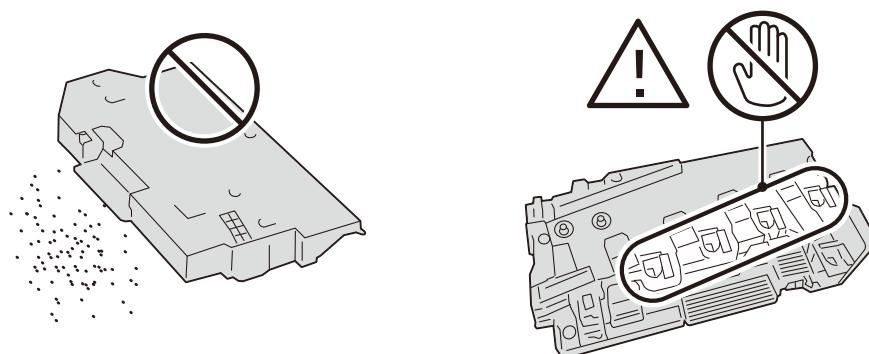


- 2 Pinch the latch and then lower the top of the waste toner container and lift it away from the main unit.

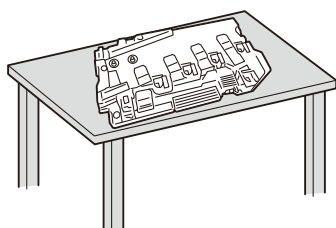


Note

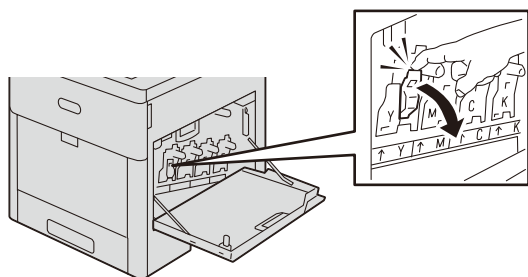
- To avoid toner spills or malfunction, keep the openings of the waste toner container facing up.
- Do not touch the part indicated in the figure below after pulling out the waste toner container.



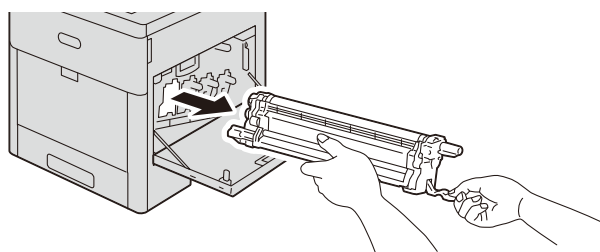
- 3** Lay the removed waste toner container with the openings facing up, on a flat place.



- 4** Lower the release lever of the drum cartridge to replace.



- 5** Slide out the drum cartridge gently while holding its bottom, and pull it out from the device.

**Note**

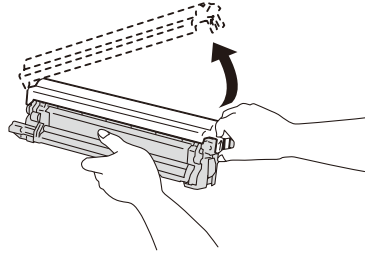
- When removing the drum cartridge, be careful not to drop it on the floor.
- Be careful not to touch the toner attached to the cartridge.

- 6** Take the new drum cartridge out of the box, and insert the used drum cartridge into the supplied plastic bag and place it into the box.

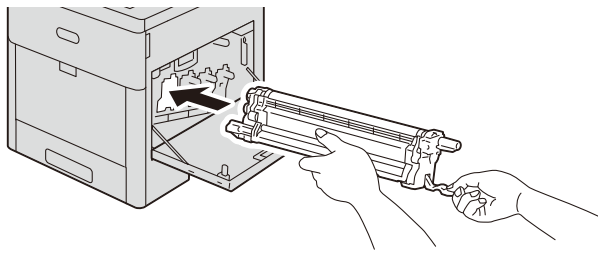
Important

- Do not place the new drum cartridge in an upright position.
- If you have a used drum cartridge no longer needed, contact your local Fuji Xerox representative for its disposal.

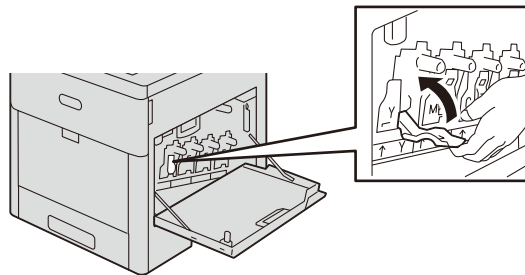
- 7** Remove the protection cover from the drum cartridge.



- 8** Insert the new drum cartridge straight in the housing until it clicks into place.



- 9** Return the release lever up while lightly lifting the drum cartridge.



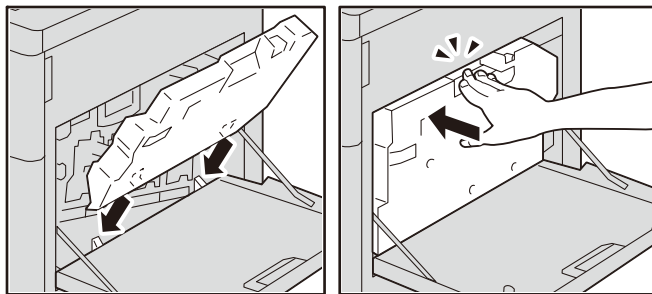
- 10** Clean the LED printhead for the drum cartridge you have replaced.

Note

- For how to clean, refer to "Cleaning the Interior (LED Printheads)" (P.398).

- 11** Match the holes on the bottom of the waste toner container into the protrudes of the main unit then push the top forward until the latch clicks into place.

Confirm that the waste toner container is firmly mounted.



- 12** Close the right door.

Cleaning the Device

⚠ WARNING

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

⚠ CAUTION

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

Cleaning the Exterior

Important

- Do not use benzene, paint thinner, or other volatile liquids or spray insect repellent on the device as they might discolor, deform, or crack covers.
- Cleaning the device with an excessive amount of water may cause the device to malfunction or damage paper sheets.

- 1** Wipe the exterior with a firmly wrung soft cloth moistened with water.

Important

- Do not use cleaning agents other than water or neutral detergent.

Note

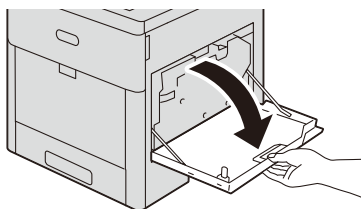
- If you cannot remove the dirt easily, gently wipe the device with a soft cloth moistened with a small amount of neutral detergent.

- 2** Wipe off any excess water with a soft cloth.

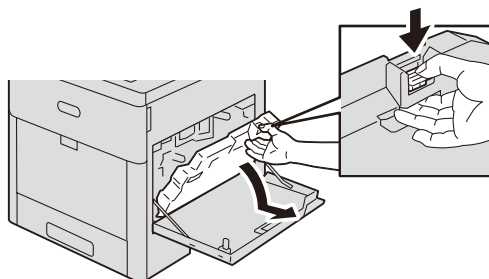
Cleaning the Interior (LED Printheads)

Normally, clean the LED printheads when you replace a drum cartridge or the waste toner container. However, if you have image quality problems such as white or colored stripes appearing on outputs, clean the LED printheads.

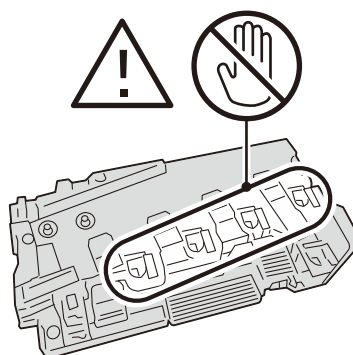
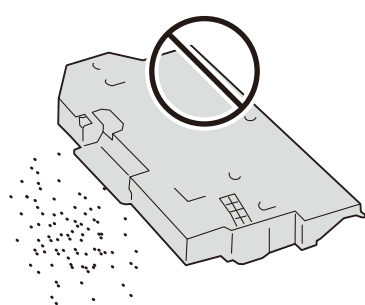
- 1** Make sure that the device is not operating, and open the right door.



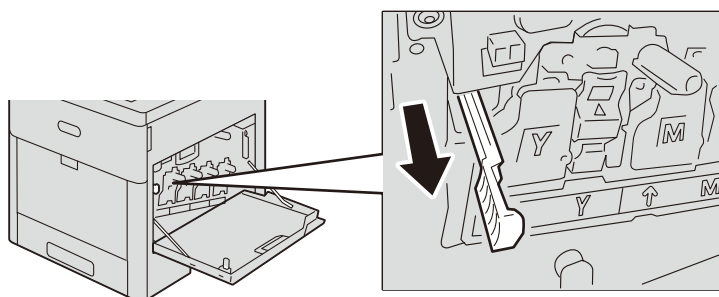
- 2 Pinch the latch and then lower the top of the waste toner container and lift it away from the main unit.

**Note**

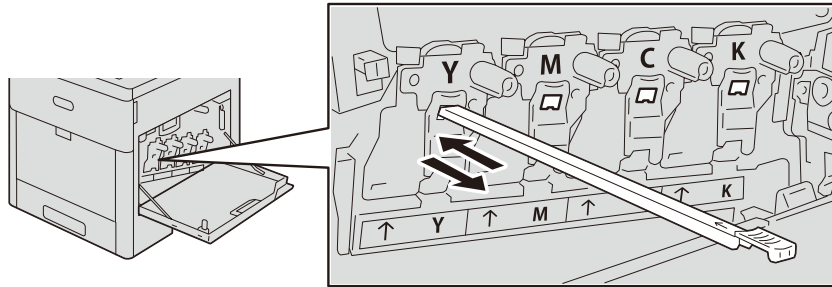
- To avoid toner spills or malfunction, keep the openings of the waste toner container facing up.
- Do not touch the part indicated in the figure below after pulling out the waste toner container.



- 3 Lay the removed waste toner container with the openings facing up, on a flat place.
- 4 Remove the cleaning bar attached to the left side of the drum cartridges.

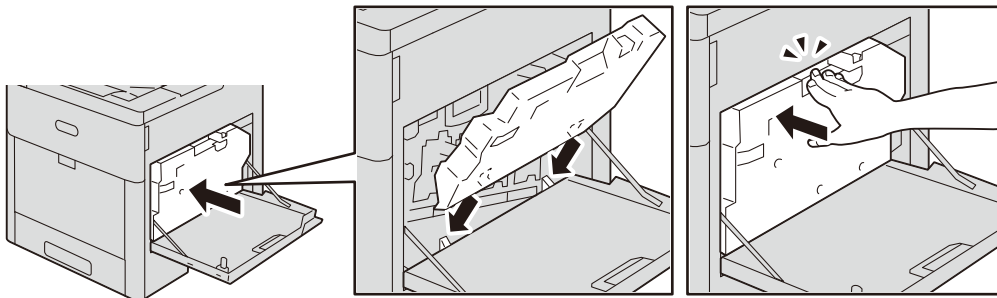


- 5** Insert the cleaning bar while facing the arrow up into each slot until it stops, and then slowly slide the bar back out.
- Repeat this motion three times.
- Repeat the same to all the drum cartridges.

**Note**

- Perform the cleaning for every cartridge (Y, M, C, K) each two or three times back and forth.

- 6** Return the cleaning bar to the original position.
- 7** Match the holes on the bottom of the waste toner container into the protrudes of the main unit then push the top forward until the latch clicks into place.
- Confirm that the waste toner container is firmly mounted.



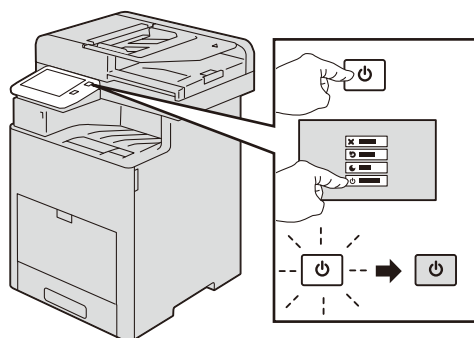
- 8** Close the right door.

Cleaning the Color-Density Sensors

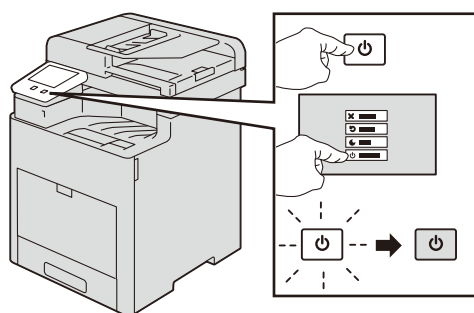
If you have image quality problems such as print or color density, missing parts, or Blurred background on printed outputs, clean the color-density sensors.

- 1 Press the Power button and select [Power Off Device] to switch off the power.

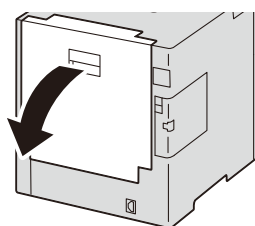
- ApeosPort-VII C4421



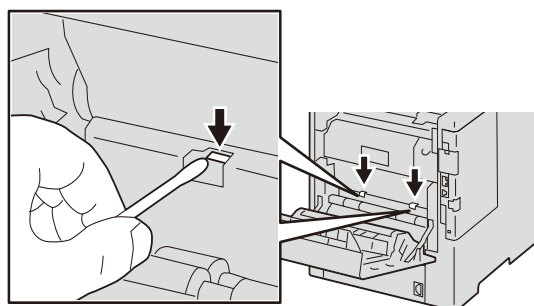
- ApeosPort-VII C3321

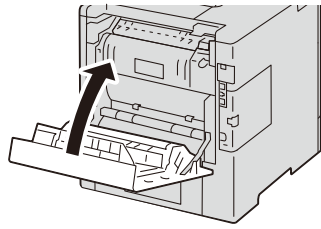


- 2 Lift the rear door release and pull open the door.



- 3 Use a dry cotton swab to clean the color-density sensors (2 places).



4 Close the rear door.

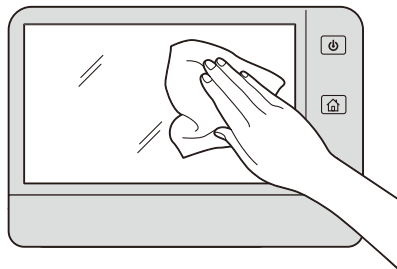
Cleaning the Touch Screen

Clean the touch screen once a month.

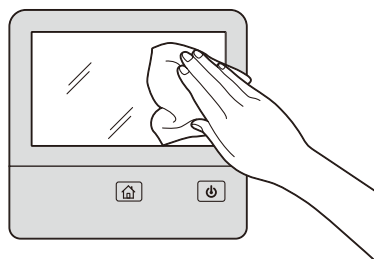
- Wipe the touch screen with a damp, soft cloth.
- After cleaning, wipe with a dry, soft cloth.
- For stubborn stains, apply a small amount of mild detergent to the cloth and gently wipe the stain off.

Important

- Do not use benzene, paint thinner, or other organic solvents. Doing so might damage coating on the surface of the touch screen.
- Do not wipe the device with a hard cloth or rub it strongly. Doing so might damage the surface of the touch screen.
- Do not use cleaning agents other than water or neutral detergent.
- ApeosPort-VII C4421



- ApeosPort-VII C3321



Cleaning Document Cover and Document Glass

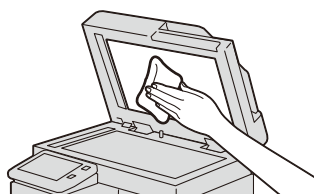
If the document cover and document glass become soiled, smudges may appear on copies, faxes, or scanned documents and the device may not properly detect document sizes.

To ensure clean copies at all times, clean the document cover and the document glass about once a month.

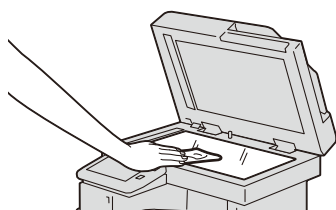
Important

- Do not use benzene, paint thinner, or other organic solvents. Doing so might damage paint or coating on plastic parts.
- Cleaning the device with an excessive amount of water may cause the device to malfunction or damage originals.
- Do not use cleaning agents other than water or neutral detergent.
- If you cannot remove dirt easily, gently wipe the document cover with a soft cloth moistened with a small amount of neutral detergent.

- 1 Wipe the document cover with a water-moistened and firmly wrung soft cloth.



- 2 Wipe the document glass with a water-moistened and firmly wrung soft cloth.



- 3 Wipe off any excess water on the document cover and the document glass with a soft dry cloth.

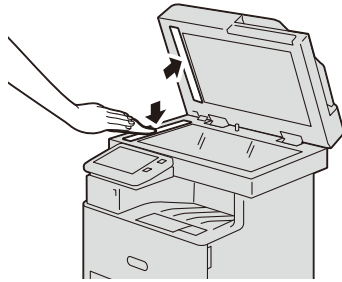
Cleaning White Chute and Constant Velocity Transport Glass

To ensure clean copies at all times, clean the Side 1 constant velocity transport glass and the Side 2 constant velocity transport glass about once a month.

Important

- Do not use benzene, paint thinner, or other organic solvents. Doing so might damage paint or coating on plastic parts.
- Cleaning the device with an excessive amount of water may cause the device to malfunction or damage documents during copying, faxing, or scanning.
- Do not use cleaning agents other than water or neutral detergent.
- If you cannot remove dirt easily, gently wipe the white chute with a soft cloth moistened with a small amount of neutral detergent.

- 1 Wipe the Side 1 constant velocity transport glass and the Side 2 constant velocity transport glass with a soft dry cloth.



Cleaning the Document Feeder Rollers

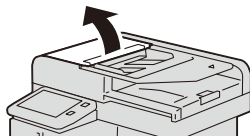
If the document feeder rollers become soiled, smudges may appear on copies, faxes, or scanned documents and paper jams may occur.

To ensure clean copies at all times, clean the document feeder roller about once a month.

Important

- Do not use benzene, paint thinner, or other organic solvents. Doing so might damage paint or coating on plastic parts.
- Cleaning the device with an excessive amount of water may cause the device to malfunction or damage documents.

- 1 Pull up the handle of the left cover of the document feeder, and then open the left cover until it stops.

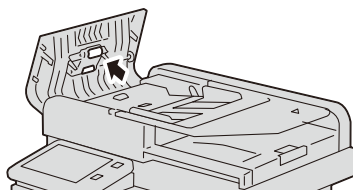


Note

- When you fully open the cover, it enters a fixed position. Open the cover gently.

- 2 While turning the rollers, wipe the following parts with a water-moistened and firmly wrung soft cloth.

- ApeosPort-VII C4421
Rollers (x 3)
- ApeosPort-VII C3321
Rollers (x 2) and a pad



Important

- Do not use cleaning agents other than water or neutral detergent.
- Use a cloth firmly wrung to prevent water drops from falling into the device. If water gets into the device, it may cause the device to malfunction.

Note

- If you cannot remove dirt easily, gently wipe the rollers with a soft cloth moistened with a small amount of neutral detergent.

- 3** Close the left cover of the document feeder until it clicks into place, and confirm that there is no space between the near or far side of the cover and the document feeder.

Executing Calibration

The device can automatically calibrate colors using the Calibration Chart when the reproducibility of density or color in copies and prints deteriorates. The device can adjust the gradation for each screen type set in the device in advance.

Note

- We recommend executing calibration for all screen types.
- If color is not calibrated despite the periodic execution of calibration, contact our Customer Support Center.
- Before executing calibration, set the default settings for the feature list of Copy under the system authentication mode as follows:
 - [Lighten / Darken] = [Normal]
 - [Contrast] of [Image Enhancement] = Normal
 - [Sharpness] = [Normal]
 - [Saturation] = [Normal]
 - [Color Balance] = [Normal]
 - [Color Shift] = [Normal]
- After finishing the calibration, restore the default settings for the feature list of Copy as necessary. For details, refer to "Features List" (P.130).

■ [Copy Job]

Calibrates the screen for copy.

■ [Print Job 1]

For PCL print drivers

- Calibrates the screen used for the functions ([Image Quality], [Image Adjustment Mode], and [Image Types]) set in the [Color Options] tab.
- Calibrates the screen when [Auto Screening], [Fineness], or [Standard] is selected for [Screen] in the [Advanced] tab.

For PostScript print drivers

- Calibrates the screen when [Auto Screening], [Fineness] or [Standard] of [Screen] in the [Color Options] tab is selected.

■ [Print Job 2]

For PCL print drivers

- Calibrates the screen when [Gradation] is selected for [Screen] in the [Advanced] tab (except when [High Resolution] is selected for [Image Quality]).
- Calibrates the screen when [Print Page Mode] is selected in the [Advanced] tab (except when [High Resolution] is selected for [Image Quality]).

For PostScript print drivers

- Calibrates the screen when [Gradation] of [Screen] in the [Color Options] tab is selected.

1 Tap [Calibration] on the Home screen.

If [Calibration] is not displayed, follow the procedure below.

1) Tap [Device] on the Home screen.

2) Tap [Maintenance] > [Image Quality].

3) Tap [Calibration].

2 Set [Screen Type] and [Target] depending on the features you need to adjust.

3 Select a paper tray on [Paper Supply].

Note

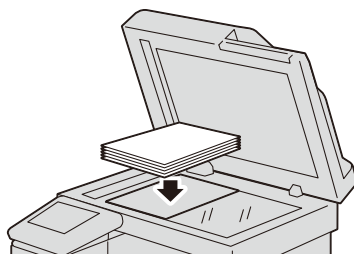
- Select a tray in which white paper of A4 or 8.5 × 11" size is loaded.

4 Confirm that [Print Calibration Chart] is enabled and then tap [Start].

5 Align the magenta patch (squares printed at the top and bottom of the Calibration Chart) of the printed Calibration Chart against the left side of the document glass.



6 Place at least five sheets of white paper on the Calibration Chart to cover the Chart and close the document cover.



7 Tap [Continue].

Note

- During auto calibration, the device cannot receive print jobs and faxes.

8 Tap [Close] after the calibration has finished.

9 To continue calibration for other screen types, repeat steps 2 to 8.

10 Press the Home button.

11 Copy or print to confirm the image quality.

Executing 2 Sided Color Scanning Calibration

This section describes the procedures to adjust scan colors for side 1 and side 2 of the document feeder.

Important

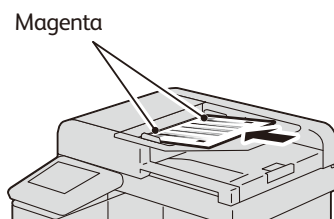
- For the correct output result, execute the calibration in advance.

- 1 Tap [Device] on the Home screen.
- 2 Tap [Maintenance] > [2 Sided Color Scanning Calibration].
- 3 Select [Print Chart] on [Calibration Type] and select a paper tray on [Paper Supply].

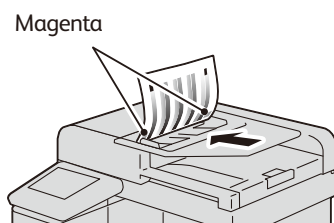
Note

- Select white paper of A4 or 8.5 × 11" size is loaded.

- 4 Tap [Start].
- 5 Face the printed Chart for 2 Sided Color Scanning Calibration up to load onto the document feeder, by aligning the magenta patch (squares printed at the top and bottom of the chart) against the left side of the document feeder.



- 6 Tap [Start].
- Note**
- During 2-sided color scanning calibration, the device cannot receive print jobs and faxes.
- 7 Face the Chart for 2 Sided Color Scanning Calibration down to load onto the document feeder, by aligning the magenta patch against the left side of the document feeder.



- 8 Tap [Start].
- 9 Tap [Close] after the calibration has finished.
- 10 Press the Home button.
- 11 Make a copy or a scan to confirm the image quality.

Setting Restore Tool

Setting Restore Tool backs up the settings data of the device to a network-connected computer to prevent the loss of data resulting from the malfunction of the device's storage.

The feature is designed to restore data to the device after the storage is replaced.

You can download the setting restore tool from our official website.

