RIGOH



Operating Instructions System Settings

For safety, please read this manual carefully before you use this product and keep it handy for future reference.

#### Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

#### Notes:

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

#### **Operator Safety:**

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains one GaAIAs laser diode, 5-milliwatt, 760-800 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back side of the machine.



#### Laser Safety:

The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

#### Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

#### Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details,  $\Rightarrow$  P.2 *"Machine Types"*.)

- Type 1: Aficio 1022
- Type 2: Aficio 1027
- Type 3: Aficio 1032

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

#### **Power Source**

220 - 240V, 50/60Hz, 7A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the "Copy Reference" manual.

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- MPL 1.1 is also available at: http://www.mozilla.org/MPL/MPL-1.1.html
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# JPEG LIBRARY

• The software installed on this product is based in part on the work of the Independent JPEG Group.

# **ENERGY STAR Program**



As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

Low-Power mode and Off mode or Sleep mode

This product automatically lowers its power consumption when it is not operated for a fixed time (standard setting time: 1 minute). This is called "Off mode" with a single function copying machine and "Sleep mode" with a multiple function machine equipped with optional facsimile and printing functions.

Off mode: Equivalent to the condition when the operation switch is turned off.

Sleep mode: Equivalent to the condition when the operation switch is turned off. Receiving fax messages and printing from a computer are possible.

If you want to operate this product while it is in either of these modes, do one of followings:

-Turn on the operation switch.

-Place an original in the document feeder (ADF) tray.

-Lift and lower the exposure glass cover or the document feeder (ADF).

The default interval before entering Off mode or Sleep mode can be adjusted. To change it, see  $\Rightarrow$  p.77 "Timer Setting".

The ENERGY STAR Program establishes two modes which lower the power consumption of the product when it is not operated for a fixed time. These modes are the Low-Power mode and the Off mode or Sleep mode. This product has only one mode, the Off mode or Sleep mode. This mode meets the requirements of both the Low-Power mode and Off mode or Sleep mode. In this manual, the Off mode is called the Auto Off mode. • Duplex Priority

The ENERGY STAR Program recommends use of the Duplex function. By conserving paper resources this function is less of a burden to the environment. For applicable machines, duplex function (one-sided originals $\rightarrow$  two-sided copies) can be selected preferentially when the operation switch or the main power switch is turned on, the **[Energy Saver]** key is pressed, or the machine resets itself automatically. To change the settings of the Duplex Priority mode, see "Duplex Mode Priority" in the Copy Reference manual.

#### Specification

Low-Power mode, Auto	Power consumption	8 W
Off Mode	Default interval	1 minute
	Recovery time	10 seconds or less
Duplex Priority	1 Sided→1 Sided	

#### **Recycled Paper**

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environment friendly. Please contact your sales representative for recommended paper.

# How to Read this Manual

#### Symbols

In this manual, the following symbols are used:

#### A WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the Copy Reference manual.

#### A CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the Copy Reference manual.

\* The statements above are notes for your safety.

## Important

If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

#### Preparation

This symbol indicates the prior knowledge or preparations required before operating.

## 🖉 Note

This symbol indicates precautions for operation or actions to take after misoperation.

# Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

# Reference

This symbol indicates a reference.

# [ ]

Keys that appear on the machine's display panel.

# [ ]

Keys built into the machine's control panel.

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# Manuals for this Machine

This is a multi-functional machine combining copier, facsimile, printer and scanner functions. This manual describes procedures common to these functions. Each function's reference describes the operational procedures for that functions. Please consult the manual that suits your needs.

#### System Settings (this manual)

Provides an overview of the machine. This manual introduces the functions of the machine. It also introduces the options that allow you to use additional functions and describes how to access the system user tools to make the machine easier to use.

#### When using as a copier

Copy Reference

Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals into one copy.

#### When using as a facsimile

• Facsimile Reference (option) Describes the operational procedures and functions to use the machine as a facsimile.

#### When using as a printer

 Printer Reference (option) Describes the system settings, procedures and functions for using this machine as a printer.

#### When using as a scanner

• Scanner Reference (option) Describes the system settings, procedures and functions for using this machine as a scanner.

# **Machine Types**

This machine comes in three models which vary in copy speed. To make sure which model you have, see the inside front cover.