Note

- You can back up the setting data of the device when the storage and the Ethernet interface are installed on the device.

The following data can be backed up on the computer:

- Address Book
- Folder (except for document files)
- User account list
- Job Flow
- Job log
- Error log
- Audit log
- Other information such as user setting data

Users cannot replace the storage by themselves. When replacing the storage, contact our Customer Support Center.

Adjust Paper Registration

Manual Adjust Paper Registration

Enter the adjustment values to adjust the position of an output image when it is misaligned.

Note

- To make adjustment beyond the adjustable area, adjust the print position at [Image Shift Summary] on the [Image Options] tab of the print driver.

Types of Paper Registration Adjustment

Adjustment should be executed in the following order.

■ Lead/Side Registration

Adjust the position of the output image in the sub-scanning direction (paper feed direction) and main scanning direction (vertical direction against the paper feed direction).

Adjustment Procedure

- 1 Load paper in the tray you want to perform the adjustment.

Note

- For the paper size, select A4  or 8.5 x 11" .

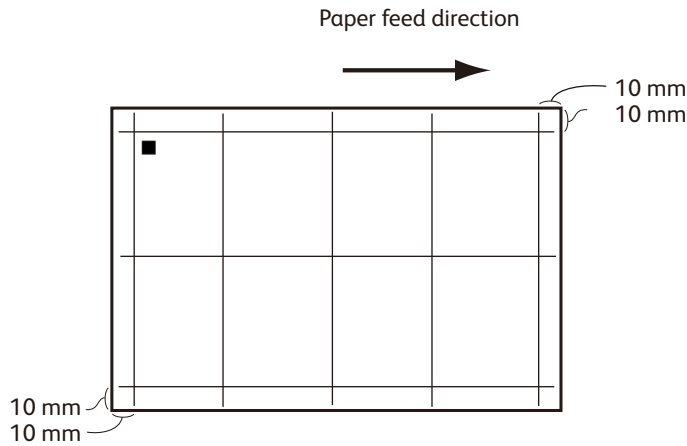
- 2 Tap [Device] on the Home screen.
- 3 Tap [Maintenance] > [Image Quality].
- 4 Tap [Adjust Paper Registration].
- 5 Select the tray you loaded paper in step 1 from [Paper Supply].
- 6 Select the print side to make the adjustment on [Adjusted Side].
- 7 Specify the number of the sample sheets to print on [Print Settings].

Note

- It is recommended that you print and scan three or more sample sheets to average the variations.

- 8 Tap [Sample Printout].

9 Check the printed sample sheet and enter the adjustment value.



Note

- If the printing position of the image is correct, lines are printed 10 mm away from the edges of the sheet. If you have loaded paper of which size is not suitable for printing sample chart in step 1, the result may not be reliable.
- To show the paper feed direction, squares ■ are printed on the tail edge of paper. One square is printed on the Side 1 and two squares are printed on the Side 2.

Reference

- For Lead/Side Registration, refer to "Lead/Side Registration" (P.411).

10 Tap [Adjust].

The adjustment values are set.

11 Tap [Sample Printout] to print another sample sheet and check the adjustment results.

12 Adjust the values again if necessary.

Lead/Side Registration

1 Tap [Lead / Side Registration].

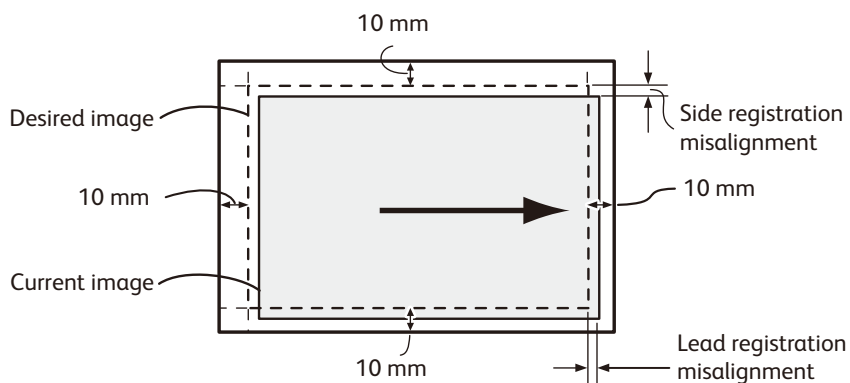
2 Add the adjustment value to the current value and enter it. (1 step = 0.5 mm)

Important

- The adjustment values of the lead registration are the same between the tray and the adjustment surface. You cannot adjust for each.

Note

- Adjustment value (mm) = Actual image position distance from paper edge (mm) - 10



3 Tap [Save].

Adjust Image Transfer

You can specify the transfer output value manually. This is useful when the toner image does not transfer to the paper properly.

Adjusting the Transfer Output Value

You can specify the image transfer output value for each paper type.

Adjusting the transfer output value manually

- 1** Tap [Device] on the Home screen.
- 2** Tap [Maintenance] > [Adjust Image Transfer].
- 3** Select the paper type to adjust on [Paper Type].
- 4** Change the value of [Adjustment Value].
- 5** Tap [Adjust].

The specified transfer output values apply to subsequent printouts.

17

Problem Solving

Troubleshooting

This section describes troubles that may occur with the device and their solutions. Follow the troubleshooting procedure below to solve the problems.

Note

- When the EP system is available and a check or maintenance is required, the device sends a check or maintenance request to our Customer Support Center. A service representative visits you as required.
- The EP system may not be available in some regions. For more information, contact our Customer Support Center.

Reference

- For more information on the EP system, refer to "EP System" (P.512).

Device Trouble

Before you conclude that the device is defective, check the device status again.

| Symptom | Cause | Remedy |
|-------------------------------------|--|--|
| The device is not powered on. | Is the power switched on? | Switch the power on. Reference • Refer to "Setup" (P.31). |
| | Is the power cord plugged into the power outlet? | Switch the power off, and then firmly plug the power cord into the connector of the device and the power outlet. Reference • Refer to "Power Source" (P.32). |
| | Is the power cord disconnected from the device? | |
| | Does the AC outlet supply power properly? | Connect another appliance to the outlet to verify the power supply. |
| The Status LED is flashing amber. | The system of the device or the components installed may have a trouble. | Switch the power off and then on. If the error still is not resolved, contact our Customer Support Center. |
| | Is paper or an original jammed? | Remove the jammed paper or original. Reference • Refer to "Paper Jams" (P.451) or "Document Jams" (P.456). |
| | Is a message displayed on the touch screen prompting you to replace the consumables? | Replace the consumables indicated in the message. Reference • Refer to "Replacing Consumables" (P.388). |
| | Is a message displayed on the touch screen? | Follow the message. If an error code such as "016-450" is displayed, check the error code list and solve the problem. Reference • Refer to "Error Code" (P.458). |
| The touch screen is too dark. | Is the device in the Power Saver mode? | Press and hold the Power button on the control panel to exit the Power Saver mode. Reference • Refer to "Setup" (P.31). |
| Unable to print, or unable to copy. | Is a message displayed on the touch screen? | Follow the instructions displayed to resolve the problem. |
| | Is the memory capacity insufficient? | Perform one of the following: • Set [Image Quality] to [Standard] in the print driver, or try printing again by setting [Print Page Mode] to [On]. • Disable unused ports. |
| | Is the print mode [Off-line]? | Check [Print Mode] on the Home screen. If [Print Mode] is set to [Off-line], select [On-line]. |
| | Is the print driver offline? | Open the printer icon to clear the checkmark for the offline use on the printer menu. |

| Symptom | Cause | Remedy |
|---|--|---|
| The Data LED does not blink even though you instructed the device to print. | Is the interface cable connected? | Check the interface cable connection. Reference • Refer to "Interface Cables" (P.35). |
| | Is the required port status set to [Enabled]? | Check the status of the port to use, and then set the port status to [Enabled]. Reference • Refer to "[Port Settings]" (P.300). |
| Paper is not fed from Tray 5. | Is the specified size paper loaded in the tray? | Follow the instructions displayed to load paper of correct size, and then try again. Reference • Refer to "Loading Paper in Bypass Tray" (P.93). |
| Unable to print text correctly. (Text is garbled.) | Non-standard fonts are used for printing. | Check the application or print driver settings. If PostScript (optional) is being used, download the required fonts. |
| Unable to copy with the specified size. | Is the document glass or the document cover dirty? | Clean the document glass and the document cover. Reference • Refer to "Cleaning Document Cover and Document Glass" (P.403). |
| | Is the original a transparent type such as a transparency film? | Place the original on the document glass, and place a white sheet on top of the original when copying. |
| | Is the original in the correct position? | Load the original correctly. Reference • Refer to "Loading Originals" (P.99). |
| | Is the original loaded correctly? | |
| | Are the document guides on the document feeder set in the correct positions? | Adjust the document guide positions. Reference • Refer to "Loading Originals" (P.99). |
| | Is the original folded? | Unfold and correctly load the original. Reference • Refer to "Loading Originals" (P.99). |
| | Is the original a non-standard size? | Specify the document size. Reference • Refer to "Loading Originals" (P.99). |
| Paper is often jammed or wrinkled. | Is the paper loaded correctly in the tray? | Load the paper correctly. Reference • Refer to "Loading Paper" (P.87). |
| | Is the paper tray inserted correctly? | Firmly push in the paper tray until it stops to insert it correctly. Reference • Refer to "Loading Paper" (P.87). |
| | Is the paper damp? | Replace the paper with new one. Reference • Refer to "Loading Paper" (P.87). |

| Symptom | Cause | Remedy |
|---|--|--|
| Paper is often jammed or wrinkled. | Is the paper curled? | Turn over the paper in the tray, or replace the paper with new one. Reference <ul style="list-style-type: none">Refer to "Loading Paper" (P.87). |
| | Are the paper and paper tray settings correct? | Correctly set the paper and paper trays to correspond to the paper. Reference <ul style="list-style-type: none">Refer to "[Common Settings]" (P.235). |
| | Are any torn pieces of paper remaining or is there a foreign object in the device? | Open the cover of the device or slide out the paper tray to remove the torn pieces or the foreign object. Reference <ul style="list-style-type: none">Refer to "Paper Jams" (P.451) or "Loading Paper" (P.87). |
| | Is non-standard paper loaded in the tray? | Replace with paper that meets device specifications. Reference <ul style="list-style-type: none">Refer to "Loading Paper" (P.87). |
| | Is paper exceeding the maximum fill line in the tray? | Load paper in the paper tray so that it does not exceed the maximum fill line. Reference <ul style="list-style-type: none">Refer to "Loading Paper" (P.87). |
| | Are the paper guides set correctly? | Load the paper correctly, and align the paper guides to the paper. Reference <ul style="list-style-type: none">Refer to "Loading Paper" (P.87). |
| | Is the image nearly the same size as the paper? | Increase the edge erase widths. Reference <ul style="list-style-type: none">For more information, refer to "Copy" (P.125) when copying, or to the help of the print driver when printing. |
| | Is the paper finely cut out? | Some types of paper may not be cut out finely. Load the paper after fanning it well. |
| An original is not fed into the document feeder. | Is the original small? | Load the original correctly. Reference <ul style="list-style-type: none">Refer to "Loading Originals" (P.99) for the size of the original that can be loaded on the document feeder. |
| An error message appears after paper is loaded in Tray 5. | Check the positions of the paper guides of Tray 5. | Adjust the paper guides to the correct positions. Reference <ul style="list-style-type: none">"Loading Paper in Bypass Tray" (P.93). |
| Original documents are often jammed. | Are suitable types of originals being used? | Correctly load originals suitable for the document feeder. Reference <ul style="list-style-type: none">Refer to "Loading Originals" (P.99). |
| | Are you trying to use irregular shaped originals, business cards, transparencies, or thin originals? | |
| | Are you trying to use originals with sticky tags, paper clips or adhesive tape? | Remove sticky tags, paper clips or adhesive tape from the original before copying. |



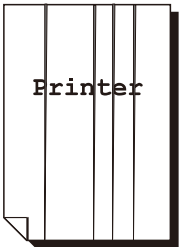
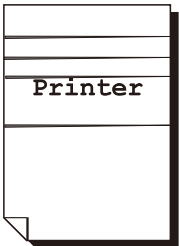
| Symptom | Cause | Remedy |
|--------------------------------------|---|---|
| Original documents are often jammed. | Are the document guides set in the correct positions? | Adjust the document guide positions. Reference • Refer to "Loading Originals" (P.99). |
| | Is a piece of torn paper remaining in the document feeder? | Open the document feeder cover and check inside. Reference • Refer to "Document Jams" (P.456). |
| | Is the [Mixed Size Originals] setting set to [Off] when you copy originals of different sizes? | Set [Mixed Size Originals] to [On]. Reference • Refer to "[Mixed Size Originals]" (P.132). |
| | Is an A5 document loaded in landscape orientation(landscape) on the document feeder when [Mixed Size Originals] is set to [On]? | Load the A5 document in portrait orientation (portrait). |
| An edge of the original is folded. | Is the original curled? | Flatten the curl and load the original again. |

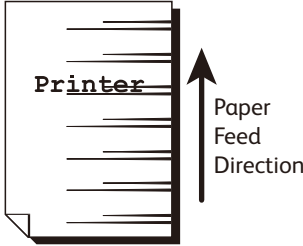
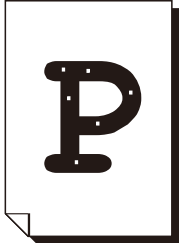

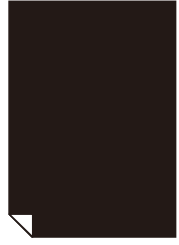
Image Quality Trouble

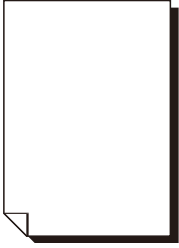


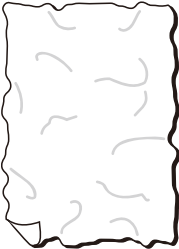

If the image quality of printed documents is poor, identify the symptom in the following table to perform the remedy.



If image quality does not improve even after performing the remedy, contact our Customer Support Center.

| Symptom | Remedy |
|---|--|
| The copy is smudged. | Clean the document glass or the document cover if it is soiled. Reference • Refer to "Cleaning Document Cover and Document Glass" (P.403). |
| | If the original is transparent, smudge on the document cover will be copied. Place a white sheet of paper on top of the original when copying. |
| | If the original is colored paper, rough paper, or blueprint, the background color may be copied. Adjust the copy density or image quality. Reference • Refer to "Features List" (P.130). |
| | Glossy printing paper easily sticks to the document glass, and shadows are sometimes copied, soiling the image. Place a transparency film under the original when copying. |
| The copy has black lines. | Clean the constant velocity transport glass. Reference • Refer to "Cleaning White Chute and Constant Velocity Transport Glass" (P.403). |
| The copy is slightly misaligned. | Align the paper edges, adjust them to the tray's top corners, and reload the paper. Reference • Refer to "Loading Paper" (P.87). |
| The copy is misaligned or skewed. | Load the original correctly. Reference • Refer to "Loading Originals" (P.99). |
| | Load paper correctly. Reference • Refer to "Loading Paper" (P.87). |
| | When using Tray 5 (Bypass), load paper correctly and align the paper guides to the paper edges. Reference • Refer to "Loading Paper in Bypass Tray" (P.93). |
| | Load the original correctly and align the document guides to the edges of the original. Reference • Refer to "Loading Originals" (P.99). |
| Part of the image is missing on the copy. | The copy may become partially or unclear if the loaded paper is damp. Replace the paper with a new one. |

| Symptom | Remedy |
|---|--|
| Part of the image is missing on the copy. | <p>Check if the loaded paper has no crease or wrinkle. Otherwise, replace all of the paper with a new one.</p> <p>If the original is a stuck or folded sheet, the pasted or folded section may not be laying flat on the document glass. Place a stack of white sheets on top of the original to flatten the document against the document glass.</p> |
| The copy has a stripe pattern. | <p>Vertical stripes may be printed on the copies depending on the ratio. Adjust the ratio to eliminate the stripes.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "[Reduce / Enlarge]" (P.131). |
| Printing is faint. (smudged, unclear)  | <p>The loaded paper may be damp. Replace the paper with new one.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Loading Paper" (P.87). <p>The drum cartridge may be deteriorated or damaged. Replace the drum cartridge with a new one.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Replacing Drum Cartridges" (P.394). <p>There may be no toner left in the toner cartridge. Replace the toner cartridge with a new one.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Replacing Toner Cartridge" (P.389). |
| Black dots are printed.  | <p>The drum cartridge may be deteriorated or damaged. Replace the drum cartridge with a new one.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Replacing Drum Cartridges" (P.394). |
| Black or colored lines are printed.   | <p>The drum cartridge may be deteriorated or damaged. Replace the drum cartridge with a new one.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Replacing Drum Cartridges" (P.394). <p>Clean the device interior.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Cleaning the Interior (LED Printheads)" (P.398). <p>Clean the constant velocity transport glass.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Cleaning White Chute and Constant Velocity Transport Glass" (P.403). |

| Symptom | Remedy |
|--|---|
| <p>Dirt appears at equal intervals.</p>  | <p>The paper transport path may have smudges. Print a few pages to remove the dirt.</p> <p>The drum cartridge may be deteriorated or damaged. Replace the drum cartridge with a new one.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Replacing Drum Cartridges" (P.394). |
| <p>White dots appear in black filled areas.</p>  | <p>Check if the loaded paper is suitable.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Loading Paper" (P.87). <p>The transfer output value is unsuitable for the loaded paper type.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Adjust Image Transfer" (P.413). <p>The drum cartridge may be deteriorated or damaged. Replace the drum cartridge with a new one.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Replacing Drum Cartridges" (P.394). |
| <p>Printed toner smudges when rubbed with your finger. Toner is not fused. The paper is soiled with toner.</p>  | <p>The loaded paper may be damp. Replace the paper with a new one.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Loading Paper" (P.87). <p>Check if the loaded paper is suitable.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Loading Paper" (P.87). |
| <p>The entire paper area is printed black.</p>  | <p>The drum cartridge may be deteriorated or damaged. Replace the drum cartridge with a new one.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Replacing Drum Cartridges" (P.394). <p>High-voltage power supply may be malfunctioned. Contact our Customer Support Center.</p> |

| Symptom | Remedy |
|--|---|
| Nothing is printed.  | Two or more sheets of paper are being fed simultaneously (double-feed). Fan the paper well and load it again. High-voltage power supply may be malfunctioned. Contact our Customer Support Center. |
| White areas or white or colored stripes appear.  | The loaded paper may be damp. Replace the paper with a new one. Reference • Refer to "Loading Paper" (P.87). Check if the loaded paper is suitable. Reference • Refer to "Loading Paper" (P.87). Clean the device interior. Reference • Refer to "Cleaning the Interior (LED Printheads)" (P.398). |
| The entire output is faint.  | When Tray 5 (Bypass) is used, the size and type of the loaded paper are different from the settings on the print driver. Load paper of the correct type and size into Tray 5. Reference • Refer to "Loading Paper in Bypass Tray" (P.93). Two or more sheets of paper are being fed simultaneously (double-feed). Fan the paper well and load it again. |
| Paper becomes wrinkled.  | Check if the loaded paper is suitable. Reference • Refer to "Loading Paper" (P.87). Do not add new paper onto the paper remaining in the tray. The loaded paper may be damp. Replace the paper with a new one. Reference • Refer to "Loading Paper" (P.87). |
| Text is blurred.  | Check if the loaded paper is suitable. Reference • Refer to "Loading Paper" (P.87). The loaded paper may be damp. Replace the paper with a new one. Reference • Refer to "Loading Paper" (P.87). |

| Symptom | Remedy |
|--|--|
| <p>White or color patches appear vertically.</p>  | <p>The drum cartridge may be deteriorated or damaged. Replace the drum cartridge with a new one.</p> <p>Reference</p> <ul style="list-style-type: none">Refer to "Replacing Drum Cartridges" (P.394). |
| | <p>There may be no toner left in the toner cartridge. Replace the toner cartridge with a new one.</p> <p>Reference</p> <ul style="list-style-type: none">Refer to "Replacing Toner Cartridge" (P.389). |
| | <p>Clean the device interior.</p> <p>Reference</p> <ul style="list-style-type: none">Refer to "Cleaning the Interior (LED Printheads)" (P.398). |
| <p>Text or images are printed at an angle.</p>  | <p>The paper guides in the paper tray are not set in the correct positions. Adjust the horizontal and vertical paper guides to the correct positions.</p> <p>Reference</p> <ul style="list-style-type: none">Refer to "Loading Paper" (P.87). |

Trouble during Copying

Unable to Copy

| Symptom | Remedy |
|---|---|
| The original is not correctly fed from the document feeder. | Check the minimum size of original that can be loaded on the document feeder. Reference • Refer to "Loading Originals" (P.99). |
| | The document feeder does not feed irregular sized documents, business cards, transparencies, or thin documents. In addition, the document feeder does not feed documents with sticky tags, paper clips, or adhesive tape. |
| | Adjust the document guides to the original. Reference • Refer to "Loading Originals" (P.99). |
| | If a piece of torn paper remains in the document feeder, open the document feeder cover and remove the piece. Reference • Refer to "Document Jams" (P.456). |
| | Check if the sizes of originals are not different. When loading originals of mixed sizes, set [Mixed Size Originals] to [On]. Otherwise, a jam will occur in the document feeder. Reference • Refer to "[Mixed Size Originals]" (P.132). |

The Copy Result is Not What was Expected

| Symptom | Remedy |
|----------------------|---|
| The copy is smudged. | Clean the document glass or the document cover if it is soiled. Reference • Refer to "Cleaning Document Cover and Document Glass" (P.403). |
| | If the original is transparent, smudge on the document cover will be copied. Place a white sheet of paper on top of the original when copying. |
| | If the original is colored paper, rough paper, or blueprint, the background color may be copied. Adjust the copy density or image quality, or specify [Background Suppression]. |
| | Glossy printing paper easily sticks to the document glass, and shadows are sometimes copied, soiling the image. Place a transparency film under the original when copying. |

| Symptom | Remedy |
|---|--|
| The copy is too dark or light. | <p>Copy black text. If the printout is too light, select [Text] for [Original Type].</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "[Original Type]" (P.132). |
| The color of the document and of the copy differ. | <p>Execute auto calibration.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Executing Calibration" (P.406). |
| | <p>Set the suitable value for [Original Type].</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "[Original Type]" (P.132). |
| | <p>Copy black text. If the printout is too light, select [Text] for [Original Type].</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "[Original Type]" (P.132). |
| The copy is slightly misaligned. | <p>Align the paper edges, and adjust them to the tray's top corners to reload the paper.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Loading Paper" (P.87). |
| Part of the image is missing on the copy. | <p>The copy may become partially or unclear if the loaded paper is damp. Replace the paper with a new one.</p> |
| | <p>Check if the loaded paper has no crease or wrinkle. Otherwise, replace all of the paper with a new one.</p> |
| | <p>If the original is a stuck or folded sheet, the pasted or folded section may not be laying flat on the document glass. Place a stack of white sheets on top of the document to flatten the document against the document glass.</p> |
| The copy has a stripe pattern. | <p>Vertical stripes may be printed on the copies depending on the ratio. Adjust the ratio to eliminate the stripes.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "[Reduce / Enlarge]" (P.131). |
| The copy is misaligned or skewed. | <p>Load the document correctly.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Loading Originals" (P.99). |
| | <p>Load paper correctly and align the document guides to the edges of the original.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Loading Originals" (P.99). |
| | <p>Firmly push in the tray until it stops to set it properly.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Loading Paper" (P.87). |
| | <p>When using Tray 5 (Bypass), load paper correctly, and align the paper guides to the paper edges.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Loading Paper in Bypass Tray" (P.93). |

| Symptom | Remedy |
|---|---|
| Unable to copy with the specified size. | Clean the document glass or the document cover if it is soiled. Reference • Refer to "Cleaning Document Cover and Document Glass" (P.403). |
| | If the original is transparent, smudge on the document cover will be copied. Place a white sheet of paper on top of the original when copying. |
| | Load the original correctly not to be misaligned. Reference • Refer to "Loading Originals" (P.99). |
| | When using document feeder, load the original correctly, and align the document guides to the original. Reference • Refer to "Loading Originals" (P.99). |
| | If the original is non-standard size, specify the document size, and then copy. Reference • Refer to "Loading Originals" (P.99). |
| | If the original is folded, flatten the curl and load the document again. Reference • Refer to "Loading Originals" (P.99). |
| The document edges are missing on the copy. | Adjust [Reduce / Enlarge] to copy the document smaller. |

Trouble during Printing

Unable to Print

| Symptom | Remedy |
|--|---|
| Data remains in the printer icon on the computer. | If the device is not powered on, switch the power on. |
| | Reference • Refer to "Power Source" (P.32). |
| | Check if the network cable is connected to the computer. |
| | Check if the network cable is connected to the device. |
| | Reference • Refer to "Interface Cables" (P.35). |
| | If an error occurs in the device, check the error details and take appropriate action. |
| | Set the correct IP address. |
| | Reference • Refer to "Setting the IP address" (P.36). |
| | The network between the computer and the device may be abnormal. Consult your network administrator. |
| More than specified numbers of the print sets are processed and printing never ends. Or the print result is garbled. | Enable the port that the print driver uses. |
| | Reference • Refer to "[Port Settings]" (P.300). |
| | The storage capacity of the device is insufficient. Reduce unnecessary data from files in folders or stored documents (Charge Print, Private Charge Print, and Secure Print) to increase free space. |
| The data has been sent to the device. | Wait for a while, and then try printing again. |
| | Use the appropriate printer driver. Check the property screen of the printer driver to confirm that your device's name is displayed for the driver name on the [Advanced] tab. The operation is not guaranteed when using the third party's print driver. |
| | If the tray is out of paper, add paper. |
| | Load paper of the size specified. |
| | Cancel the interrupting operation of copy. |
| | If an error occurs in the device, check the error details and take appropriate action. |
| | If the job is being suspended, specify whether to cancel it. |
| | Check secure print jobs on the device. |
| | Reference • Refer to "Secure Print" (P.108). |

The Print Result is Not What was Expected

| Symptom | Remedy |
|---|--|
| The 2-sided printing is not available. | The memory of the device is insufficient. Set [Image Quality] to [Standard] using the print driver. Also, set the port that is not used to [Disabled]. |
| The document is printed on a different paper size than specified. | Change the size of paper in the tray, or change the print option to specify a tray that contains the correct sized paper. |
| The image on the document edges is missing on the output. | Expand the printable area of the device, or reduce the image size on the printout. |
| The printed font differs from the font specified on the computer. | Check the font replacement table of the print driver. Reference • Refer to the print driver help. |
| Printing is slow. | When image data, such as photos, is printed with the high resolution, the print speed becomes slow. Select [Standard] for [Image Quality]. |
| The specified print options are not enabled. | Install the appropriate print driver. Check if the print driver of your model is displayed on the [Advanced] tab of the print driver's properties. |
| | Check the optional components installed on the device, and set [Installable Options] under [Configuration] in the print driver again. |
| The document edges are missing on the printout. | Expand the printable area of the device, or reduce the image size on the printout. |
| The print color differs from before. | Execute auto calibration. Reference • Refer to "Executing Calibration" (P.406). |
| Black lines are printed. | Install the appropriate print driver. Check if the print driver of your model is displayed on the [Advanced] tab of the print driver's properties. |

Trouble during Faxing

Reference

- For troubles during Internet faxing, refer to "Email Features Problems" (P.440).

Sending Problems

| Symptom | Remedy |
|---|--|
| A "Transmission Report - Job Undelivered" is printed. | <p>Check the Transmission Results printed in the report.</p> <p>Reference</p> <ul style="list-style-type: none"> • If an error code is displayed, refer to "Error Code" (P.458). |
| Unable to communicate (general fax) | <p>The device is equipped with connectors to which to connect phone lines. Communication is enabled only when the phone line is connected to the correct connector. When the cable connection is correct, the On-hook feature allows you to call via general lines.</p> <p>Specify the same dialing method as the one (Tone/10pps) subscribed for the device.</p> <p>Use a telephone near the device to check whether you can make a phone call. If the phone call is disabled, the problem is in the phone line, not in the device.</p> <p>The data cannot be sent if the device of the recipient is turned off, is set to "manual" receiving mode, or does not support G3 reception. Other than that, the destination device might have no paper or no memory available. Call the recipient to confirm the device condition.</p> <p>Check the fax number and try sending again. When DP (pulse dialing) is used with G3, the fax number cannot contain "*" or "#".</p> <p>When calling from an extension line, the external access number is required. When dialing, dial the external access number such as "0", and then dial the fax number. When the switchboard is changed and you cannot send faxes, try the external access number "0*" instead of "0".</p> <p>When calling from a telephone number selected from the Address Book and appending an external access number, the registered phone number may already include "0" as an external access number. Confirm the specified telephone number on the "Transmission Report - Job Undelivered".</p> <p>Unable to send if the amount of original data is too large. Lower the resolution to reduce the amount of data or split the document into multiple faxes.</p> <p>Unable to send if the original size is too large. Change the size that can be scanned or split the document into multiple pages.</p> <p>When using a feature like Polling, confirm whether the destination fax supports that feature.</p> |

| Symptom | Remedy |
|--|---|
| Unable to communicate (general fax) | <p>When the Authentication/Accounting feature is used and you send a fax directly from the computer, you must set the user ID and password registered on the device to the fax driver.</p> <p>Reference</p> <ul style="list-style-type: none"> For details on the Authentication/Accounting feature, refer to "Authentication and Accounting Features" (P.355). For details on how to directly send a fax from the computer, refer to "Direct Fax" (P.149). |
| The image quality is poor. | <p>Clean the document glass.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Cleaning White Chute and Constant Velocity Transport Glass" (P.403). |
| | <p>If the density is appropriate, adjust the fax density.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "[Lighten / Darken]" (P.150). |
| | <p>Check if the recipient's device has no problem.</p> <p>Note</p> <ul style="list-style-type: none"> Image quality may be affected by a problem of the recipient's device, not just by a problem of yours. |
| The local terminal information on the header is wrong, or the information is printed unexpectedly on the header. | <p>Correct the Fax Name. If the information to be displayed on the recipients' display or activity reports is wrong, correct the local name.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "[Local Terminal Information]" (P.288). |
| | <p>Turn off the Transmission Header Text feature.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "[Transmission Header]" (P.152). |

Receiving Problems

| Symptom | Remedy |
|-------------------------------------|---|
| Unable to communicate (general fax) | <p>The device is equipped with connectors to which to connect phone lines. Communication is enabled only when the phone line is connected to the correct connector. When the cable connection is correct, the On-hook feature allows you to call via general lines.</p> |
| | <p>Use a telephone near the device to check whether you can make a phone call. If the phone call is disabled, the problem is in the phone line, not in the device.</p> |
| | <p>The device cannot receive a fax when turned off. Switch the power on.</p> |
| | <p>Load paper in the device to receive faxes.</p> |
| | <p>Check the touch screen display. If it says that a paper jam occurs, remove the jammed paper.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Paper Jams" (P.451). |
| | <p>The device cannot receive a fax in the System Administration mode. Exit the System Administration mode.</p> |

| Symptom | Remedy | | | | | | | | | |
|--|---|---|--|------------------------------|---------------------|---|--|------------------------|--|---|
| Unable to communicate (general fax) | When a device password has been set, the device accepts only data or polling fax sent with the correct device password in F code. | | | | | | | | | |
| | If [Fax Receiving Mode] is set to [Manual Receive], receive the fax manually or set the setting to [Auto Receive]. | | | | | | | | | |
| | Reference <ul style="list-style-type: none">Refer to "Receiving Faxes" (P.160). | | | | | | | | | |
| | To use Fax information service, set the reception mode to [Receive] on the on-hook screen, enter an information code, and tap [Start]. | | | | | | | | | |
| | Check if the sender's device has no problem. | | | | | | | | | |
| | Note <ul style="list-style-type: none">Image quality may be affected by a problem of the sender's device, not just by a problem of yours. | | | | | | | | | |
| The image quality is poor. | The drum cartridge may be damaged. Attempt copying and if, after all, the result shows poor image quality, replace the drum cartridge with a new one. | | | | | | | | | |
| | Reference <ul style="list-style-type: none">Refer to "Replacing Drum Cartridges" (P.394). | | | | | | | | | |
| | Ask the sender whether the document glass of the sender's device is soiled. | | | | | | | | | |
| | Note <ul style="list-style-type: none">Image quality may be affected by a problem of the sender's device, not just by a problem of yours. | | | | | | | | | |
| | Ask the sender whether the resolution setting on the sender's device is too low. | | | | | | | | | |
| | Note <ul style="list-style-type: none">Image quality may be affected by a problem of the sender's device, not just by a problem of yours. | | | | | | | | | |
| The one-page document is received split into multiple pages. | Received fax of large-sized original. | | | | | | | | | |
| | You can set the device to process such a document by using the [Auto Reduce on Receipt] feature and a border limit value for page splitting. According to the setting combination specified, the received document is printed as follows: | | | | | | | | | |
| | <table><tr><td></td><td>[Auto Reduce On Receipt] ON</td><td>[Auto Reduce On Receipt] OFF</td></tr><tr><td>Within border limit</td><td>Reduces image size and prints it on one page.</td><td>Trims the portion exceeding standard size and then prints.</td></tr><tr><td>Exceeding border limit</td><td>Splits data at equal ratio and prints.</td><td>-</td></tr></table> | | [Auto Reduce On Receipt] ON | [Auto Reduce On Receipt] OFF | Within border limit | Reduces image size and prints it on one page. | Trims the portion exceeding standard size and then prints. | Exceeding border limit | Splits data at equal ratio and prints. | - |
| | | [Auto Reduce On Receipt] ON | [Auto Reduce On Receipt] OFF | | | | | | | |
| | Within border limit | Reduces image size and prints it on one page. | Trims the portion exceeding standard size and then prints. | | | | | | | |
| Exceeding border limit | Splits data at equal ratio and prints. | - | | | | | | | | |
| Reference <ul style="list-style-type: none">Refer to "[Border Limit]" (P.285), or "[Auto Reduce On Receipt]" (P.285). | | | | | | | | | | |

| Symptom | Remedy |
|---|--|
| Although the Folder Selector feature is set, however, the received document is printed, and cannot be stored in the folder. | <p>When using the Folder Selector feature, specify a registered folder. If an unregistered folder is selected, the received document cannot be stored in the folder, and will be printed.</p> <p>Reference</p> <ul style="list-style-type: none">• For information on how to register the folder, refer to "Creating a Folder" (P.188). For information on the setting of the Folder Selector, refer to "[Fax Received Options]" (P.287). |

Trouble during Scanning

Unable to Scan with the Device

| Symptom | Remedy |
|---|--|
| The document is not correctly fed from the document feeder. | Check the minimum size of document that can be loaded on the document feeder. Reference • Refer to "Loading Originals" (P.99). |
| | The document feeder does not feed irregular sized documents, business cards, transparencies, or thin documents. In addition, the document feeder does not feed documents with sticky tags, paper clips, or adhesive tape. |
| | Adjust the document guides to the document. Reference • Refer to "Loading Originals" (P.99). |
| | If a piece of torn paper remains in the document feeder, open the document feeder cover and remove the piece. Reference • Refer to "Document Jams" (P.456). |
| | Check if the sizes of originals are not different. When loading documents of mixed sizes, be sure to set [Mixed Size Originals] to [On]. Otherwise, a paper jam will occur. Reference • Refer to "[Mixed Size Originals]" (P.183). |

Unable to Import Scanned Documents to the Computer

| Symptom | Remedy |
|-----------------------------|--|
| Unable to find the scanner. | If the device is not turned on, switch the power on. Reference • Refer to "Power Source" (P.32). |
| | Check if the network cable is connected to the computer. |
| | Check if the network cable is connected to the device. Reference • Refer to "Interface Cables" (P.35). |
| | |
| Unable to open a folder. | Check if a folder is registered with the device. Reference • Refer to "Creating a Folder" (P.188). |
| | The folder passcode cannot be retrieved. Ask the system administrator for changing the passcode setting to [Off], and then set the passcode again. |

| Symptom | Remedy |
|---|---|
| Unable to import data from the scanner because of a TWAIN transmission error. | Install the scan driver. |
| Operation terminates during scanning. | <p>The file size may be too large. Lower the resolution, and import again.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "[Resolution]" (P.182). |
| A "Transmission Report - Job Undelivered" is printed. | Check the Transmission Results printed in the report. If an error code is displayed, refer to "Error Code" (P.458). |

Unable to Open a Scanned Document

| Symptom | Remedy |
|--|---|
| Multi-page TIFF files cannot be opened or only the first page can be viewed. | Scanned documents that contain more than one page are saved as multi-page TIFF files. Install TIFF Viewer that supports multi-page TIFF. |
| Files scanned in color cannot be opened. | <p>When the files are saved in the TIFF format, use TIFF Viewer to open the files. If you can browse PDF files, save the files in the PDF format.</p> <p>Color files retrieved with CentreWare Internet Services will be in the TIFF format and you can use TIFF Viewer to open the files. When [Retrieve Page] is enabled in CentreWare Internet Services, the files can be retrieved in the JPEG format. If you can browse PDF files, retrieve the files in the PDF format.</p> |

Unable to Send a Scanned Document over the Network (FTP/SFTP/SMB)

| Symptom | Remedy |
|--|--|
| A Transmission Report - Job Undelivered is output. | <p>Check the Transmission Results in the Transmission Report - Job Undelivered.</p> <p>Reference</p> <ul style="list-style-type: none"> If an error code is displayed, refer to "Error Code" (P.458). |
| Unable to send data over the network. | <p>Correctly specify the server.</p> <p>Correctly specify the save destination.</p> <p>When selecting [SMB] for transfer protocol, correctly specify the shared name.</p> <p>Correctly enter the login name.</p> <p>Correctly enter the password.</p> <p>When transferring to Windows OS, synchronize the time settings of the device and Windows.</p> |

| Symptom | Remedy |
|---------------------------------------|---|
| Unable to send data over the network. | When Windows OS is used, the SMB transfer becomes available for user who has no password by following the steps below to change the settings of network access. <ol style="list-style-type: none"> 1. Start Windows, and select [Control Panel] > [Administrative Tools] > [Local Security Policy]. 2. Select [Security Settings] > [Local Policies] > [Security Options]. 3. Change [Account: Limit local account use of blank passwords to console logon only] to [Disabled]. |
| | When using SMB transfer, specify a DFS name space with a root comprised of less than four characters. |
| | Set the access right to the specified storage location correctly so that you can read and write the files and folders. |
| | When using SMB transfer, check the destination server, the router between the device and the server, virus scanning software on the destination server, and firewall to confirm whether the SMB port is blocked or not. |

Unable to Send Email

| Symptom | Remedy |
|--|---|
| A Transmission Report - Job Undelivered is output. | Check the transmission results in the Transmission Report - Job Undelivered. Reference <ul style="list-style-type: none"> • If the error code is displayed, refer to "Error Code" (P.458). |
| Unable to send email. | Change the maximum email size, or lower the resolution. Reference <ul style="list-style-type: none"> • Refer to "[Maximum Total Data Size]" (P.282) or "[Resolution]" (P.182). |

The Image is not What was Expected

| Symptom | Remedy |
|-----------------------|---|
| The image is smudged. | Clean the document glass or the document cover if it is soiled. Reference <ul style="list-style-type: none"> • Refer to "Cleaning Document Cover and Document Glass" (P.403). |
| | If the original is colored paper, rough paper, or blueprint, the background color may be copied. Adjust the copy density or image quality. Reference <ul style="list-style-type: none"> • Refer to "Features List" (P.182). |
| | If the original is transparent, smudge on the document cover will be copied. Place a white sheet of paper on top of the original when copying. |
| | Glossy printing paper easily sticks to the document glass, and shadows are sometimes copied, soiling the image. Place a transparency film under the original when copying. |

| Symptom | Remedy |
|---|--|
| The image is too dark, or too light. | Adjust the scan density. Reference • Refer to "[Lighten / Darken]" (P.183). |
| | Select the image quality appropriate for the document. Reference • Refer to "[Original Type]" (P.182). |
| Part of the image is missing. | If the original is a stuck or folded sheet, the pasted or folded section may not be laying flat on the document glass. Place a stack of white sheets on top of the document to flatten the document against the document glass. |
| The image is not the desired size. | Clean the document glass or the document cover if it is soiled. Reference • Refer to "Cleaning Document Cover and Document Glass" (P.403). |
| | If the original is transparent, smudge on the document cover will be copied. Place a white sheet of paper on top of the original when copying. |
| | Load the original correctly not to be misaligned. Reference • Refer to "Loading Originals" (P.99). |
| | When using document feeder, load the original correctly, and align the document guides to the original. Reference • Refer to "Loading Originals" (P.99). |
| | If the original is non-standard size, specify the document size, and then copy. Reference • Refer to "Loading Originals" (P.99). |
| The image is not the desired size. | If the original is folded, flatten the curl and load the document again. Reference • Refer to "Loading Originals" (P.99). |
| The image is coarse. | Set the resolution higher. Reference • Refer to "[Resolution]" (P.182). |
| | Select a lower compression ratio in [Quality / File Size]. Reference • Refer to "[Quality / File Size]" (P.183). |
| Black-and-white gradation is not reproduced properly. | If [Color Scanning] is set to [Black & White], change the setting to [Grayscale]. Reference • Refer to "[Color Scanning]" (P.182). |

Network-related Problems

When using TCP/IP

Windows OS

| Cause | Remedy |
|--|---|
| Unable to print. | Check if the device's IP address is set correctly. |
| | If the data amount of one file to print exceeds the limit amount of receiving buffer memory, divide the file not to exceed the amount. |
| | If a total amount of files to print exceeds the limit amount of receiving buffer memory, reduce the number of files printed at one time. |
| | If the touch screen shows an error, switch the device off and wait until the screen completely goes out to switch the device power on again. |
| | Set the protocol print driver uses to [Enabled]. |
| | Reference <ul style="list-style-type: none"> Refer to "[Port Settings]" (P.300). |
| Print result is not what was expected. | Set not to output Ctrl-D at the [Device Settings] tab on the properties of the print driver. |
| | Specify the proper printer language that matches the print data. |
| | Use the appropriate print driver. Check the property screen of the print driver to confirm that your device's name is displayed for the driver name on the [Advanced] tab. The operation is not guaranteed when using the third party's print driver. |

macOS/OS X

| Cause | Remedy |
|------------------|--|
| Unable to print. | When printing with a printer detected by using Bonjour, activate the LPD port. |

CentreWare Internet Services Problems

| Symptom | Remedy |
|---|---|
| Cannot connect to CentreWare Internet Services. | Check whether the device is turned on. |
| | Print a Configuration Report to confirm if the Internet Services (HTTP) port is activated. |
| | Confirm the Internet address again. If the problem persists, enter an IP address to connect to CentreWare Internet Services. |
| | Depending on the proxy server, connections may not be possible. Set the browser to [Not using proxy server] or set that particular address to [Not using a proxy server]. |

| Symptom | Remedy |
|--|--|
| The latest information is not displayed. | Refresh the web browser. |
| Even though clicking [Save], the new settings never apply. | The settings made through CentreWare Internet Services are not applied during the device's control panel is working. When the Auto Clear function is set, any setting configure with CentreWare Internet Services is not applied until setting the time set for automatic reset. Wait until then. |
| A message such as "The server has returned ineffective or unrecognizable response" or "No data" is displayed on the browser after clicking [Save]. | The entries for Password and Confirm Password do not match. Enter the correct password. |
| | Restart the device. |
| Cannot delete jobs. | Wait for a while, and refresh the web browser. |

Email Features Problems

The possible symptoms and remedies for problems when using Email Notification Service, the Print Email feature, the Email service, and Internet Fax service as follows:

| Symptom | Remedy |
|--|---|
| Unable to receive email (Print Email, Internet Fax) | Check if the email address for the device is configured correctly. |
| | Check if [Receive Email] is set to [Enabled]. |
| | Check if the settings such as the IP addresses for the SMTP server and POP3 server (if POP3 is selected as the incoming mail protocol) are configured correctly. |
| | Check if the POP3 user name and password are entered correctly. |
| | If using [Domain Filtering], confirm whether your own domain is set to [Allow Domains], on CentreWare Internet Services. |
| | Ask your network administrator whether the SMTP server and POP3 server are operating properly. |
| Unable to transmit email (Email Notification service, Internet Fax, and Email) | Check if the Email address for the device is configured. |
| | Check if [Email Notification Service] is set to [Enabled] (For Email Notification Service). |
| | Check if [Send Email] is set to [Enabled]. |
| | Check if the IP address for the SMTP server is configured correctly. |
| | Confirm the settings on the [Notifications] on the Home of CentreWare Internet Services. |
| | Check if the destination address is entered correctly. |
| | Ask your network administrator whether the SMTP server is operating properly. This may occur as the SMTP server not support delivery receipts (DSN). If that is the case, send an email without setting DSN. |

Internet/Intranet Connection Problems

| Cause | Remedy |
|---|---|
| Unable to connect to the Internet/ Intranet. | Only Basic Authentication is supported by the device. The device does not support NTLM/digest. Check if the device supports the authentication system the remote server uses. For security purposes, change to the authentication system using SSL. |
| | To use remote linkage services, purchase products/models/accessories adopted to the desired service. |
| | Confirm the IP address. If the IP address is incorrect, either set a static IP address or resolve the IP address using DHCP or AutoIP. |
| | Set the correct IP gateway address when connecting to the proxy server, or to a Web server via the IP gateway. |
| | Set the correct subnet mask corresponding to your environment. |
| | Confirm the DNS server address. |
| | Select a DNS server that can resolve the address. <ul style="list-style-type: none"> When connecting via the proxy server Set the IP address of a DNS server that can resolve the address of the proxy server. When not connecting via the proxy server Set the IP address of a DNS server that can resolve the destination address. |
| | Confirm whether only addresses that do not use a proxy server are set. Even if addresses not through a proxy server are specified using the FQDN, if a server is directly accessed using its IP address, the registered server is not excluded. Set the address not to use a proxy server. Likewise, even if you directly specify an address that does not use a proxy server, if a server is accessed with the FQDN, the registered server is not excluded. Set an IP address with the FQDN not to use a proxy server. |
| | Confirm whether the desired server or the proxy server is operating correctly. |
| | Confirm whether the network cable is correctly connected. We recommend using a spanning tree configuration, with which network disconnection rarely occurs. |
| | Overloading of the server application may occur to cause a communication error. Wait for a while and try accessing again. |
| | An error has been occurring on the device. Even though an error occurs during background processing, the touch screen shows no message. Display the [Job Status] screen or print the Job History Report to confirm the result. |

| Cause | Remedy |
|---|---|
| Unable to connect to the Internet/ Intranet. | The following types of access control may prevent the connection. Confirm the configured access control. <ul style="list-style-type: none"> • Address (port) restriction • SSL restriction • User access restriction (including access right levels) • Content block • Scheme restriction (cannot use HTTP etc.) • Transfer data size restriction • Method restriction (cannot use POST etc.) • HTTP header restriction (only accepting specified browsers etc.) • Time restriction (only available during a specific period of time etc.) |
| | The default SSL/TLS version for the device is TLS1.2. If TLS1.2 is not supported in the server that the device is connecting to, enable TLS1.1 in the device. |
| Connection to a desired web server fails. | In the environment using the proxy server, you must configure the device to use the proxy server to connect to a desired web server. Make sure that you configure the settings to use the proxy server. |
| | In an environment that does not use a proxy server, such as when connecting to an intranet, do not make the settings to use the proxy server. |
| | When the settings to use a proxy server are configured, you cannot connect to a desired web server only if the IP address of the proxy server is correct. Set the correct IP address of the proxy server. |
| | Set the user name and password on the device that allow connection to the proxy server. |
| | The default SSL/TLS version for the device is TLS1.2. If TLS1.2 is not supported in the server that the device is connecting to, enable TLS1.1 in the device. |

IPv4 and IPv6 Connection Problems

| Symptom | Remedy |
|--|---|
| Unable to connect using an IPv4 address. | When 0 (zero) is prepended to the head of value for the IPv4 address (for example 192.0.2.010), the connection fails. Do not prepend 0 (zero) to each value of an IPv4 address. |
| Unable to connect using an IPv6 address. | When you cannot access the device when specifying the link-local address, append a scope ID to the address. For example, when you use Internet Explorer 11 on Windows 10 to access the address "fe80::203:baff:fe48:9010", you must append the Ethernet adapter local area connection number (for example, 8) for Windows 10. In this case, the address becomes as follows: fe80::203:baff:fe48:9010 % 8 |
| | When the device cannot connect to Windows OS that supports IPv6, assign a static IPv6 address to the Windows OS. Then, register the IPv6 address on the device as the host address to allow communication. |

| Symptom | Remedy |
|---|---|
| Unable to connect using an IPv6 address. | Searching a device outside the router may fail. When searching for a device outside the router via SMB, directly specify the destination address. Multicasting is supported only within a local link (FF02::1). |
| | When SSL is enabled, directly specify "https:// [IPv6 address]". |
| Unable to Print in an IPv6 Environment. | If a DNS server does not exist, unable to use a shared Windows printer from a Windows OS supporting IPv6. Register the device's computer name in the "hosts" file in the Windows operating system supporting IPv6. For example, register the name in the "hosts" file located below: C:\Windows\system32\drivers\etc |
| Unable to scan using an IPv6 address. | If the file transfer fails when the device is configured with only a link-local address, assign a global address to the device. |
| | When you specify the computer name on a storage destination server of the [Scan] service without a DNS server, scan data cannot be transferred. Specify the IPv6 address of the destination server. |
| | The device does not operate correctly if the Internet Fax direct destination is specified in IPv6 address literal format like: csw@[ipv6:2001:db8::1] When using the Internet Fax direct feature, use a DNS server and specify a destination using a fully qualified domain name (FQDN). |
| | The device does not operate correctly if the email address is specified in IPv6 address literal format like: csw@[ipv6:2001:db8::1] When using the Email feature, use a DNS server and specify a destination using a fully qualified domain name (FQDN). |
| Unable to search devices with IPv6 addresses in UPnP. | In an IPv6 environment, use Function Discovery of Web Services on Devices (WSD). |
| Authentication fails when specifying the computer name to the SMB server setting of SMB authentication. | This may occur because there is no DNS server. Specify the IPv6 address to specify the computer name of an authentication server. |
| An external access service such as DocuShare does not work normally when specifying an IPv6 address as the destination URL. | Use a DNS server and specify a remote service's destination URL using the FQDN. |
| IPv6 addresses are not correctly recorded on output job logs. | Use an IPv4 network. |

Help/Remote Assistance Connection Problems

The possible causes and remedies for problems when using [Help] or [Remote Assistance] on the Home screen are as follows:

| Symptom | Remedy |
|---|--|
| [Help]/[Remote Assistance] is not displayed. | The system administrator must agree to the license agreement to use [Help]/[Remote Assistance]. Ensure that the agreement has been accepted or contact your system administrator. |
| You cannot connect to the Internet or a communication error occurs even though you have the license. | Confirm the TCP/IP settings such as IP address and DNS. Reference • Refer to "[Protocol Settings]" (P.305). |
| | If using a proxy server, confirm the settings. Reference • Refer to "[Proxy Server List]" (P.308). |
| | Check that [Web Browser Setup] is set as follows: • [Web Applications Version]: [V4] or [V5] • [Enable File Printing]: [Yes] • [Accept Cookies]: [Yes] or [Warn User When Cookie is Offered] Reference • Refer to "[Web Browser Setup]" (P.298). |
| | When Remote Assistance connection fails, check that the settings are set as follows: • [Port Status]: [Enabled] • [Port Number]: [80] Reference • Refer to "[SOAP]" (P.303). |
| The device displays the following message: An invalid certificate is detected. Do you want to accept this certificate for this session only and continue? | The certificate registered in the device may be deleted. Use either of the following steps: • Select [Yes] to temporarily access [Help]. • Turn the device off and then on to automatically register the valid certificate to the device again. |

Print from USB Trouble

| Symptom | Remedy |
|--|---|
| [USB] is not displayed on the Home screen. | The optional software, USB Memory Kit is not recognized by the device. Properly set the software option or disconnect the USB cable, and then securely insert the USB cable into the connector. |
| | Place the check mark to [Print From] under [App] > [USB] in CentreWare Internet Services. |

Photo Print Trouble

| Symptom | Remedy |
|--|--|
| [Photo Print] is not displayed on the Home screen. | The optional software, USB Memory Kit, is not recognized by the device. Properly set the software options or disconnect the USB cable and then securely insert the USB cable into the connector. |
| A blank sheet of paper is output. | <p>You have specified the files that include ones not applicable to print (images other than DCF 1.0 format). Files not applicable to print are not printed with index printing. Specify printing again, excluding the images not displayed for index printing.</p> <p>Note</p> <ul style="list-style-type: none"> Editing or saving DCF 1.0-format image files on a computer makes those files' format other than DCF1.0. |

Private Charge Print (All) Trouble

| Symptom | Remedy |
|--|---|
| The device displays that there are no jobs. | Confirm whether sending jobs is completed. Tap [Retry] to retrieve files again. |
| The device displays that the feature is unavailable. | Turn off the device, confirm that the control panel is lit off, and then turn on the device again. If the error still is not resolved, contact our Customer Support Center. |
| You do not have access to color printing. | Tap [Display Job List] and delete the color documents from the list, or ask the system administrator to cancel the limit to access to color printing. |

Problem Solving for AirPrint

Problems on Selecting the Printer

| Symptom | Remedy |
|--|---|
| The device is not shown in the printer list. | The computer could not connect to the network. Check the network settings for the device and iOS/macOS/OS X. |
| | Bonjour and IPP port are disabled. Check the port settings at [Device] > [Connectivity & Network Setup]. |
| | AirPrint is disabled. Connect to CentreWare Internet Services and add the check mark to [Enable] of [AirPrint] under [Network]. Reference <ul style="list-style-type: none"> For information on how to enable AirPrint for the device, refer to "Enabling the AirPrint Setting" (P.118). |
| | When requesting a print instruction from an macOS/OS X, the computer and the device used different networks. Use the same network for the computer and the device. When communicating via router, enable Wide-Area Bonjour for the computer and the device. Reference <ul style="list-style-type: none"> For information on how to enable Wide-Area Bonjour for the device, refer to the help of CentreWare Internet Services. For information on how to make settings for macOS/OS X or DNS server, check with your network administrator. |

Problems on Printing

| Symptom | Remedy |
|------------------|--|
| Unable to print. | Charge Print or Private Charge Print is set to the device. AirPrint does not support Charge Print and Private Charge Print. Change the device settings. |

Problem Solving for Google Cloud Print

Problems on Registering

| Symptom | Remedy |
|--|---|
| The message does not change to [Register] even after clicking [Network] > [Google Cloud Print] > [Register Printer] in CentreWare Internet Services. | The device could not connect to the Internet. Check the network settings. |
| | A proxy server is used in the network environment. Make proxy server settings from [Device] > [Connectivity & Network Setup]. |
| | The proxy server in the network environment uses authentication. This feature cannot be used with proxy authorization. Change your network setting not to use the proxy authorization. |
| | DNS is not correctly set. Check the DNS settings at [Device] > [Connectivity & Network Setup] > [Protocol Settings] > [TCP/IP - Network Settings] > [IPv4 - DNS Server Setup]. |
| | The certificate verification feature of the device is enabled. Disable the certificate validation or import the appropriate root certificate. |
| | The connection has timed out because of the busy network. Wait for a while, and then attempt again. |
| | A firewall is installed in the network environment. The communication with "*.google.com" needs to be allowed. Check the firewall settings. |
| | An error occurred in the device. Check the error code from [Error History] in the [Notifications] setting screen on the Home screen of CentreWare Internet Services. |
| Registration paper for Google Cloud Print is not printed out. | The device is set to Charge Print or Private Charge Print. Google Cloud Print does not support Charge Print or Private Charge Print. Change the device setting. |
| | The [Register] button was clicked immediately after the [Unregister] button was clicked. Google program may not have completed the unregistration of the device. Open the Google Cloud Print printer managing screen. Confirm that your device is not in the list, and then execute the registration again. |

Problems on Printing

| Symptom | Cause and Remedy |
|---|--|
| The print result differs from the settings made by the logical printer. | Settings made by the logical printer cannot be reflected due to Google Cloud Print specifications. The print settings made for Google Cloud Print applies. Make print settings at Google Cloud Print. |
| Characters or images are distorted. | The printout may differ from the print instructed document due to the Google Cloud Print specifications. Select [Save to Google Docs] in the screen for selecting a printer, and check how the printout would be in the PDF document. |

Paper Jams

When a paper jam occurred, the device stops and an alarm beeps. A message is also displayed on the touch screen. Follow the instructions displayed to remove the jammed paper.

Gently remove the paper to avoid it to be torn. If the paper is torn, remove all the torn pieces, making sure that none remain inside the device.

If a paper jam message appears again after you have cleared the paper jam, another paper jam may be occurred in some other parts of the device. Clear this by following the message.

When the paper jam is cleared, printing is automatically resumed from the point when the paper jam occurred.

If you were during copying, tap [Start] to resume the copying from the point when the paper jam occurred.

CAUTION

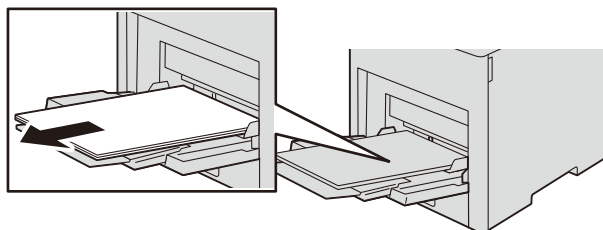
Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause injuries or burns. Switch off the product immediately and contact your local Fuji Xerox representative.

Important

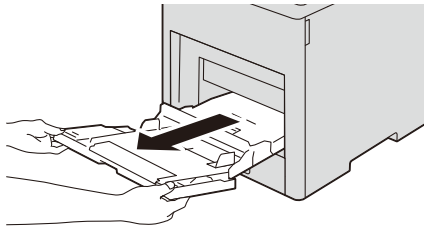
- When a paper jam occurred, if you pull out a paper tray without checking the paper jam location, the jammed paper may be torn and the pieces may remain inside the device. This may cause device malfunctions; therefore, always check where the paper jam occurred first.
- If any piece of jammed paper remains inside the device, the paper jam message will not disappear from the touch screen.
- Clear the paper jams while the device is powered on. If you turn off the device, all data stored on the memory of the device will be erased.
- Do not touch components inside the device. This may cause print defects.

Paper Jams in Tray 1 and Tray 5

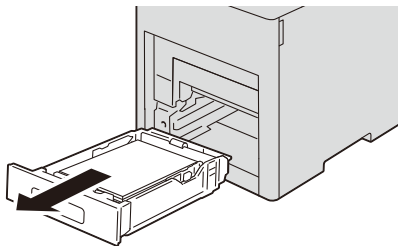
- 1 Remove any paper from the Tray 5.



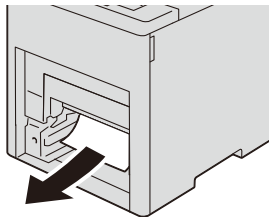
- 2** Hold both sides of the Tray 5, then pull it straight out of the main unit.



- 3** Pull the Tray 1 out until it stops, then remove it from the main unit while lightly lifting its front part.



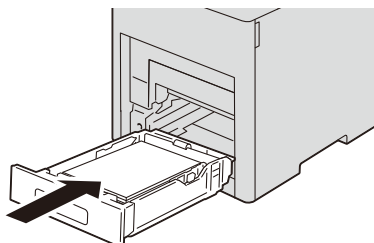
- 4** Remove any crumpled paper from the tray and any remaining paper jammed in the device interior.



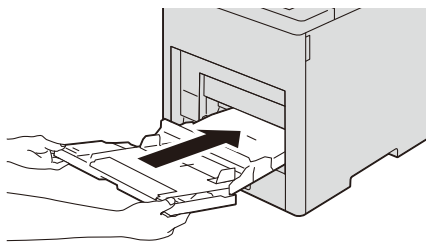
- 5** Insert Tray 1 into the main unit, then push it all the way in.

Note

- If the tray is extended for large size paper, the tray protrudes when it is inserted into the printer.



- 6** Insert the Tray 5 completely into the main unit.

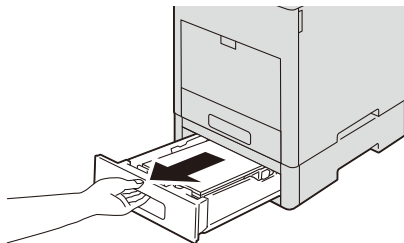


- 7** Return the paper that has been removed into the Tray 5.

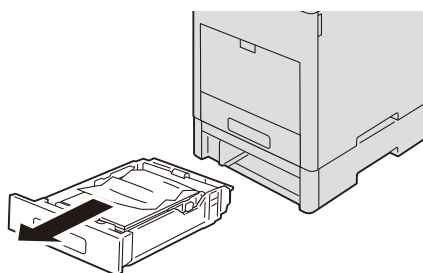
- 8** Tap the button displayed on the touch screen to confirm.

Paper Jams in Trays 2 to 4

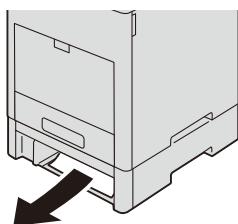
- 1** Pull out the tray reported on the touch screen until it stops.



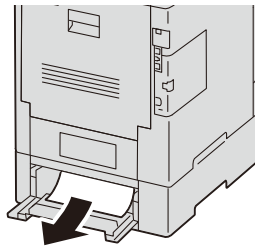
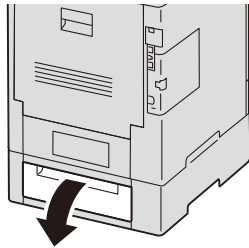
- 2** Lift the front of the tray slightly, and remove the tray from the main unit.



- 3** Remove any crumpled paper from the tray and any remaining paper jammed at the front of the main unit.



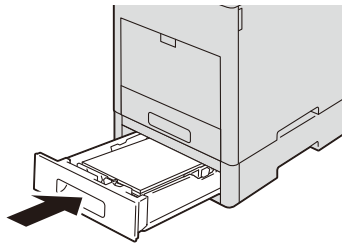
- 4** Open the jam-access door located on the back of the main unit to remove any jammed paper.



- 5** Insert the tray into the main unit, then push the tray in until it stops.

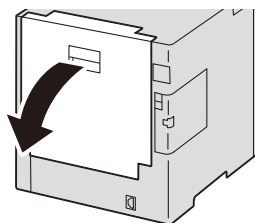
Note

- If the tray is extended for large size paper, the tray protrudes when it is inserted into the printer.

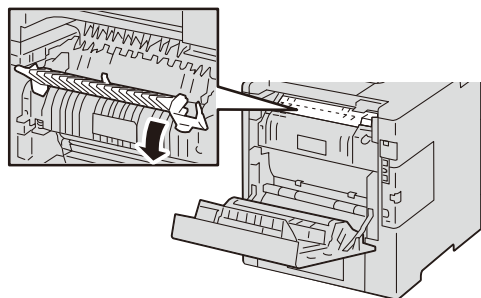


Paper Jams in Fusing Unit

- 1** Lift the rear door release and pull open the door.



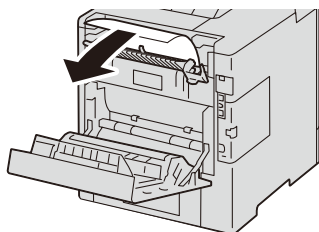
- 2 Open the green tab of the fusing unit.



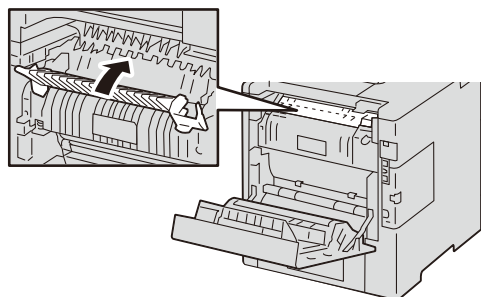
- 3 Remove any jammed paper.

Note

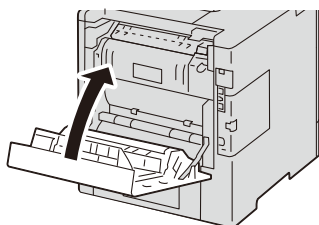
- The fusing unit is hot. Do not touch it, doing so may cause burns.



- 4 Return the green tab.



- 5 Close the rear door.



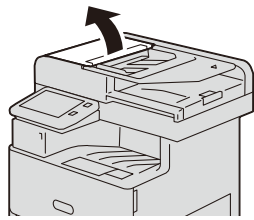
Document Jams

When a jam occurred in the document feeder, the device stops and a message is displayed on the touch screen. Follow the instructions displayed to clear the jam and then load the original in the document feeder again.

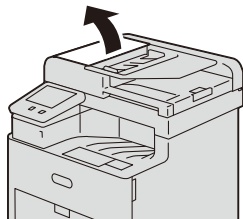
Jams in Duplex Automatic Document Feeder

- 1 Open the document feeder left cover until it stops.

- ApeosPort-VII C4421



- ApeosPort-VII C3321

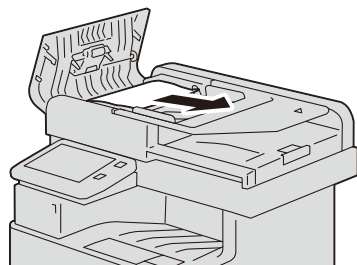


Note

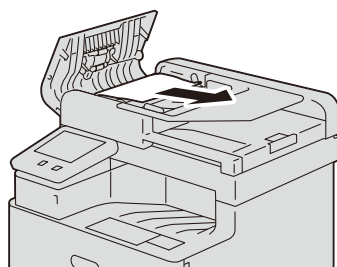
- When you fully open the cover, it enters a fixed position. Open the cover gently.

- 2 If the original is not caught in the entry of the document feeder, pull out the original.

- ApeosPort-VII C4421

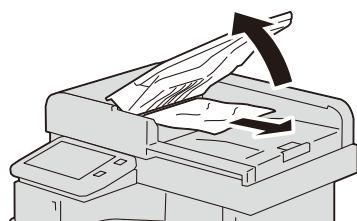


- ApeosPort-VII C3321

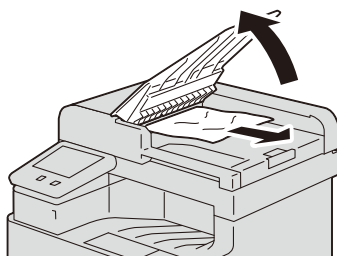


- 3** Close the left cover of the document feeder until it clicks into place, and confirm that there is no space between the near or far side of the cover and the document feeder.
- 4** If you could not find the document, lift the document feeder tray and remove the document.

- ApeosPort-VII C4421



- ApeosPort-VII C3321



- 5** Return the document feeder tray gently.
- 6** Make sure that the original is not torn, wrinkled or folded, and then load the original again following the instructions displayed on the touch screen.

Note

- Torn, wrinkled or folded originals may cause document jams and damage. To scan such originals, directly place the original on the document glass.

Error Code

An error message and error code (**-**) are displayed on the touch screen if printing terminated abnormally because of an error, or a malfunction occurred in the device.

For faxing, an error code is also displayed on an Activity Report and a Transmission Report - Job Undelivered.

Important

- If an error code is displayed, any print data remaining in the device and information stored in the device's memory is not secured.

Note

- You can see the details of an error code on the touch screen. On the Home screen, select [Help] > [Search] > [Error Code].
- When the [Help] button is displayed with an error code, you can see the details of the error code by selecting the button.

Reference

- For how to deal with the error code, refer to the error code search on our official website.

If an error code is displayed that is not found on our official website, or if you cannot resolve an error despite following the instructions described, contact our Customer Support Center. The customer confirmation or maintenance by a service representative may be required in some case. The contact number is printed on the label or card attached to the device.

18

Installing/Removing Optional Components

About Optional Components

For the latest information on the optional components provided for the device, refer to our official website.

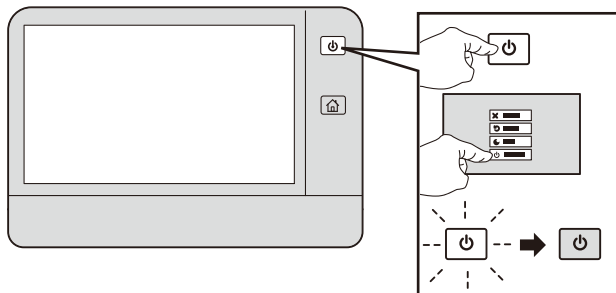
Installing/Removing Wireless LAN Kit

Installation Procedure

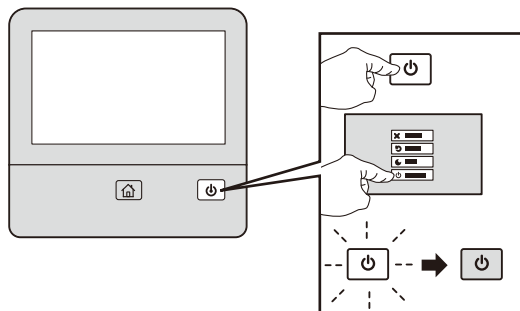
- 1 Press the power button and tap [Power Off Device] to switch off the power.

Make sure that the display on the control panel and all the lights are turned off, then disconnect the power cord from the power outlet and the device.

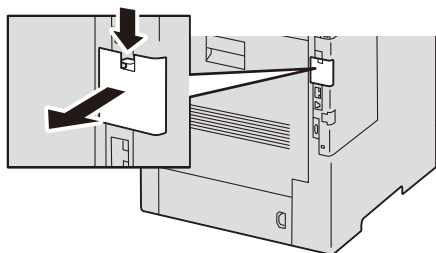
- When using ApeosPort-VII C4421



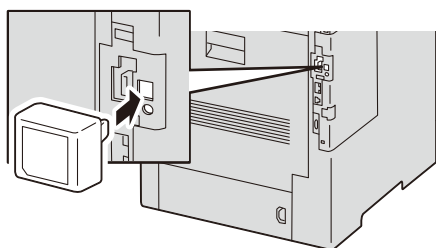
- When using ApeosPort-VII C3321



- 2 Remove the cover from the Wireless LAN Kit socket on the backside.



- 3 Insert the Wireless LAN Kit connector into the socket for Wireless LAN Kit.



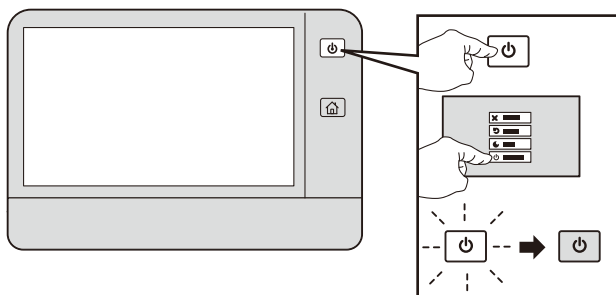
- 4** Press the power button to power the device on.

Removal Procedure

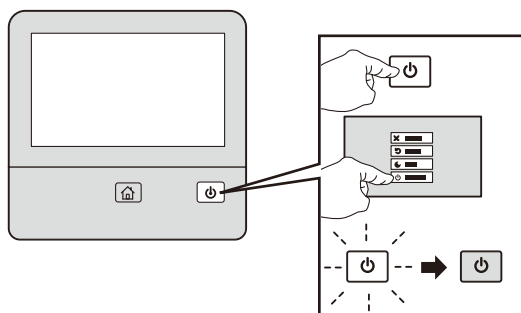
- 1** Press the power button and tap [Power Off Device] to switch off the power.

Make sure that the display on the control panel and all the lights are turned off, then disconnect the power cord from the power outlet and the device.

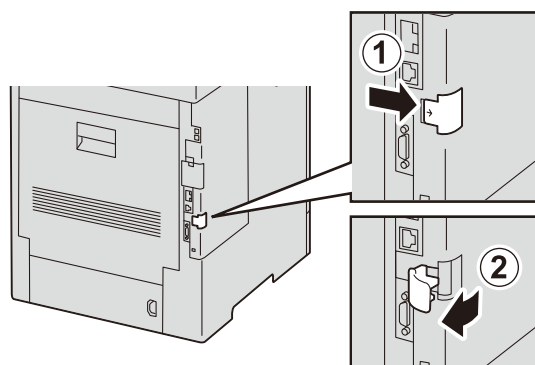
- When using ApeosPort-VII C4421



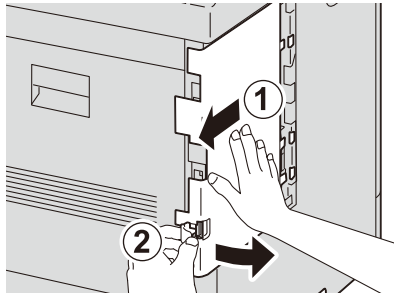
- When using ApeosPort-VII C3321



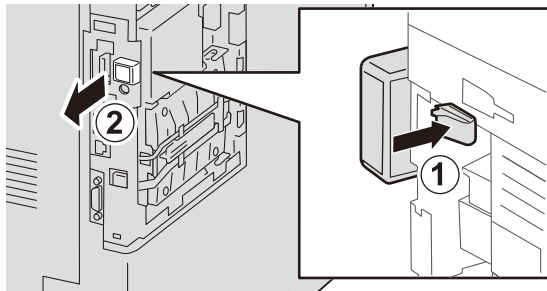
- 2** Slide the latch on the rear left side in the direction of the arrow and lift it towards you.



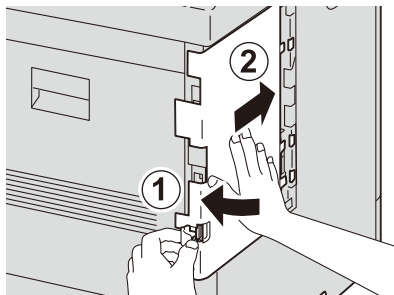
- 3** Remove the left side cover by sliding it toward the back of the device.



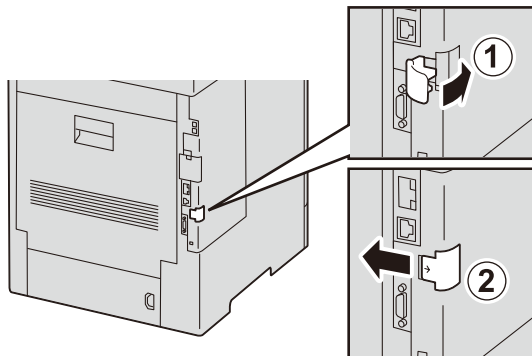
- 4** Unfasten the hook to remove the connector of the Wireless LAN Kit.



- 5** Slide the cover on the left side toward the front of the device, and insert the protrusion into the hole on the main unit.



- 6** Tilt the latch forward, then slide it to the left to lock the cover.



- 7** Attach the cover of the Wireless LAN Kit socket.

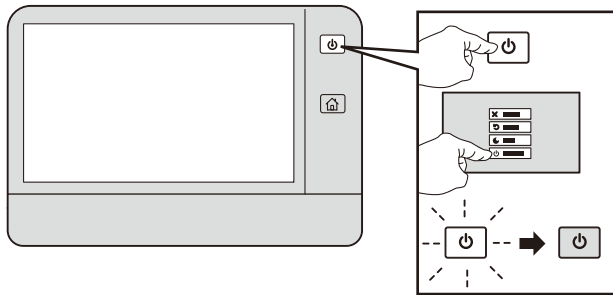
Installing the Storage

Important

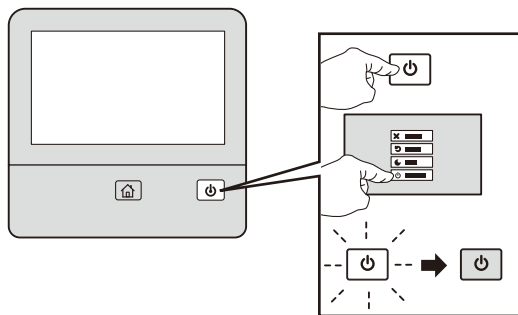
- Once installed, the storage (optional) is exclusive to the device to prevent data leaks. It cannot be removed and attached to another device.

1 Press the power button and select [Power Off Device] to switch off the power.

- When using ApeosPort-VII C4421



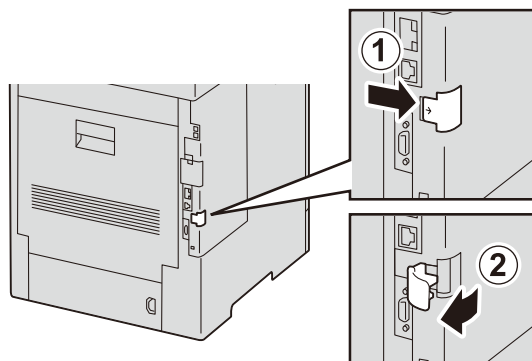
- When using ApeosPort-VII C3321



Important

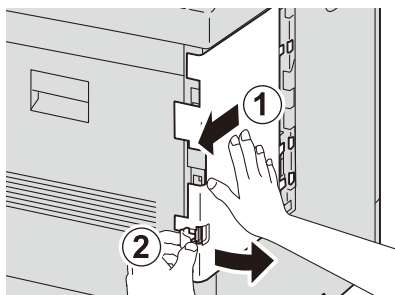
- The electrical components inside the back cover of the device may be hot. When installing, be sure to turn off the power, and after about 40 minutes, make sure that the inside of the device has cooled down.

2 Slide the latch on the rear left side in the direction of the arrow and lift it towards you.



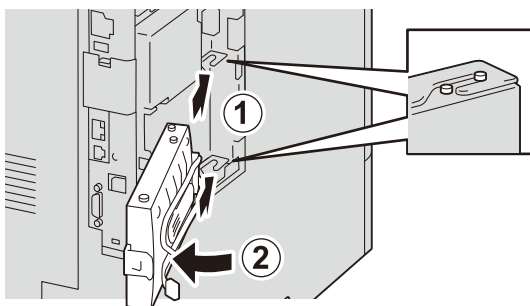
- 3** Remove the left side cover by sliding it toward the back of the device.

If the storage (optional) has already been installed, remove it.

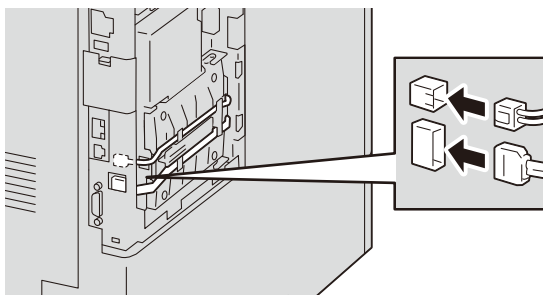


- 4** With the connector cable coming out of the storage (optional) on the outside, insert it into the frame on the controller board.

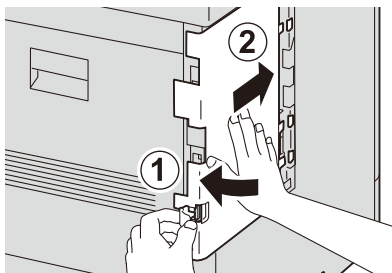
Fit the protruding section of the storage (optional) correctly into the indentation in the frame.



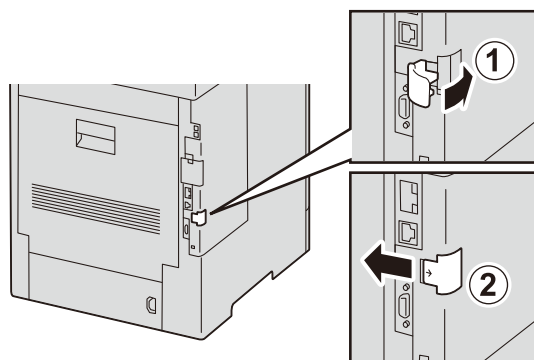
- 5** Connect the storage (optional) connector cable to the connector on the controller board.



- 6** Slide the cover on the left side toward the front of the device, and insert the protrusion into the hole on the main unit.



- 7** Tilt the latch forward, then slide it to the left to lock the cover.



- 8** Connect the power cord, and press the power button to power on.

Note

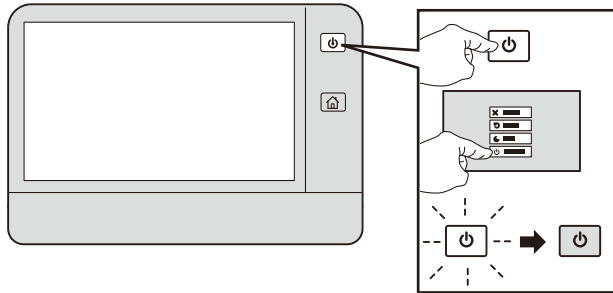
- By printing [Configuration Report], you can check whether the storage (optional) is installed correctly.
- After installing the storage (optional), change the printer configuration in the printer driver properties. For more information on how to change the settings, refer to the printer driver help.

Installing A4 FAX LOW KIT

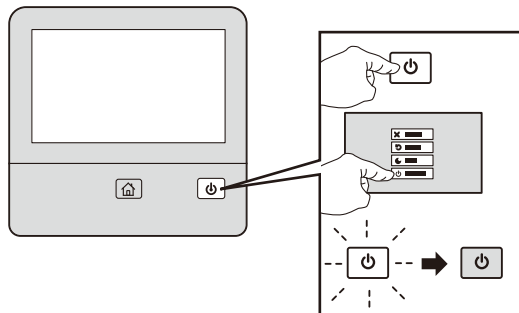
- 1 Press the power button and select [Power Off Device] to switch off the power.

Make sure that the display on the control panel and all the lights are turned off, then disconnect the power cord from the power outlet and the device.

- When using ApeosPort-VII C4421



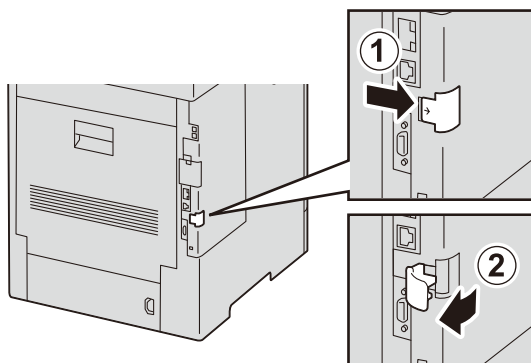
- When using ApeosPort-VII C3321



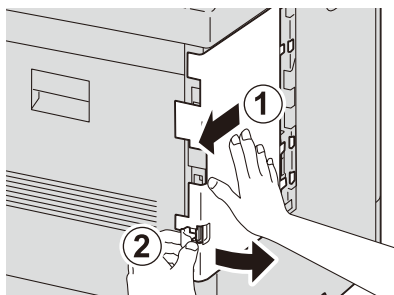
Important

- The electrical components inside the back cover of the device may be hot. When installing, be sure to turn off the power, and after about 40 minutes, make sure that the inside of the device has cooled down.

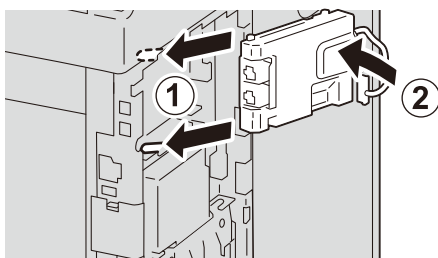
- 2 Slide the latch on the rear left side in the direction of the arrow and lift it towards you.



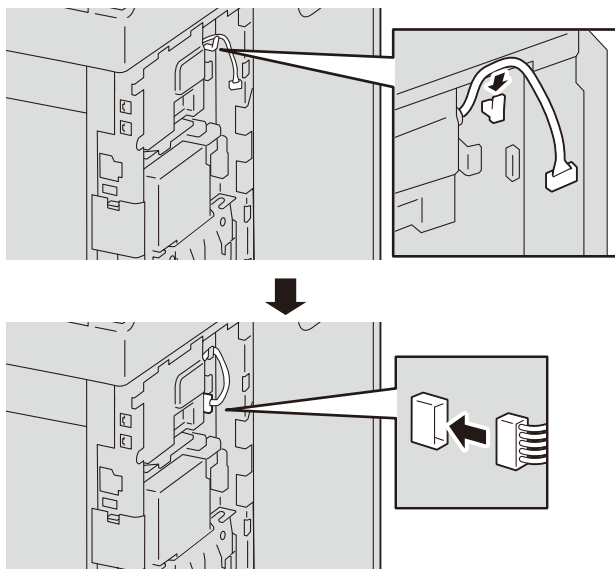
- 3** Remove the left side cover by sliding it toward the back of the device.



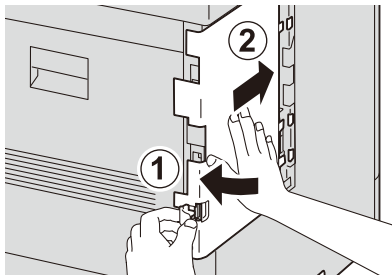
- 4** Slide the protrusion of the A4 FAX LOW KIT along the indentation in the frame and lightly push to fit.



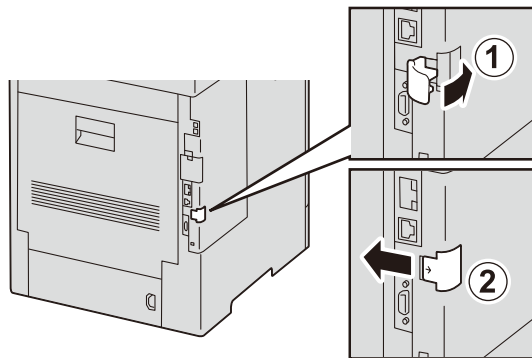
- 5** Let the connector cable of the A4 FAX LOW KIT pass the hook on the main unit, then connect to the connector.



- 6** Slide the cover on the left side toward the front of the device, and insert the protrusion into the hole on the main unit.



- 7** Tilt the latch forward, then slide it to the left to lock the cover.



- 8** Connect the power cord, and press the power button to power on.

Note

- By printing [Configuration Report], you can check whether the A4 FAX LOW KIT is installed correctly.

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Appendix

Specifications

Note that the specifications and the appearance of the product may change without prior notice.

Basic Specifications/Copy Function

■ Type

Desktop

■ Memory

4 GB (Maximum: 4 GB)

■ Storage Capacity

128 GB

Important

- Not all the space described above can be used.

■ Color Capability

Full color

■ Scanning Resolution

600 x 600 dpi

■ Printing Resolution

1,200 x 2,400 dpi

■ Warm-up Time

33 seconds or less (At room temperature 23°C)

■ Recovery Time (Recovery Time from Sleep mode)

20 seconds or less (At room temperature 23°C)

■ Original Size

The maximum size is A4, Letter, Legal for both sheets and books.

Note

- For ApeosPort-VII C3321, the document glass does not support the legal size paper.

■ Paper Size

- Maximum: A4, Letter, Legal
- Minimum: A6 [76.2 x 127.0 mm for Bypass Tray]
- Image loss width: Lead edge 4.0 mm, trail edge 4.0 mm, and right & left edges 4.0 mm

■ Paper Weight

Paper Tray: 60 - 220 gsm

Paper Tray 5 (bypass tray): 60 - 220 gsm

Important

- Use paper recommended by Fuji Xerox. Copying may not be performed correctly depending on the conditions.

■ First Copy Output Time

Monochrome: 7.5 seconds (For A4/monochrome priority mode)

Color: 8.0 seconds (For A4/color priority mode)

Important

- The values may vary depending on the device configuration.

■ Continuous Copy Speed

- ApeosPort-VII C4421

Monochrome: 40 sheets/minute

Color: 40 sheets/minute

- ApeosPort-VII C3321

Monochrome: 35 sheets/minute

Color: 35 sheets/minute

Important

- The speed may be reduced due to image quality adjustment.

■ Paper Tray Capacity

Standard: 550 sheets x 1 tray + 150 sheets (Bypass Tray)

Optional: 1-Tray Module 550 sheets

Maximum paper capacity: 2,350 sheets [Standard + Optional Tray Module x3]

■ Output Tray Capacity

250 sheets

Important

- When using 80 gsm paper.

■ Power Supply

AC220 - 240 V +/- 10 %, 8 A, 50/60 Hz common

■ Maximum Power Consumption

1,440 W

Sleep mode: 0.5 W

Low Power mode: 11 W

Standby mode: 77 W

■ Dimensions

- ApeosPort-VII C4421: Width 470 x Depth 500 x Height 582 mm
- ApeosPort-VII C3321: Width 420 x Depth 500 x Height 565 mm

Note

- The depth value includes the motor part of the automatic duplex document feeder.
- The height of the optional Tray Module is 123 mm. You can add up to three trays.

■ Weight

- ApeosPort-VII C4421: 35 kg
- ApeosPort-VII C3321: 34 kg

Important

- Including the toner cartridges.
- The weight of the optional Tray Module is 6.6 kg. You can add up to three trays.

Print Function

■ Type

Built-in

■ Continuous Print Speed

Same as the Basic Specifications / Copy Function

Important

- This speed may be reduced due to image quality adjustment.
- The print speed may be reduced depending on the document.

■ Print Resolution

- Standard

[PCL Driver]

Standard: 1,200 x 2,400 dpi, High Quality: 1,200 x 2,400 dpi, High Resolution: 1,200 x 1,200 dpi

- Optional

[Adobe PostScript 3 Driver]

High Speed (Standard): 600 x 600 dpi, High Quality: 1,200 x 2,400 dpi, High Resolution: 1,200 x 1,200 dpi

■ PDL

Standard: PCL6, PCL5

Optional: Adobe PostScript 3

■ Operating System

- Standard:

[PCL Driver]

Windows 10 (32bit)

Windows 10 (64bit)

Windows 8.1 (32bit)

Windows 8.1 (64bit)

Windows Server 2019 (64bit)
 Windows Server 2016 (64bit)
 Windows Server 2012 R2 (64bit)
 Windows Server 2012 (64bit)
 [Mac OS X Driver]
 macOS 10.15 Catalina
 macOS 10.14 Mojave
 macOS 10.13 High Sierra
 macOS 10.12 Sierra
 OS X 10.11 El Capitan

- Optional:
 [Adobe PostScript 3 Driver]
 Windows 10 (32bit)
 Windows 10 (64bit)
 Windows 8.1 (32bit)
 Windows 8.1 (64bit)
 Windows Server 2019 (64bit)
 Windows Server 2016 (64bit)
 Windows Server 2012 R2 (64bit)
 Windows Server 2012 (64bit)
 macOS 10.15 Catalina
 macOS 10.14 Mojave
 macOS 10.13 High Sierra
 macOS 10.12 Sierra
 OS X 10.11 El Capitan

Note

- For information about the latest supported OS, refer to the Fuji Xerox Web site.

■ Interface

- Standard:
 Ethernet 1000BASE-T/100BASE-TX/10BASE-T, USB 3.0, USB 2.0
- Optional:
 Wireless LAN (IEEE 802.11 a/b/g/n/ac)

Scan Function

■ Type

Color scanner

■ Original Size

Same as the Basic Specifications / Copy Function

■ Scanning Resolution

600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi

■ Scanning Speed

Same as the Scanning Speed of the Duplex Automatic Document Feeder

■ Interface

- Standard:
Ethernet 1000BASE-T/100BASE-TX/10BASE-T, USB3.0, USB2.0
- Optional:
Wireless LAN (IEEE 802.11 a/b/g/n/ac)

Fax Function

■ Sending Original Size

Maximum: A4, Legal

Note

- For ApeosPort-VII C3321, the document glass does not support the legal size document.

■ Recording Paper Size

Maximum: A4, Legal; Minimum: A5

■ Transmission Time

2 seconds or more but below 3 seconds

Important

- When an A4 size document with approximately 700 characters is transmitted in the standard quality (8 x 3.85 lines/mm) and high speed mode (28.8 kbps or above: JBIG). This is only the transmission speed for image information and does not include the controlling time for the communication. Note that the actual transmission time depends on the content of documents, the device that the recipient uses, and the status of the communication line.

■ Transmission Mode

ITU-T G3

■ Applicable Lines

Telephone subscriber line, PBX, fax communication (PSTN), maximum 1 port^{*} (G3-1 port)

^{*}: One line can be connected for G3 communications. "Port" indicates the number of connectable channels.

Duplex Automatic Document Feeder

■ Original Size

Maximum: A4, Letter, Legal

Minimum: A5^{*}

^{*}: For custom size paper: 139.7 x 139.7 mm

■ Paper Weight

60 - 128 gsm (In Duplex: 60 - 128 gsm)

■ Document Tray Capacity

- ApeosPort-VII C4421: 100 sheets
- ApeosPort-VII C3321: 50 sheets

Note

- When using 80 gsm paper.

■ Scanning Speed

- ApeosPort-VII C4421
 - Copy (A4, 1 sided):
Monochrome: 53 sheets/minute, Color: 35 sheets/minute
 - Scan
Monochrome: 53 sheets/minute, Color: 53 sheets/minute
(1 pass, 2 sided scanning; Monochrome and Color: 105 ppm)
- ApeosPort-VII C3321
 - Copy (A4, 1 sided):
Monochrome: 48 sheets/minute, Color: 35 sheets/minute
 - Scan
Monochrome: 48 sheets/minute, Color: 48 sheets/minute
(1 pass, 2 sided scanning; Monochrome and Color: 96 ppm)

Important

- The scanning speed varies depending on documents.

Note

- When scanning to a folder, setting to 200 dpi, using Fuji Xerox Standard Paper (A4).

Printable Area

Standard Printable Area

The area excluding the 4.1 mm margins on all four edges of paper.

Extended Printable Area

You can extend the printable area.

Note that the area may be limited by the device.

Important

- The device cannot print on any area within 4 mm of the upper, lower, right, and left edges of paper. For printing, the maximum printable area of the device is 211.0 x 352.0 mm. The device cannot print on any area outside of the maximum printable area.

Note

- To extend the printable area, change the PCL print driver setting, or the [Print Area] setting on the touch screen.

Reference

- For more information on the setting method on the print driver, refer to the help provided for the print driver. For more information on the setting on the control panel, refer to "[Print Area]" (P.271).

Emulation

Print data conforms to certain rules (grammars). These rules (grammars) are called printer languages.

The device supports two types of printer languages: a page description language, which is used to create images on a page-by-page basis, and an emulation, which is used to achieve the print results similar to those of other printers.

Emulation Mode

When printing data written in a language other than a page description language supported by the device, switch the device to the emulation mode. The relationships between the emulation mode and the printer to be emulated are as follows:

| Emulation Mode | Printer to be Emulated |
|---------------------------------------|------------------------|
| ESC/P-K emulation mode (ESC/P-K mode) | LQ1900K II+ |
| HP-GL emulation mode (HP-GL mode) | 7586B or DJ750C Plus |
| HP-GL/2 emulation mode (HP-GL/2 mode) | DJ750C Plus |
| PCL emulation mode (PCL mode) | HP-CLJ5500 |

Switching between Printer Languages

The device provides the multi-emulation feature that allows switching between different printer languages.

The methods of switching between printer languages are as follows:

Switching by Commands

Commands for switching between printer languages are provided. Upon receipt of a command, the device switches to the relevant printer language.

Automatic Switching

The device analyzes the data received by a host interface, and automatically identifies the printer language to be used.

Protocol-dependent

You can set a printer language for each protocol (LPD, IPP, Port 9100, WSD) by using CentreWare Internet Services.

Mode Menu Screen

Allows you to set the menu items for the emulation modes. To display the mode menu screen, tap [Print Mode] on the Home screen to select the emulation mode to set.

Note

- [Retrieve Programming], [Store / Delete Programming], and [Default Programming] are displayed for the ESC/P mode and HP-GL/2 mode.

[Retrieve Programming]

Retrieves settings registered with memory.

Select [Factory Defaults] or select the number of stored setting from [Custom Settings].

[Programming]

Check or change the value set for the emulation mode item number.

- Enter the feature's item number to [Item Number] to display the current setting.
- To change the setting, enter the new value to [New Value] and then tap [Save].

[Store / Delete Programming]

Stores the current selections to [Custom Settings] or deletes stored memories.

[Default Programming]

Set the default setting of when the device activates.

Select [Factory Defaults] or select the number of stored setting from [Custom Settings].

Available Fonts

See [Font List] and [PCL Font List] to check the available fonts.

User-defined Characters

You can use user-defined characters in the ESC/P mode.

User-defined characters are registered as bitmap fonts, and the settings retain after the device is turned off.

ESC/P Emulation

Emulation Print Features**■ Pages per Side**

The Pages per Side feature reduces the size of multiple-sheet documents and prints them on a single sheet of paper.

In the ESC/P mode, 2 Up can be used.

■ Form Overlay

In the ESC/P mode, you can register an original form on the device, and overprint the form on a printout. ESC/P mode allows using forms of ESC/P. Use the control panel to specify the form to overlay.

■ Barcodes

In the ESC/P mode, you can use barcodes. Available barcodes are as follows:

- Code39
- EAN-8
- EAN-13
- Code 128
- NW7 (CODABAR)
- ITF (Interleaved 2 of 5)
- IDF (Industrial 2 of 5)
- Post (Japanese postal Customer Code)
- QR Code

- Matrix 2 of 5

■ Forms

You can use ESC/P to register forms.

The following shows the number of forms you can register.

| | ESC/P |
|-----------------------|-------|
| Storage not installed | 64 |
| Storage installed | 64 |

Note

- When the number of registered forms already has reached the upper limit or when the full capacity assigned for forms is full, attempting to register a new form will fail. In this case, any error will not be notified.

Setting Menu Items Related to the ESC/P Mode

■ [Port Settings]

Set the port used in emulation modes under [Device] > [Connectivity & Network Setup] > [Port Settings]

- Port Status (LPD/IPP/USB-/Port 9100)
Enables the ports to be used in the ESC/P emulation mode.
- [USB - Print Mode]
Sets the print mode of the USB port so that it can be used by ESC/P emulation. Select [ESC/P] as the print mode.

Note

- [USB - Print Mode] sets the method of processing data received from host interfaces. If this is set to [ESC/P] here, the device will not switch languages automatically as described in "Switching between Printer Languages" (P.479).
- The print mode can also be specified for each protocol (LPD, IPP, Port 9100, or WSD) from CentreWare Internet Services.

■ [Delete Form]

[Device] > [App Settings] > [Print Settings] > [Delete Form] allows you to delete forms registered with the device.

ESC/P Mode Menu Items

The following tables show the basic and extended settings that can be configured on the ESC/P emulation mode menu.

Basic Settings

| Setting Item | Item Number | Value |
|---------------|-------------|---|
| Output color | 5 | [0](Default): Color [1]: Monochrome |
| Paper tray | 3 | [0]: Auto [1] (Default): Tray 1 [2]: Tray 2 [3]: Tray 3 [4]: Tray 4 [5]: Tray 5 Note <ul style="list-style-type: none"> When [Auto] is selected and paper of the same size in the same orientation in multiple trays is loaded, paper will be fed in the order of Tray 1 → Tray 2 → Tray 3 → Tray 4. If paper of the same size is loaded in multiple trays but in different orientations, feeding of the paper loaded in the landscape orientation is prioritized. |
| Document size | 1 | [99](Default): Paper [100]: Continuous form paper (10x12") [101]: Continuous form paper (10x11") [102]: Continuous form paper (15x12") [103]: Continuous form paper (15x11") [3]: A3 [4]: A4 [5]: A5 [14]: B4 [15]: B5 [21]: 8.5 x 14" [22]: 8.5 x 13" [23]: 8.5 x 11" [24]: 11 x 17" [0]: Postcard Note <ul style="list-style-type: none"> When a continuous form paper is selected for [Original Size], [Paper Position] cannot be set. When [Preset %] or [Fit to Cut Sheet] is selected for [Reduce/Enlarge], the device automatically calculates the magnification based on a combination of [Original Size] and [Paper Size]. If the ratio, however, is outside the range of 45-210%, the document will not be reduced/ enlarged, and will be printed at a scale of 100%. When [2 Up] is selected, the device automatically calculates the magnification based on a combination of [Original Size] and 1/2 of [Paper Size]. |
| Orientation | 19 | [0](Default): Portrait [1]: Landscape Note <ul style="list-style-type: none"> The orientation set here is that of the document. It is not affected by the orientation of paper loaded in the paper trays. |

| Setting Item | Item Number | Value |
|--------------|-------------|---|
| Paper size | 2 | <p>Sets the size of paper to be printed. This setting can be made only when [Paper Tray] is set to [Auto] or [Tray 5]. This setting can be configured only for cut sheets.</p> <p>[4]: A4 [5]: A5 [15]: B5 [21]: 8.5 x 14 [22]: 8.5 x 13 [23]: 8.5 x 11 [0]: Postcard</p> <p>Important</p> <ul style="list-style-type: none"> When [Tray 1], [Tray 2], [Tray 3], or [Tray 4] is set for [Paper tray], [Paper size] cannot be set. <p>Note</p> <ul style="list-style-type: none"> When [Preset %] or [Fit to Cut Sheet] is selected for [Reduce/Enlarge], the device automatically calculates the magnification based on a combination of [Original Size] and [Paper Size]. If the magnification, however, is outside the range of 45-210%, the document will not be reduced/enlarged, and will be printed at a scale of 100%. When [2 Up] is selected, the device automatically calculates the magnification based on a combination of [Original Size] and 1/2 of [Paper Size]. |

Extended Settings

| Setting Item | Item Number | Value |
|-----------------|-------------|--|
| Paper position | 20 | <p>[0](Default): Without cut sheet feeder (left) [1]: With cut sheet feeder (center)</p> <p>Note</p> <ul style="list-style-type: none"> When [Without cut sheet feeder (left)] is specified and FF (line feed command) is received, the device skips the number of lines specified in VFU. When [With cut sheet feeder (center)] is specified, the device inserts a page break. When a continuous form paper is selected for [Original Size], [Paper Position] cannot be set. |
| Output quantity | 8 | <p>[1 to 250] (Default: 1): 1-250 copies</p> <p>Important</p> <ul style="list-style-type: none"> When the output quantity is specified by a client, that number of copies is printed. After printing, the number set on the control panel is overwritten with the number newly specified. However, the number of copies specified from the LPD port will not overwrite the number set on the control panel. |

| Setting Item | Item Number | Value |
|---------------------|---|---|
| Reduce/Enlarge | 54 (Reduce/ Enlarge mode) | <p>[0](Default): Preset % [1]: Variable % [2]: Fit to Cut Sheet</p> <p>[Preset %] is a magnification automatically calculated based on [Original Size] and [Paper Size], and reduces/enlarges the printable area of the document to fit in the printable area of the output paper. Therefore, when the size of the document and the output paper are the same, the ratio will be 100 %. Also, if [2 Up] is selected, the document will be reduced to the size at which two pages fit onto one sheet of paper. [Variable %] is a magnification set in [Variable %] under [Reduce/ Enlarge]. A reference point for scaling (reducing/enlarging) is the upper left corner of the printable area. This reference point applies to all text, images, and graphics.</p> <p>[Fit to Cut Sheet] prints the entire cut sheet area onto the printable area of the output paper. It is a magnification automatically calculated based on [Original Size] and [Paper Size], and reduces/enlarges the entire document (including the area outside of the printable area) to fit onto the printable area of the output paper.</p> <p>Note</p> <ul style="list-style-type: none"> When a continuous form paper is selected for [Original Size], print result is identical for [Preset %] and [Fit to Cut Sheet]. |
| | 17 (Variable % / vertical magnification) | [45 to 210](Default: 100): 45-210 % |
| | 18 (Variable % / horizontal magnification) | |
| 2 Up mode | 21 | <p>[0](Default): Off [1]: Forward [2]: Reverse</p> <p>Important</p> <ul style="list-style-type: none"> When [Landscape] is selected for [Original Size], print result is identical for [Forward] and [Reverse]. |
| Tray 5 confirmation | 67 | <p>Prints from Tray 5, after you instruct to print and then operate the device to start printing.</p> <p>[0](Default): Off [1]: On</p> |
| Grid lines | 22 | <p>Sets the method for printing double-byte grid lines.</p> <p>[0](Default): Image [1]: Font</p> |
| 2 Sided printing | 12 | <p>[0](Default): Off [1]: Head to Head [2]: Head to Toe</p> |
| Font | 14 (Alphanumeric fonts) | <p>Sets the font for single-byte characters.</p> <p>[0](Default): Roman [1]: Sanserif</p> <p>Important</p> <ul style="list-style-type: none"> Since this feature selects the default value, its setting will not be affected when an extended command is received. |

| Setting Item | Item Number | Value |
|---------------|---------------------------------|---|
| Print control | 51 (Blank sheet output) | <p>Sets whether to print blank pages if included in the document. [0](Default): Off [1]: On</p> <p>Note</p> <ul style="list-style-type: none"> Even when [Off] is selected, blank pages are printed if they are spaces created with user-defined characters or images in white color. When [Off] is selected for this feature and 2 Up or 2 sided printing is specified, blank pages are not printed. |
| | 52 (Character print area) | <p>Extends the position of the right margin. [0](Default): Standard [1]: Extended</p> <p>Important</p> <ul style="list-style-type: none"> Changing the character print area from [Extended] to [Standard] restores the left and right margins to the default values. When the position of the right margin is set here, that position becomes the right edge of the character print area. |
| | 53 (Image enhancement) | <p>Image Enhancement smoothenes the border between black and white, reducing rough edges, and thus seemingly increasing the resolution. [0]: Off [1](Default): On</p> |
| ESCP switch | 55 (Text quality) | <p>Sets the Text Quality mode to high quality or draft. [0](Default): High Quality [1]: Draft</p> <p>Important</p> <ul style="list-style-type: none"> Since the default value is selected for the [Text Quality], [Reduced Characters], [Character Code Table], [Page Length], and [1-inch Perforation Skip] features, their settings will not be affected when an extended command is received. <p>Note</p> <ul style="list-style-type: none"> Changing settings does not change actual printing quality. This setting affects the Text Quality selection commands. For more information on the Text Quality selection commands, contact our Customer Support Center. |
| | 56 (Reduced characters) | <p>Reduces the size of single-byte alphanumeric characters when printing. Sets whether to reduce their sizes or to print them at a scale of 100 % . [0](Default): Off [1]: On</p> |
| | 58 (Page length) | <p>Sets the length of a page (printable area) to 11 inches or 12 inches. [0](Default): 11 inches [1]: 12 inches</p> |
| | 59 (1-Inch perforation skip) | <p>Sets whether or not to leave a 1-inch space between pages. [0](Default): Off [1]: On</p> <p>Important</p> <ul style="list-style-type: none"> This is effective only when CSF under [Paper Position] is set to [Off]. |
| | 60 (Paper feed position) | <p>Sets the position to start printing at 8.5 mm or 22 mm below the top edge of paper. [0](Default): 8.5 mm [1]: 22 mm</p> |
| | 61 (CR feature) | <p>Sets the action to be executed when a CR command is received. [0](Default): Carriage return [1]: Carriage return and linefeed</p> |

| Setting Item | Item Number | Value |
|--------------------------|--|---|
| Position adjustment | 15 (Vertical position adjustment) | Adjusts the printing position vertically or horizontally, and changes the positions of the margins. [0](Default): Off [1-500]: -250 to +250 mm |
| | 16 (Horizontal position adjustment) | Important <ul style="list-style-type: none"> Data outside the printable area is not printed regardless of the adjustment of the print position. In addition, data moved outside the printable area as a result of adjusting the print position is not printed. |
| Escape sequence | 62 (Escape sequence) | A normal extended command is specified starting with hexadecimal 1BH ESC as the escape sequence identifying the command, followed by ; (3BH). When you cannot use a semicolon or ESC code with the host computer, you can use a special string instead as an escape sequence. This setting specifies whether or not to enable the escape sequence replacement feature. When enabling, specify the escape sequence with item 63. [0](Default): Disabled [1]: Enabled Reference <ul style="list-style-type: none"> For more information on extended commands, contact our Customer Support Center. |
| | 63 (Escape sequence character) | To control an extended command with a text code, you must specify an escape sequence (the first two bytes) of the extended command. Enter two characters using the keyboard displayed on the screen. [& %](Default): 0x21 - 0x7e |
| Form overlay | 64 | Constantly performs Form Overlay by selecting a form name (No. 01-64) registered on the device. [0](Default): Off [1-64]: No. 1 - No. 64 Important <ul style="list-style-type: none"> Since the default value is selected for this feature, this setting is not affected when an extended command is received. Once a form name is selected, it continues to be displayed even if the form is deleted. |
| Bypass Tray -Wait User | 67 | Sets whether to suspend the print processing when feeding paper from the bypass tray. Processing is resumed by a user operation on the device. [0]: Off [1](Default): On |
| Form Type | 68 | [0](Default): ESC/P-K |
| Binary character strings | 72 | Sets the character strings to be specified when entering commands in hexadecimal format. [0](Default): OFF [1]: &\$ % \$ [2]: \$?!# |
| 0 Style | 73 | Sets the typeface for "0". [0](Default): 0 [1]: Ø |
| Number of sets | 74 | Sets the method of specifying the number of print sets. [0]: Protocol [1]: Panel [2](Default): Command |

PCL Emulation

Setting Menu Item Related to the PCL Mode

■ [Port Settings]

Sets the port used in the emulation mode under [Device] > [Connectivity & Network Setup] > [Port Settings].

- Port Status (LPD/IPP/USB/Port 9100)

Enables the ports to be used in the PCL emulation mode.

- [USB - Print Mode]

Sets the print mode of the USB port so that it can be used by PCL emulation. Select [PCL] as the print mode.

Note

- [USB - Print Mode] sets the method of processing data received from host interfaces. If this is set to [PCL] here, the device will not switch languages automatically as described in "Switching between Printer Languages" (P.479).
- The print mode can also be specified for each protocol (LPD, IPP, Port 9100, or WSD) from CentreWare Internet Services.

PCL Settings List

| Parameter | Item No. | Value |
|------------|----------|--|
| Paper tray | 201 | <p>[0] (Default): Auto [1]: Tray 1 [2]: Tray 2 [3]: Tray 3 [4]: Tray 4 [5]: Tray 5</p> <p>Note</p> <ul style="list-style-type: none"> • When [Auto] is selected and paper of the same size in the same orientation in multiple trays is loaded, paper will be fed in the order of Tray 1 → Tray 2 → Tray 3 → Tray 4. If paper of the same size is loaded in multiple trays but in different orientations, feeding of the paper loaded in the landscape orientation is prioritized. |
| Auto size | 202 | <p>Set the paper size of when [Paper Tray] is set to [Auto]. Only cut sheet can be set. [4] (Default): A4 [5]: A5 [15]: B5 [21]: 8.5 x 14" [22]: 8.5 x 13" [23] (Default): 8.5 x 11" [25]: Custom Size</p> <p>Important</p> <ul style="list-style-type: none"> • When Trays 1 to 4 is selected for [Paper tray], [Paper Size] cannot be set. The paper size loaded in the specified tray is displayed. <p>Note</p> <ul style="list-style-type: none"> • Depending on the combination of [Original Size] and [Paper Size], [?] may be displayed for the magnification. In this case, the document is printed at a scale of 100%. |

| Parameter | Item No. | Value |
|------------------|----------|---|
| Bypass size | 203 | Set the paper size of when [Paper Tray] is set to [Auto]. Only cut sheet can be set. [4] (Default): A4 [5]: A5 [15]: B5 [21]: 8.5 x 14" [22]: 8.5 x 13" [23] (Default): 8.5 x 11" [25]: Custom Size |
| Orientation | 205 | [0] (Default): Portrait [1]: Landscape |
| 2 Sided printing | 206 | [0] (Default): Off [1]: On |
| Default font | 207 | <div> [0]: CG Times [1]: CG Times Italic [2]: CG Times Bold [3]: CG Times Bold Italic [4]: Univers Medium [5]: Univers Medium Italic [6]: Univers Bold [7]: Univers Bold Italic [8]: Univers Medium Condensed [9]: Univers Medium Condensed Italic [10]: Univers Bold Condensed [11]: Univers Bold Condensed Italic [12]: Antique Olive [13]: Antique Olive Italic [14]: Antique Olive Bold [15]: CG Omega [16]: CG Omega Italic [17]: CG Omega Bold [18]: CG Omega Bold Italic [19]: Garamond Antiqua [20]: Garamond Kursiv [21]: Garamond Halbfett [22]: Garamond Kursiv Halbfett [23] (Default): Courier [24]: Courier Italic [25]: Courier Bold [26]: Courier Bold Italic [27]: Letter Gothic [28]: Letter Gothic Italic [29]: Letter Gothic Bold [30]: Albertus Medium [31]: Albertus Extra Bold [32]: Clarendon Condensed [33]: Coronet [34]: Marigold [35]: Arial [36]: Arial Italic [37]: Arial Bold [38]: Arial Bold Italic [39]: Times New [40]: Times New Italic [41]: Times New Bold [42]: Times New Bold Italic </div> <div> [43]: Symbol [44]: Wingdings [45]: Line Printer [46]: Times Roman [47]: Times Italic [48]: Times Bold [49]: Times Bold Italic [50]: Helvetica [51]: Helvetica Oblique [52]: Helvetica Bold [53]: Helvetica Bold Oblique [54]: CourierPS [55]: CourierPS Oblique [56]: CourierPS Bold [57]: CourierPS Bold Oblique [58]: SymbolPS [59]: Palatino Roman [60]: Palatino Italic [61]: Palatino Bold [62]: Palatino Bold Italic [63]: ITC Bookman Light [64]: ITC Bookman Light Italic [65]: ITC Bookman Demi [66]: ITC Bookman Demi Italic [67]: Helvetica Narrow [68]: Helvetica Narrow Oblique [69]: Helvetica Narrow Bold [70]: Helvetica Narrow Bold Oblique [71]: New Century Schoolbook Roman [72]: New Century Schoolbook Italic [73]: New Century Schoolbook Bold [74]: New Century Schoolbook Bold Italic [75]: ITC Avant Garde Book [76]: ITC Avant Garde Book Oblique [77]: ITC Avant Garde Demi [78]: ITC Avant Garde Demi Oblique [79]: ITC Zapf Chancery Medium Italic [80]: ITC Zapf Dingbats </div> |

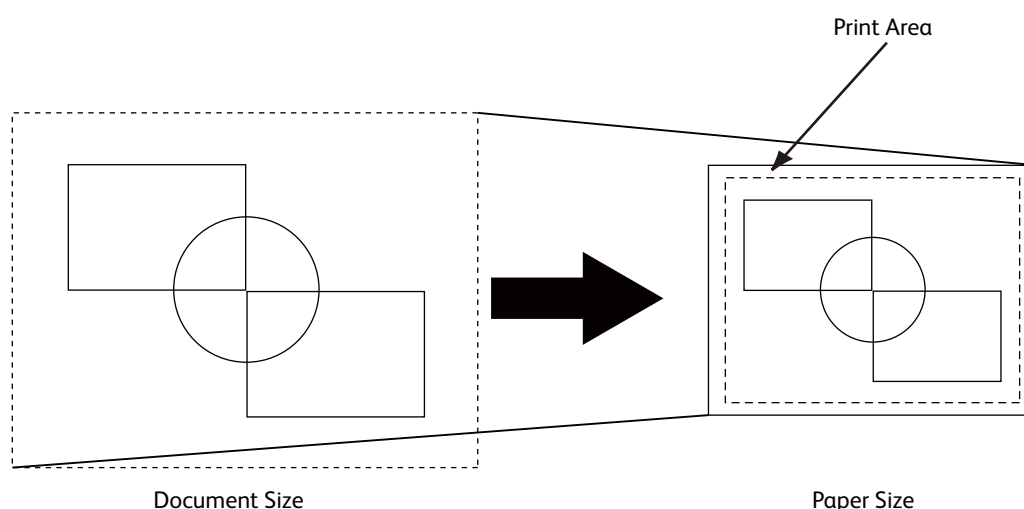
| Parameter | Item No. | Value |
|---------------------------|------------------|---|
| Symbol set | 208 | <div> <div> [0] (Default): Roman 8 [1]: ISO 8859-1 Latin 1 [2]: ISO 8859-2 Latin 2 [3]: ISO 8859-9 Latin 5 [4]: ISO 8859-10 Latin 6 [5]: PC-8 [6]: PC-8 DN [7]: PC-775 [8]: PC-850 [9]: PC-852 [10]: PC-1004 (OS/2) [11]: PC Turkish [12]: Windows 3.1 Latin 1 [13]: Windows 3.1 Latin 2 [14]: Windows 3.1 Latin 5 [15]: DeskTop [16]: PS Text [17]: MC Text </div> <div> [18]: Microsoft Publishing [19]: Math 8 [20]: PS Math [21]: Pi Font [22]: Legal [23]: ISO 4 United Kingdom [24]: ISO 6 ASCII [25]: ISO 11 Swedish:names [26]: ISO 15 Italian [27]: ISO 17 Spanish [28]: ISO 21 German [29]: ISO 60 Norwegian v1 [30]: ISO 69 French [31]: Windows 3.0 Latin 1 [32]: Windows Baltic [33]: Symbol [34]: Wingdings [35]: UCS-2 </div> </div> |
| Font size | 209 | [400] - [5000] (Default: [1200]): 4.00 to 50.00 point |
| Font pitch | 210 | [600] - [2400] (Default: [1000]): 5 to 128 line |
| Form line | 211 | [5] - [128] (Default: [64]): 6.00 to 24.00 point |
| Quantity | 212 | <div> [1] - [999] (Default: [1]): 1 to 999 sets </div> <div> Important <ul style="list-style-type: none"> When the output quantity is specified by a client, that number of copies is printed. After printing, the number set on the control panel is overwritten with the number newly specified. However, the number of copies specified from the LPD port will not overwrite the number set on the control panel. </div> |
| Image enhance | 213 | Image Enhancement smoothens the border between black and white, reducing rough edges, and thus seemingly increasing the resolution. [0]: Off [1] (Default): On |
| HexDump | 214 | Sets whether to enable a hex dump. [0] (Default): Off [1]: On |
| Draft mode | 215 | When printing in black and white, prints the portion printed in black by using the draft mode. This feature is enabled for the entire document. [0] (Default): Off [1]: On |
| Color mode | 216 | [0] (Default): Auto [1]: Color [2]: Mono |
| Binding | 217 | [0] (Default): LEF [1]: SEF |
| Line termination | 218 | Sets line termination processing. [0] (Default): Off [1]: Add-LF (Appends an LF to CR) [2]: Add-CR (Appends a CR to LF and FF) [3]: CR-XX (Appends a CR to LF and FF, and LF to CR) |
| Default custom paper size | 219 (Short edge) | Specifies the default custom paper size. [2100] (Default short-edge value): 210.0 mm [2970] (Default long-edge value): 297.0 mm |

| Parameter | Item No. | Value |
|---------------------------|-----------------|--|
| Default custom paper size | 220 (Long edge) | [0] - [9999]: 0 to 999.9 mm |
| Print Quantity Setup | 221 | Sets the method for specifying the number of copies to print. [0]: Protocol [1]: Panel [2] (Default): Command |

HP-GL/2 Emulation

Factory Default Settings

In HP-GL or HP-GL/2 emulation mode factory default setting, the document is reduced or enlarged to print according to the paper size (Auto Layout).



■ Paper Margin

The paper size is set to A series paper by factory default. If the print data is larger than the active coordinates area, the device prints the data on the next larger A series paper (for example, the next larger size of A5 is A4).

When you set the paper margins, however, the active coordinates area is determined by subtracting the area set in paper margins from the active coordinates area obtained in the area determination mode. Therefore, set the paper margins if the data is printed on larger paper than specified.

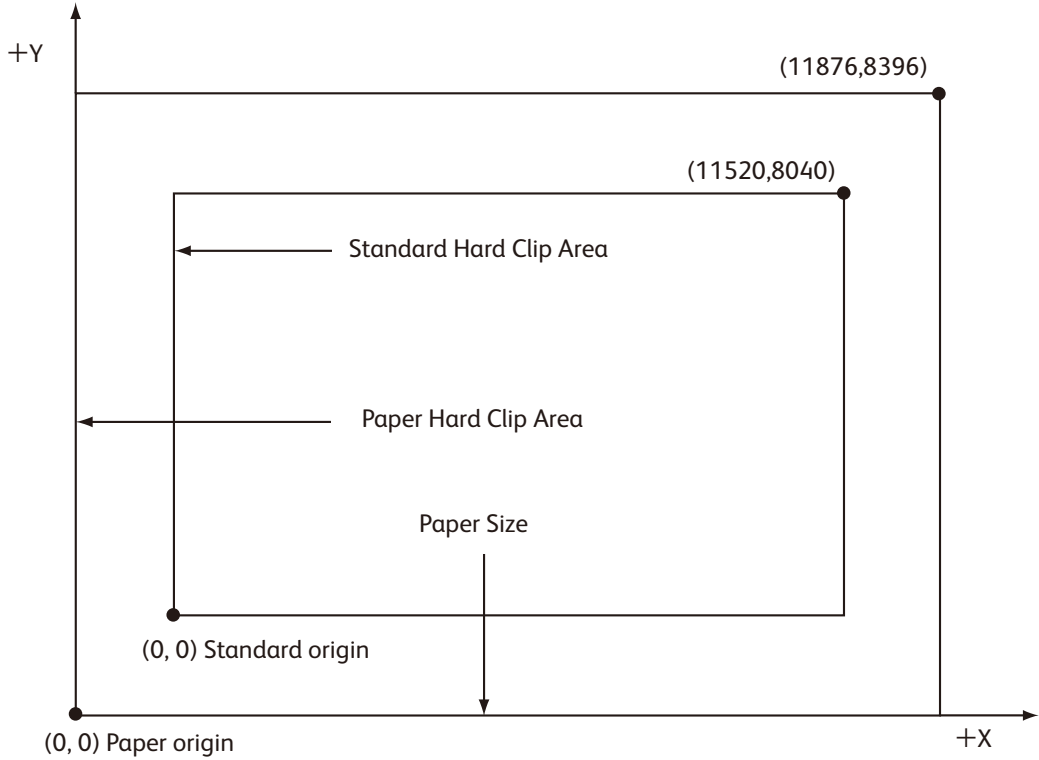
Hard Clip Area

In the HP-GL mode, the plottable area is determined in line with the paper size, apart from the printable area. This area is called the "hard clip area", and determines the maximum range of pen movement. Accordingly, images cannot be drawn outside the boundary of the hard clip area. This device allows you to select a hard clip area from the following:

- Standard
Defines the printable area of the device as the hard clip area.
- Paper
Defines a size same as the paper size as the hard clip area. However, the area that allows actual printing is within the printable area.

The hard clip area can be set either with HP-GL emulation mode settings or by the specified hard clip command "&I".

The following coordinate values present an example of when the origin is set at the lower left (Auto Layout in HP-GL/2) of A4 sheet.



Printable Area

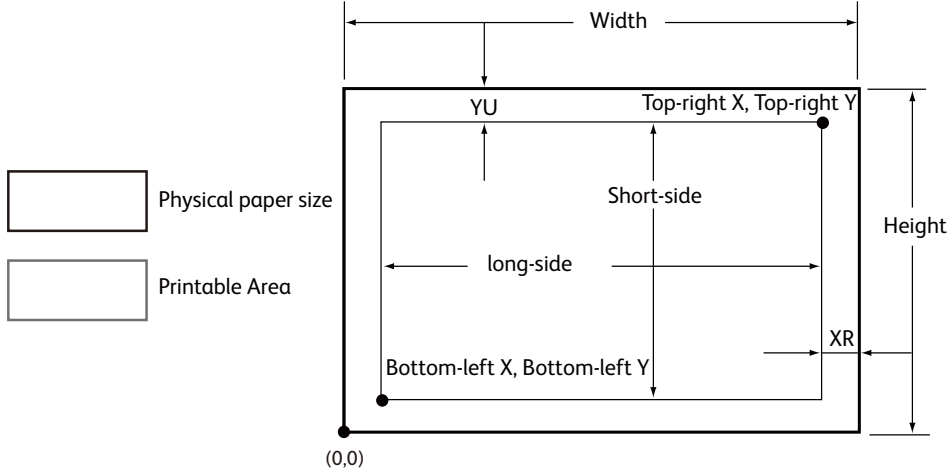
The printable area in the HP-GL mode is as follows:

■ **Paper Size and Printable Area**

| Paper size | Paper Length (1/7200 inch) | | Coordinate Value (1/7200 inch) | | | | | | | |
|------------|----------------------------|--------|--------------------------------|---------------|----------------|------------|----------------|-------------|--------|------|
| | X Axis | Y Axis | Margin | | Printable Area | | Top-right Edge | | Margin | |
| | Width | Height | Bottom-left X | Bottom-left Y | Long Side | Short Side | Top-right X | Top-right Y | XR | YU |
| A4 | 84168 | 59508 | 1260 | 1260 | 81648 | 56988 | 82908 | 58248 | 1260 | 1260 |
| A5 | 59508 | 41940 | 1260 | 1260 | 56988 | 39420 | 58248 | 40680 | 1260 | 1260 |
| B5 | 72828 | 51588 | 1260 | 1260 | 70308 | 49068 | 71568 | 50328 | 1260 | 1260 |

Note

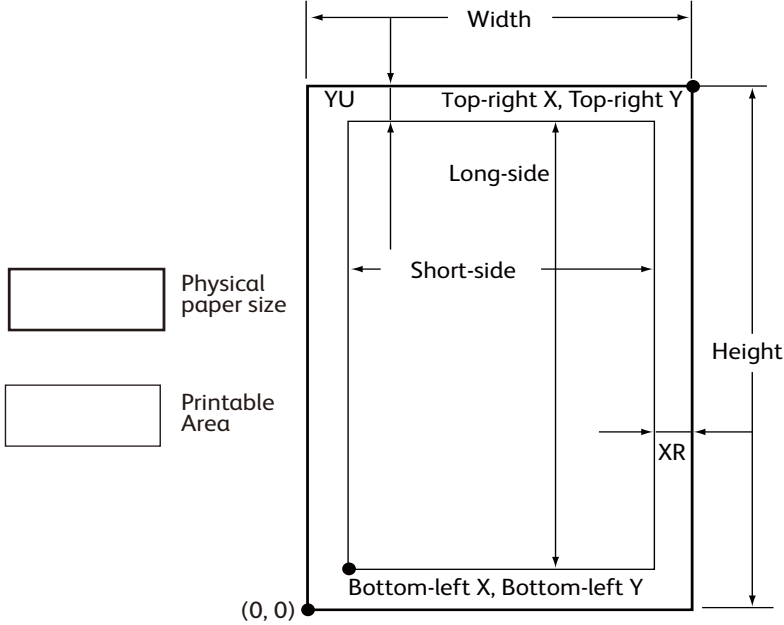
- The HP-GL emulation supports three paper sizes: A5, A4, and B5.



| Paper size | Paper Length (1/7200 inch) | | Coordinate Value (1/7200 inch) | | | | | | | |
|------------|----------------------------|--------|--------------------------------|---------------|----------------|------------|----------------|-------------|--------|------|
| | X Axis | Y Axis | Margin | | Printable Area | | Top-right Edge | | Margin | |
| | Width | Height | Bottom-left X | Bottom-left Y | Long Side | Short Side | Top-right X | Top-right Y | XR | YU |
| A4 | 59508 | 84168 | 1260 | 1260 | 56988 | 81648 | 58248 | 82908 | 1260 | 1260 |
| A5 | 41940 | 59508 | 1260 | 1260 | 39420 | 56988 | 40680 | 58248 | 1260 | 1260 |
| B5 | 51588 | 72828 | 1260 | 1260 | 49068 | 70308 | 50328 | 71568 | 1260 | 1260 |

Note

- The HP-GL emulation supports three paper sizes: A5, A4, and B5.



Auto Layout

■ What is Auto Layout?

Auto Layout is a function that evaluates document size using the HP-GL data entered from a host system and enlarges or reduces the document size corresponding to the paper size so that data plotted is placed in the center of the paper. Using the Auto Scaling/Auto Layout function enables you to print a document in the HP-GL mode without concern for document size and origin position.

All Auto Layout settings can be made in the [HP-GL/2 Emulation] screen (Select [Print Mode] > [HP-GL/2 Emulation] > [Programming]). The settings cannot be made with advanced commands.

■ Enabling Auto Layout

To enable Auto Layout, enter Item Numbers and Values on the [HP-GL/2 Emulation] screen as follows:

- Set [Document size ([101])] to [Auto ([99])].
- Set [Auto layout ([106])] to [ON ([0])] to set the origin position.
- Set [Scaling ([159])] to [ON ([1])].
- Select a method for obtaining the active coordinate area using the area determination mode.
- Set the paper margin using [Paper margin ([162])].
- Set the scaling mode.

■ Setting Item Details

◆ Document Size

To set Document size to Auto, enter [101] to the [Item Number] box and select [Change Value], and then enter [99] to the [New Value] box and select [Save]. Once you set Document size to Auto, you can set Auto layout to ON.

◆ Auto Layout

Enabling Auto layout activates the settings for scaling, area determination mode, paper margins, and scaling mode.

◆ Scaling

Set whether the original size is enlarged or reduced so that the document size fits the paper size.

◆ Area Determination Mode

The following methods are available to obtain an active coordinates area using HP-GL data.

- Auto

Automatically selects the method of determining the active coordinates area from PS, IW, IP, and Adapted in that order of priority.

- IW

The area specified by the last IW command in the data becomes the active coordinates area. If there are no IW commands in the data, the active coordinates area is determined by Adapted.

- IP

The coordinates encompassing all areas specified by IP commands in the data becomes the active coordinates area. If there are no IP commands in the data, the active coordinates area is determined by Adapted.

- Adapted

The active coordinates area is determined by the following conditions:

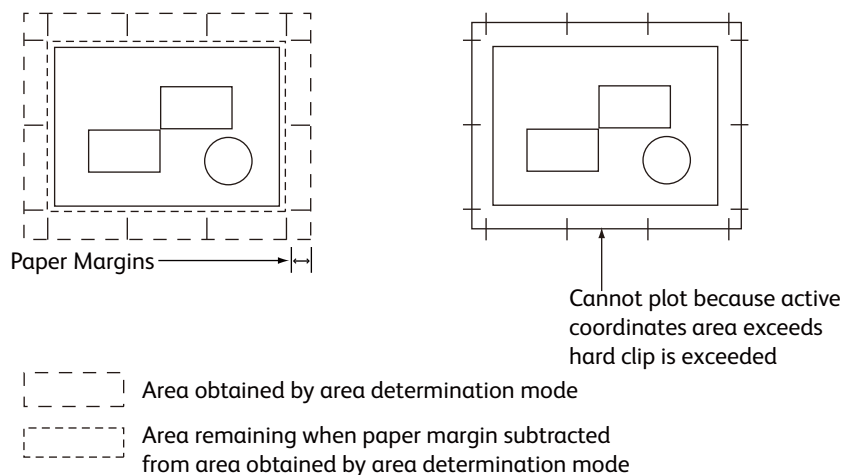
- Minimum/Maximum position coordinates plotted by drawing commands
- Maximum font size specified within the page
- Maximum line width

- PS

The coordinates encompassing all areas specified by PS commands in the data becomes the active coordinates area. If there are no PS commands in the data, the active coordinate area is determined by Adapted.

◆ Paper Margin

Set the range from 0 to 99 mm. The default value is 0 mm. To get the active coordinates area, subtract the area set in paper margins from the active coordinates area obtained in the area determination mode.



◆ Scaling Mode

Select the mode for determining the document size from the obtained active coordinates area. Use active coordinates area to determine whether the paper orientation will be portrait or landscape.

- If it is an Active Coordinates Area

To obtain the document size, subtract the area specified in paper margins from the active coordinates area obtained in the area determination mode.

- If it is a Paper Size

Set the document size from the obtained active coordinates area and the origin point setting. The document size can be selected from six sizes of A series paper (A0, A1, A2, A3, A4, or A5).

■ How to Determine Document Size

The document size is determined by comparing with the hard clip area of each paper size based on the active coordinates area obtained in the scaling mode, paper margin, and area determination mode.

◆ If the Scaling Mode is a Paper Size

- 1) Obtain the coordinate area to be active from the HP-GL data entered, in accordance with the area determination mode.
- 2) As a margin, add the larger value of either the font size specified in the page, the default size or one half the specified pen width, to the active coordinates area obtained in step 1.
- 3) Subtract the value set in paper margins from the active coordinates area obtained in step 2.
- 4) The minimum size that includes the active coordinates area obtained in step 3 will be the document size.

◆ If the Scaling Mode is the ACA

- 1) Obtain the coordinate area to be active from the HP-GL data entered, in accord with the area determination mode.
- 2) As a margin, add the larger value of either the font size specified in the page, the default size or one half the specified pen width, to the active coordinates area obtained in step 1.
- 3) Subtract the value set in paper margins from the active coordinates area obtained in step 2.
- 4) The ACA obtained in the process up to step 3 will be the document size.

- For Example:

If the following data is entered when the scaling mode is paper size, origin position is Auto, paper margin is 10 mm, and area determination mode is IP:

All pen width settings are 0.1 mm.

The following data does not contain a character size specification command and the A3 physical size of the area specified by IP/IW.

IN;

IP-8399,-5938, 8399, 5938;

IW-8399,-5938, 8399, 5938;

PU;

SP1;

:

:

SPO;

- 1) As the area determination mode is IP, the active coordinates area is specified as the area -8399,-5938,8399,5938 by an IP command.

- 2) Because there are no font size specification commands and all pen widths are 0.1 mm in the above example, add the height/2 of the default font size for A3 size paper (75 plotter units) to the active coordinates area obtained in step 1.

The active coordinates area obtained in step 2 is -8474,-6013,8474,6013.

- 3) The value set in paper margins (10 mm = 400 plotter units) is subtracted from the active coordinates area obtained in step 2.

The active coordinates area obtained in step 3 is -8074,-5613,8074,5613.

- 4) As the active coordinates area obtained in step 3 exceeds the A4 size and is A3 size, the document size is determined to be A3.

In addition, when the paper margin setting is 0 mm and the active coordinates area is -8474,-6013,8474,6013, and this exceeds A3, but is A2 or smaller, the document size is determined to be A2.

■ How to Determine Paper Size

If the operation panel settings are as follows, the paper size is determined as below.

Document size: Auto

Paper Tray: Auto

The method for determining the paper size differs according to the paper size and scaling mode settings on the operation panel.

◆ If the Paper Size Setting is A Sizes

The paper sizes among the two sizes (A4 or A5) that are actually loaded in the trays become the possible paper size.

If A series paper (A4 or A5) is not loaded in the trays, both sizes, A4 and A5 become possible sizes; a message is displayed on the touch screen prompting the user to load A series paper.

◆ If the Paper Size Setting is Auto

The paper sizes among the two sizes (A4 or A5) that are actually loaded in the trays become the possible paper size.

If A4 or A5 paper is not loaded in the trays, both sizes, A4 and A5 become possible sizes; a message is displayed on the touch screen prompting the user to load paper.

◆ If the Scaling Mode Setting is Paper Size

If the paper size and the document size are the same, select paper that is the same size as the document.

If the document size is larger than any possible paper sizes, select the largest paper.

If the document size is smaller than any possible paper sizes, select the smallest paper.

◆ If the Scaling Mode Setting is ACA

Select the smallest paper size that can contain the ACA.

If the active coordinates area is larger than any possible paper sizes, select the largest paper.

If the active coordinates area is smaller than any possible paper sizes, select the smallest paper.

Note

- If the document size is set to anything other than Auto, the paper size is the one set on the control panel.
- If the paper tray is set to Auto, the paper size is the one loaded in each tray. However, If paper whose size is not supported is loaded, an error message will be displayed prompting the user to load a supported paper.

■ How to Determine the Scaling Ratio

When auto scaling is being used, although the scaling ratio is determined by document size and paper size, it differs according to the scale mode setting.

Note

- To activate scaling, set the scaling to ON on the [HP-GL/2 Emulation] screen. If it is set to OFF, it is plotted at the same scale (100%).

◆ If the Document Size is Auto and the Scaling Mode is Paper Size

The hard clip setting is inactive. The hard clip area is always the paper's hard clip area.

- If the document size = paper size, it plots at the same scale (100%).
- If the document size > paper size, it plots at a reduced scale.
- If the document size < paper size, it plots at the same scale (100%).

| | | Paper Size | | |
|---------------|----|------------|-----|-----|
| | | A4 | A5 | B5 |
| Document Size | A0 | 25 | 100 | 100 |
| | A1 | 35 | 25 | 31 |
| | A2 | 50 | 35 | 43 |
| | A3 | 71 | 50 | 61 |
| | A4 | 100 | 71 | 87 |
| | A5 | 100 | 100 | 100 |

Unit: Percent (%)

If the origin position of the plotting position is Layout, the document is placed and drawn in the center.

If the origin position is bottom left or center, the origin of the document and the paper are aligned and drawn.

◆ **If the Document Size is Auto and the Scaling Mode is ACA**

The hard clip setting is inactive. The hard clip area is always the advanced hard clip area.

The scaling factor is determined according to the ACA and the paper size. The range for the ACA for each paper size is as follows:

| Paper Size | 0 Degrees | | | | 90 Degrees | | | |
|------------|-----------|-----------|-----------|-----------|------------|-----------|-----------|-----------|
| | Min Value | | Max Value | | Min Value | | Max Value | |
| | P2x - P1x | P2y - P1y | P2x - P1x | P2y - P1y | P2x - P1x | P2y - P1y | P2x - P1x | P2y - P1y |
| A4 | 5485 | 3828 | 51200 | 35733 | 3828 | 5485 | 35733 | 51200 |
| A5 | 3828 | 2648 | 35733 | 24720 | 2648 | 3828 | 44088 | 35733 |
| B5 | 4723 | 3297 | 44088 | 30773 | 3297 | 4723 | 30773 | 44088 |

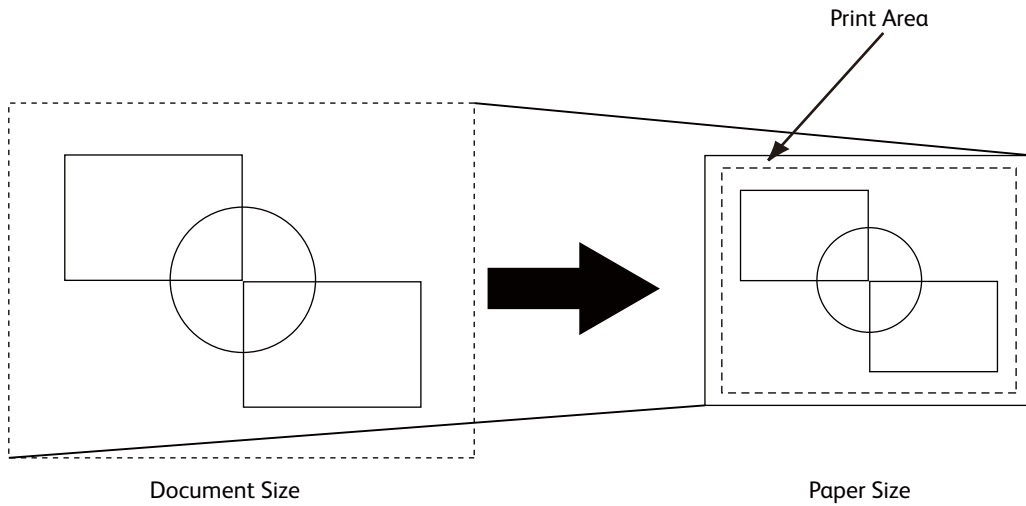
Unit: Plotter Unit

The maximum scaling factor is 210 % of the advanced hard clip area for each paper size and the minimum scaling factor is 22.5 %.

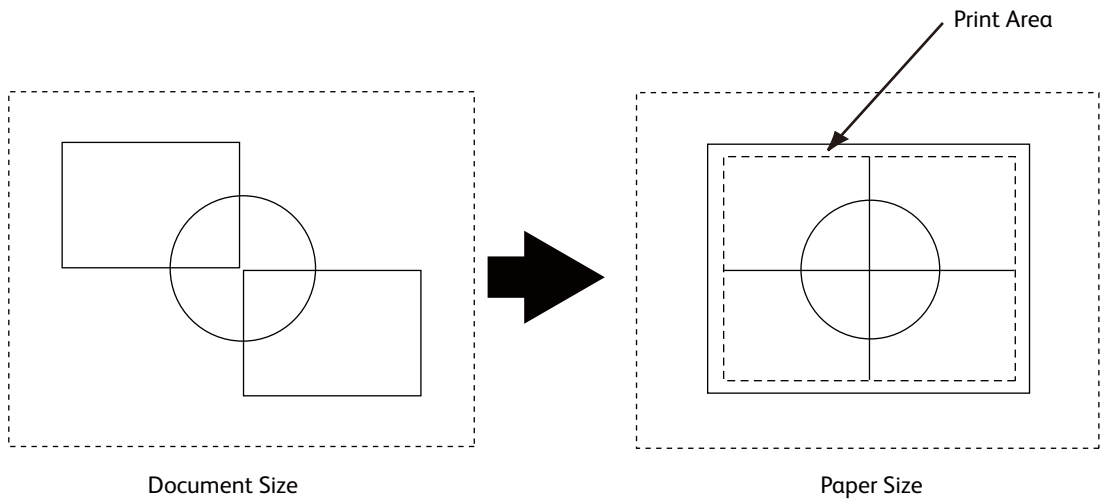
■ Examples of Combinations of Each Function

The following are examples showing the print results that can be achieved by combining various functions.

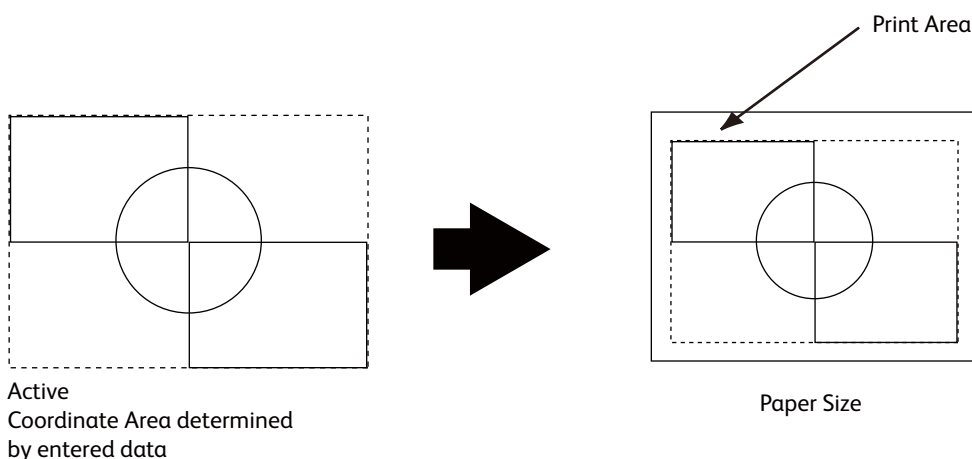
◆ **Document: Auto, Coordinate Origin: 0 Degrees, Scaling Mode: Paper Size, Scaling: ON**



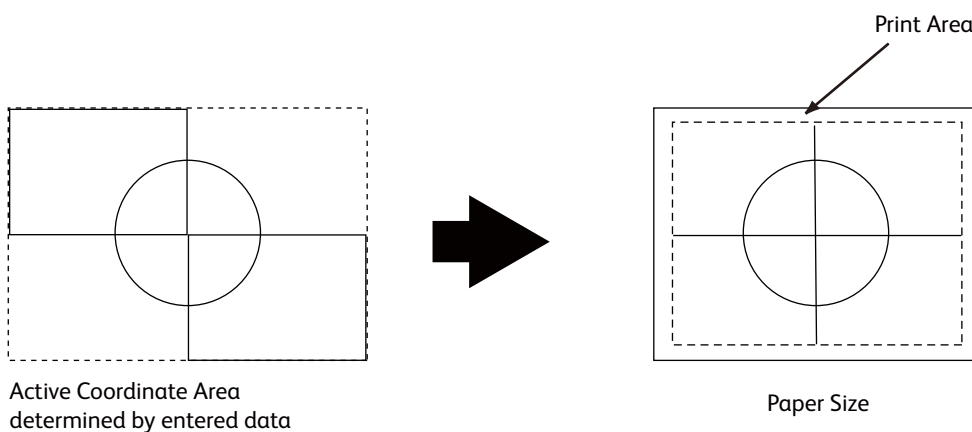
◆ **Document: Auto, Coordinate Origin: 0 Degrees, Scaling Mode: Paper Size, Scaling: OFF**



◆ **Document: Auto, Coordinate Origin: 0 Degrees, Scaling Mode: Active Coordinate Area, Scaling: ON**



◆ **Document: Auto, Coordinate Origin: 0 Degrees, Scaling Mode: Active Coordinate Area, Scaling: OFF**



Setting Menu Item Related to the HP-GL/2 Mode

■ [Port Settings]

Set the port used in emulation modes under [Device] > [Connectivity & Network Setup] > [Port Settings].

- Port Status (LPD/IPP/USB-/Port 9100)

Enables the ports to be used in the emulation mode.

- [USB - Print Mode]

Sets the print mode of the USB port so that it can be used by HP-GL/2 emulation. Select [HP-GL/2] as the print mode.

Note

- [USB - Print Mode] sets the method of processing data received from host interfaces. If this is set to [HP-GL/2] here, the device will not switch languages automatically as described in "Switching between Printer Languages" (P.479).
- The print mode can also be specified for each protocol (LPD, IPP, Port 9100, or WSD) from CentreWare Internet Services.

■ [Allocate Memory]

Specify the amount of memory used by HP-GL/2 Auto Layout memory in [Device] > [App Settings] > [Print Settings] > [Allocate Memory].

- [HP-GL/2 Auto Layout Memory]

You can specify the amount of memory allocated for storing print data for Auto Layout.

HP-GL/2 Settings List

Items that can be set using the HP-GL/2 mode menu are explained in two groups: basic settings and extended settings.

Basic Settings




| Parameter | Item No. | Value |
|---------------|----------|--|
| Document size | 101 | <p>[0]: A0 [1]: A1 [2]: A2 [3]: A3 [4]: A4 [5]: A5 [10]: B0 [11]: B1 [12]: B2 [13]: B3 [14]: B4 [15]: B5 [99] (Default): Auto [100]: Paper</p> <p>When [Auto] is selected, the settings of the Scaling mode, the Area Determination mode, and the Paper Margin settings of Print Control become enabled.</p> <p>Note</p> <ul style="list-style-type: none"> • If the document size other than [Auto] is selected, the settings under [Auto layout] become [OFF]. • Depending on the combination of [Document size] and [Paper size], the document is printed at a scale of 100%. |
| Paper size | 102 | <p>Set the paper size of when [Paper tray] is set to [Auto] or [Tray 5]. Only cut sheet can be set.</p> <p>[4]: A4 [5]: A5 [15]: B5 [99]: Auto [101] (Default): A Size</p> <p>Important</p> <ul style="list-style-type: none"> • When Trays 1 to 4 is selected, [Paper size] cannot be set. The paper size loaded in the specified tray is displayed. <p>Note</p> <ul style="list-style-type: none"> • If [A Size] or [Auto] is selected, the settings become as follows: <ul style="list-style-type: none"> - When [Document size] is set to other than [Auto], [Paper size] is set to [A4]. • Depending on the combination of [Document size] and [Paper size], [?] may be displayed for the magnification. In this case, the document is printed at a scale of 100%. |





| Parameter | Item No. | Value |
|---------------------|----------|---|
| Paper tray | 103 | [0] (Default): Auto [1]: Tray1 [2]: Tray2 [3]: Tray3 [4]: Tray4 [5]: Tray5 Note <ul style="list-style-type: none"> When [Auto] is selected and paper of the same size in the same orientation in multiple trays is loaded, paper will be fed in the order of Tray 1 → Tray 2 → Tray 3 → Tray 4. If paper of the same size is loaded in multiple trays but in different orientations, feeding of the paper loaded in the landscape orientation is prioritized. |
| Coordinate rotation | 104 | [0] (Default): 0 degrees [1]: 90 degrees |
| Color mode | 105 | [0]: Color [1] (Default): Grayscale [2]: Black pen |

Extended Settings

| Parameter | Item No. | Value |
|---------------------|---|--|
| Auto layout | 106 | Selects whether to perform auto layout of the document or not. [0] (Default): ON [1]: OFF |
| Active palette | 107 | Selects whether to use a pen specified by command or set on the panel. [0] (Default): Command [1]: Panel |
| No. of prints | 108 | [1] - [250] (Default: 1): 1 - 250 |
| 2 sided printing | 110 | [0] (Default): None [1]: Head to head [2]: Head to toe |
| Alphanumeric fonts | 112 | Sets the font for single-byte characters. Reference <ul style="list-style-type: none"> For more information on fonts, refer to "Available Fonts" (P.480). [0] (Default): Stroke [1]: Roman [2]: Sans serif |
| Position adjustment | 113 (Vertical position adjustment) | Adjusts the hard clip area vertically or horizontally. You can set from -250 mm to +250 mm in 1 mm increments. [0] (Default): Does not move the hard clip area. [1] - [250]: -250 to -1 mm [251] - [500]: +1 to +250 mm |
| | 114 (Horizontal position adjustment) | |
| | | Important <ul style="list-style-type: none"> Data outside the printable area is not printed regardless of the adjustment of the print position. In addition, data moved outside the printable area as a result of adjusting the print position is not printed. |
| Number of sets | 115 | Sets the method for specifying the print sets. [0] (Default): Protocol [1]: Panel [2]: Command |

| Parameter | Item No. | Value |
|---------------|----------------------------|---|
| Print control | 150 (HP-GL mode) | <p>Selects a graphics language. This setting affects to IW, OW, and UC of HP-GL/2 commands. [0] (Default): HP-GL [1]: HP-GL/2</p> <p>Note</p> <ul style="list-style-type: none"> To print HP-GL/2 command that does not include BP command, select [HP-GL/2]. |
| | 151 (Hard clip) | <p>Sets the size of hard clip area. In HP-GL mode, the plottable area is determined in line with the paper size, apart from the printable area. This area is called the "hard clip area", and determines the maximum range of pen movement. Accordingly, images cannot be drawn outside the boundary of the hard clip area. [0]: Standard [2] (Default): Paper</p> |
| | 152 (Eject command SP) | <p>Sets the command that indicates the end of plotting. When the command specified here is received, plotting is terminated and the paper is output. [0] (Default): OFF [1]: ON The default value is [ON] for SPO, and [OFF] for the others.</p> <p>Note</p> <ul style="list-style-type: none"> If multiple commands are specified, when one of the commands is received, plotting is terminated and the paper is output. |
| | 153 (Eject command SPO) | |
| | 154 (Eject command NR) | |
| | 155 (Eject command FR) | |
| | 156 (Eject command PG) | |
| | 157 (Eject command AF) | |
| | 158 (Eject command AH) | |
| | 159 (Scaling) | |
| | 160 (Scaling mode) | <p>Selects the document size for auto scaling: A series paper (A0, A1, A2, A3, A4, and A5) or the active coordinate area which is determined accordance with the setting selected in Area Determination Mode. [0] (Default): Paper Size [1]: Active Coordinate Area</p> <p>Note</p> <ul style="list-style-type: none"> [Active Coordinate Area] can be selected only when [Auto layout] is set to [ON]. When [OFF] is selected, [Scaling mode] becomes [Paper Size]. The setting of the scaling mode is valid when [Document size] is set to [Auto]. |

| Parameter | Item No. | Value |
|----------------------------------|--|--|
| Print control | 161 (Active area determination command) | <p>Sets the method to obtain the active coordinate area when auto scaling is being used.</p> <p>[0] (Default): Auto [1]: PS [2]: IW [3]: IP [4]: Adapted</p> <p>Note</p> <ul style="list-style-type: none"> The setting of the active area determination command is valid when [Document size] is set to [Auto]. |
| | 162 (Paper margin) | <p>Sets the paper margin when auto scaling is being used.</p> <p>[0] - [99] (Default: 0): 0 to 99 mm</p> <p>Note</p> <ul style="list-style-type: none"> The setting of the paper margin is valid when [Document size] is set to [Auto]. |
| | 163 (Image enhancement) | <p>Sets whether to perform image enhancement, which artificially increases the resolution of an image and smooth its edges.</p> <p>[0]: OFF [1] (Default): ON</p> |
| Manual feed tray check indicator | 165 | <p>[0]: None [1] (Default): Yes</p> |
| Emulation target printer | 169 | <p>Select the device to emulate.</p> <p>[0] (Default): HP750 [1]: FX4036</p> |
| Pen attributes | 800-815 (Pen width) (No. 0-No.15) | <p>Set the width (thickness of the line) of the 16 pens (No. 00 to 15). You can set the width from 0.0 to 25.5 mm in 0.1 mm increments. No. 00 denotes Item No. 800.</p> <p>[0] - [255] (Default: 3): 0 to 25.5 mm</p> <p>Note</p> <ul style="list-style-type: none"> If the image is reduced by concern with the relationship between [Document size] and [Paper size] settings, the pen width is reduced accordingly to 0.1 mm at the smallest. The width of the line gets thick symmetrically with respect to the center of the line. If the width is set to 0.0 mm, nothing is plotted. This item does not apply to the character represented by fonts other than the stroke fonts. |
| | 850-865 (Line end shape) (No. 0-No.15) | <p>Set the line end shape of the 16 pens (No. 00 to 15). No. 00 denotes Item No. 850.</p> <p>[0] (Default): Cut [1]: Round [2]: Rectangular [Cut]</p> <p>: specified coordinate [Round]</p> <p>: specified coordinate [Rectangular]</p> <p>: specified coordinate</p> <p>Note</p> <ul style="list-style-type: none"> This item does not apply to the character represented by fonts other than the stroke fonts. |

| Parameter | Item No. | Value |
|----------------|--|---|
| Pen attributes | 900-915 (Pen intersects) (No. 0-No.15) | <p>Set the process for when pens' lines intersect for 16 pens (No. 00 to 15).No. 00 denotes Item No. 900.</p> <p>[0] (Default): None [1]: Intersect [2]: Round [3]: Cut [None]</p>  <p>[Intersect]</p>  <p>[Round]</p>  <p>[Cut]</p>  <p>Note</p> <ul style="list-style-type: none"> • [None] is suitable for drafts because it takes shortest processing time. • If a symbol is set by symbol command, the link process is not executed. The symbol command is an HP-GL/2 command for specifying a symbol. • This item does not apply to characters. |
| | 950-965 (Pen density) (No. 0-No.15) | <p>Sets the density of the 16 pens (No. 00 to 15). You can set the density from 0 to 250 % in 1 % increments. The default value is [0] for No. 0, and [100] for the others. No. 00 denotes Item No. 950.</p> <p>[0] - [255]: 0 to 250 (density)</p> |

PDF Direct Print

PDF Direct Print is a feature that prints PDF files by directly using the lpr command instead of a print driver. When this feature is used, the following items will be printed based on the settings of [PDF] under [Print Mode].

- Output Quantity
- 2 Sided Printing
- Print Mode
- Collate
- Layout
- Paper Size
- Output Color
- Print Processing Mode

Note

- Two types of the PDF Direct Printing methods are available: the genuine Adobe PDF Direct Print and the non-PostScript PDF Direct Print (PDF Bridge). You can select which method to prioritize in the System Administration mode.
- When you use the lpr command to print, the "Output Quantity" setting under [PDF] will be invalid. Specify the number of copies to be printed in the lpr command. If the copy quantity is not specified in the lpr command, only one copy is printed.
- Before you print PDF file using the lpr command, enable the LPD port of the device through the touch screen or CentreWare Internet Services.

Mode Menu Screen

Allows you to set the menu items for the DocuWorks direct print feature. To display the mode menu screen, tap [Print Mode] and select [PDF].

[Programming]

Check or change the value set for the PDF direct print feature item number.

- Enter the feature's item number to [Item Number] to display the current setting.
- To change the setting, enter the new value to [New Value] and then tap [Save].

[Password]

If a file to be printed is locked by a password, register the password beforehand. You can print the file only when the password of the file matches the registered password.

PDF Direct Print Settings

This section describes the available settings with the PDF Direct Print feature.

The settings configured here are valid when printing PDF files without using "ContentsBridge" provided by Fuji Xerox.

Note

- For information on printing PDF files using ContentsBridge Utility, refer to the Media Information provided on the Media (Software/Product Manual).

| Setting Item | Item Number | Value |
|------------------|-------------|---|
| Output quantity | 401 | [1-999] (Default: 1): 1-999 sheets |
| 2 sided printing | 402 | [0] (Default): 1 Sided [1]: 2 Sided, Flip on Long Edge [2]: 2 Sided, Flip on Short Edge |

| Setting Item | Item Number | Value |
|--------------|-------------|--|
| Print mode | 403 | [0] (Default): Standard [1]: High Speed [2]: Fine |
| Collate | 404 | [0] (Default): Off [1]: On |
| Layout | 405 | Note <ul style="list-style-type: none"> This item can be set when [PDF Bridge] is selected for [Process Mode]. [0] (Default): Auto % [1]: Booklet [2]: 2-up [3]: 4-up [4]: 100 % (size-by-size) |
| Paper size | 406 | [0] (Default): Auto [1]: A4 |
| Output color | 407 | [0] (Default): Auto [1]: Black |
| Process mode | 408 | Sets the print processing mode when you use the PDF Direct Print feature. [0] (Default): PDF Bridge [1]: PS [PDF Bridge] processes PDF files using the PDF Direct Print feature provided by Fuji Xerox. [PS] processes PDF files using the PostScript feature provided by Adobe. Note <ul style="list-style-type: none"> This item is displayed when the PostScript Software kit (optional) is installed. The print results may differ between the [PDF Bridge] and [PS] selections. When [PS] is selected, the [Layout] setting becomes invalid. |

DocuWorks Direct Print

DocuWorks Direct Print is a feature that prints DocuWorks files by using the lpr command directly instead of a print driver. When this feature is used, the following items will be printed based on the settings of [DocuWorks Printer Settings] under [Print Mode].

- Output Quantity
- 2 Sided Printing
- Print Mode
- Collate
- Layout
- Paper Size
- Output Color

Important

- You cannot print DocuWorks files with Japanese fonts used.

Note

- When you use the lpr command to print, the "Output Quantity" setting under [DocuWorks Printer Settings] will be invalid. Specify the number of copies to be printed in the lpr command. If the copy quantity is not specified in the lpr command, only one copy is printed.
- Before you print DocuWorks file using the lpr command, enable the LPD port of the device through the touch screen or CentreWare Internet Services.

Mode Menu Screen

Allows you to set the menu items for the PDF direct print feature. To display the mode menu screen, tap [Print Mode] and select [DocuWorks Printer Settings].

[Programming]

Check or change the value set for the DocuWorks direct print feature item number.

- Enter the feature's item number to [Item Number] to display the current setting.
- To change the setting, enter the new value to [New Value] and then tap [Save].

[Password]

If a file to be printed is locked by a password, register the password beforehand. You can print the file only when the password of the file matches the registered password.

DocuWorks Direct Print Settings

This section describes the available settings with the DocuWorks Direct Print feature.

The settings configured here are valid when printing DocuWorks files without using "ContentsBridge" provided by Fuji Xerox.

Note

- For information on printing DocuWorks files using ContentsBridge Utility, refer to the Media Information provided on the Media (Software/Product Manual).

| Setting Item | Item Number | Value |
|------------------|-------------|---|
| Output quantity | 501 | [1-999] (Default: 1): 1-999 sheets |
| 2 sided printing | 502 | [0] (Default): 1 Sided [1]: 2 Sided, Flip on Long Edge [2]: 2 Sided, Flip on Short Edge |

| Setting Item | Item Number | Value |
|--------------|-------------|--|
| Print mode | 503 | [0] (Default): Standard [1]: High Speed [2]: Fine |
| Collate | 504 | [0] (Default): Off [1]: On |
| Layout | 505 | [0] (Default): Auto % [2]: 2-up [3]: 4-up [4]: 100 % (size-by-size) |
| Paper size | 506 | [0] (Default): Auto [1]: A4 |
| Output color | 507 | [0] (Default): Auto [1]: Black |

Web Applications

Web Applications Overview

Web Applications is a service that allows you to access to web applications via a network using the browser on the device in order to display and store data.

The device provides the following features:

- Accessing web applications from the device, and displaying the web application screen on the device
- Storing scanned documents directly in a web application folder
- Printing a file directly that is stored on a remote server

Note

- The web applications that can be displayed on the device are those which are compatible with the device. You cannot access website on the Internet.

Server Setup

Register the destination server with the device.

Note

- If there are many servers to register, it is helpful to assign the servers to the buttons displayed on the Home screen. For details, refer to "Customizing the Home Screen" (P.78).

- 1 Tap [Device] on the Home screen.
- 2 Tap [App Settings] > [Web Applications Setup].
- 3 Tap [Server Setup] to select the server number to register.
- 4 Enter the server URL and then tap [OK].

Note

- When you connect the web application server specifying the version of the web browser, enter the version into between the protocol type (such as "http" or "https") and the colon. For example, to connect using V4, enter as "http-v4://www.example.com".
- When you have made a connection specifying the version of the web browser in the URL, the setting for [Web Applications Version] will be invalid.

- 5 Configure other settings as necessary.

■[Server Name]

Enter the access destination name.

■[Description]

Enter the description of the access destination.

■[Use User ID]

Set whether to require User ID and password to access web applications.

Note

- Even if you set to [No], User ID and password may be required at access.
- When you set [No] for this item while [Log In to Remote Accounts] is set for [Login Type], the access to web application will be made using the user information authenticated on the device.

Reference

- You can set whether or not to display the authentication confirmation screen at accessing the web application. Refer to "[When Sending User Details]" (P.298).

■[User ID]

Enter the User ID to access the remote service.

Important

- Depending on the settings on the remote service, the entry for [User ID] may be invalid. Check the settings on the remote service.

Note

- Along with [User ID], set also [Password].
- All the specified settings are ignored if the remote service to be connected requires other than a user ID and its password for authentication.

■[Password]

Enter the password to be used for the authentication.

■[Notify Device/Authentication]

Set whether or not to notify the remote server of device information and user authentication information every time the device connects to the remote service.

Note

- The remote service determines whether to use the information.

■[Notify Authorization Info]

Set whether or not to notify the remote service of user authorization information every time the device connects to the remote service.

■[Functional Code]

Set the functional code as necessary when you use a remote linkage service.

Server Certificate Verification Settings

When accessing Application Web Server (ASP) located on the Internet zone or anywhere, you can set to verify the server certificate to prevent phishing attacks, as same as the web browser of Windows.

Verifying the server certificate uses the root certificate of the certification authority that issues server certificates (CA certificate).

Note

- The CA certificate formats that can be used are as follows:
 - DER encoded binary X.509 (.CER)
 - Base64 encoded X.509 (.CER)
 - Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)

Reference

- For details, refer to "Encrypting HTTP Communications from the Device to a Remote Server (SSL/TLS Client)" (P.342).

Accessing Web Applications

- 1** Tap [Web Applications] on the Home screen.
- 2** Tap an access destination.

EP System

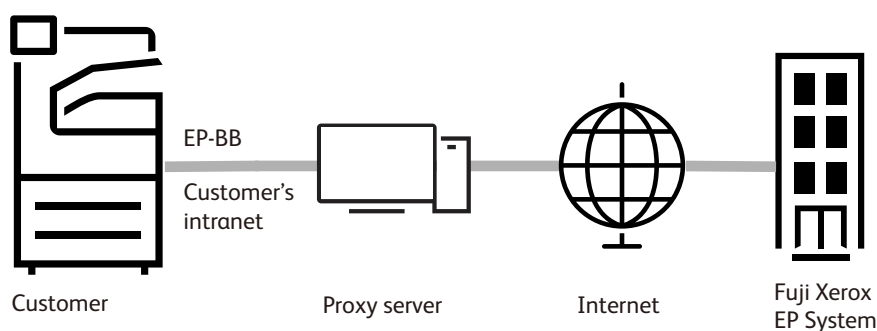
Electronic Partnership (EP) is a system to automatically control or maintain the device by connecting the device and the EP center of Fuji Xerox.

You can use the EP system via the Internet.

The following describes how to use the EP system on the device.

Note

- The services provided by the EP system are available only when the device is switched on.
- The EP system may not be available in some regions. For more information, contact our Customer Support Center.



The following services are available for EP system:

Automated Meter Reading

The device automatically reports the meter readings at a scheduled date and time every month. You can check the previous meter readings by selecting [Billing Information].

Note

- To display [Last Meter Reading], the setting by the service representative is required. For more information, contact our Customer Support Center.

Check or Maintenance Request of the Device

When a check or maintenance is required, the device sends a check or maintenance request to our Customer Support Center. A service representative visits you as required. This operation should be performed by a system administrator.

Automated Alert Notification

When a problem occurs, the device performs a self-diagnosis and automatically notifies the problem to our Customer Support Center.

A service representative visits you in response to the notification.

Timely Delivery of Consumables

The device notifies us of the used amount of consumables such as toner cartridges. We send you consumables based on usage track records.

Remote Modification of the Settings

We can remotely change the device settings as you request. For more information on each setting, contact our Customer Support Center.

Note

- EPnet-BOX3 does not support this service.

Software Upgrade

When the software requires an upgrade, you can download a newer version of the software and upgrade it.

Note

- EPnet-BOX3 does not support this service.

Reference

- For information on software upgrade, refer to "[Software Update]" (P.243).

Tips on Usage

How to Use Help on the Control Panel

The Help feature on the control panel allows you to check the device operations and the details of error codes. You can print the information or send it to your mobile device.

Note

- When you use this feature for the first time, enter the system administration mode and accept the license agreement.
- To use this feature, the Internet connection is required. Depending on the network environment, changing the proxy server settings is also required.
- If you change the language setting on the control panel, a keyword search may not be available depending on the language selected.

1 Tap [Help] on the Home screen.

2 Select any item.

■FAQ

You can find the information from the frequently asked questions.

■Recent Job Errors

You can find the information from the job error history.

■Mobile

You can view the help information in the web browser by scanning the displayed QR code with your mobile device.

■ (Search)

You can search the information by a keyword or an error code.

If you know a content ID of the Help information, you can enter the ID directly.

3 To print or view the displayed information in the web browser, tap [Mobile/Print].

4 You can view the help information in the web browser by scanning the displayed QR code with your mobile device.

To print the help information, tap [Print Settings].

How to Specify Heavyweight Paper on the Device and on Your Computer for Printing

If you set a tray for heavyweight paper on the device before you specify heavyweight paper for printing on your computer, the tray for heavyweight paper is automatically selected.

1 Load the heavyweight paper in the tray.

Reference

- Refer to "Loading Paper" (P.87).

- 2 Select the tray with heavyweight paper in the [Paper Tray Settings] screen and change the paper setting to the loaded heavyweight paper.

Reference

- Refer to "Changing the Paper Settings" (P.97).

- 3 Select [Print] from the [File] menu on the application.

Note

- The printing procedure depends on the application software you use. For more information, refer to the documentation provided with the application.

- 4 Select the print driver of the device and click [Properties].

- 5 Select [Paper Settings Wizard] on [Paper/Output] tab.

- 6 Follow the navigation of [Paper Settings Wizard] to configure the required settings depending on your paper, and then click [OK] on the printer's properties.

- 7 In the [Print] dialog box, specify the number of copies and click [OK] to start printing.

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User Guide

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