	Type 1	Type 2	Type 3
Copy speed	22 copies/minute (A4 $\square$ , 8 <sup>1</sup> / <sub>2</sub> " × 11" $\square$ )	27 copies/minute $(A4 \square, 8^{1}/_{2}" \times 11" \square)$	32 copies/minute (A4 $\square$ , 8 <sup>1</sup> / <sub>2</sub> "×11" $\square$ )

# Additional Functions Provided by Internal Options

You can expand the capabilities of this machine to include fax functions. When you want to add a function, contact your sales or service representative.

# Copy Mode

In copy mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/ enlargement or combining several originals onto one copy. You can install optional expansion memory for storage of document images, thereby making the best use of memory with various copy functions.

# Facsimile Mode (Option)

You can send and receive fax messages in facsimile mode. Installation of optional expansion memory allows more functions to be used and more data to be stored.

# **Printer Mode (Option)**

Installation of optional expansion memory allows more data to be stored.

# Scanner Mode (Option)

You can use this machine as a scanner.

# Limitation

- □ The following functions require the optional Hard Disk Unit:
  - Document server
  - File transfer
  - Sample print
  - Locked print

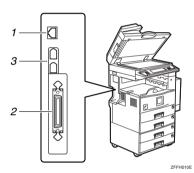
# 1. Basics

# **Connecting the Machine**

Make sure that the shape and the position of the connector are as shown in the illustration.

## 🖉 Note

□ The Ethernet Board (for Ethernet interface) and the IEEE1394 Board (for IEEE1394 interface) cannot be installed in the machine at the same time. The illustration below shows all interface connectors for explanatory purposes only.



1. 10BASE-T/100BASE-TX (option)

3. IEEE 1394 ports (option)

#### 2. Parallel port

## ₽ Reference

For more information about the parallel port and IEEE1394 interface connections, see "Connecting the Machine" in the Printer Reference.

# **Requirements**

#### Requirements

Before using this machine, make sure that all the environmental and electrical requirements have been met. Connect the machine to the host computer using the parallel port, Network Interface Board, or both.

Make sure that all the cables, connectors, and electrical outlets necessary to attach the machine to the host computer or network are present.

#### Important

□ The interface cable is not supplied. It is your responsibility to provide the interface cable appropriate for the computer that you are using.

#### ✓ Reference

For more information about using the parallel port, see the Printer Reference.

For more information about using a network, see p.6 "Network cable requirements".

#### Network cable requirements

The Network Interface Board can be installed to allow direct connection to an Ethernet network.

The Network Interface Board supports 10BASE-T or 100BASE-TX connections.

You can use the machine in the following network environments:

- Using the appropriate network management software and printer driver
- Attaching the machine to a network computer set up as a server

Client	Windows 95/98/Me, Windows 2000, Windows NT 4.0 $^{\ast1}$ , Mac OS $^{\ast2}$ (optional PostScript 3 Unit Type 1027 is required), UNIX	
Driver	PCL 6/5e, RPCS™, PostScript 3	
File Server	NetWare 3.x, NetWare 4.x, NetWare 5/5.1	
Protocol	TCP/IP, IPX/SPX, NetBEUI *3 , AppleTalk	

<sup>\*1</sup> Under Windows NT 4.0, only  $\times$  86 CPU is supported.

- \*2 For information about usable versions of the Mac OS, see the "PostScript Supplement".
- \*3 Under Windows 95/98/Me, Windows 2000 and Windows NT 4.0 only. Only for Peer-Peer Printing.

In a mixed network environment, the protocol switches automatically.

#### Reference

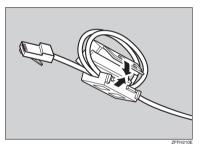
For more information about network connection settings, see p.61 "User Tools (System Settings)".

## 🖉 Note

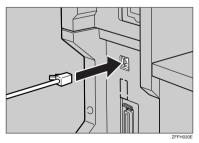
- Consult your network administrator before connecting the machine to a network.
- □ Make sure to use a properly shielded and grounded cable (UTP, STP, Category/Type5) for the connection to the host computer (and/or HUB) in order to meet FCC and EMC Directive 89/336/EEC emission guidelines.

# **Connecting the Network Cable to the Network**

- Limitation
- The IEEE1394 Board and the Network Interface Board cannot be installed at the same time.
- **1** Turn off the main power switch.
- **2** Loop the network cable twice. The loops should be about 10cm (4") from the end of the cable closest to the printer.
- **3** Attach the ferrite core to the loops.



4 Attach the network cable to the jack on the board.



- **5** Connect the other end of the network cable to the network.
- **6** Turn on the main power switch.

#### Indicators on Network Interface Board



#### 1. Indicator (green)

Turns green while the machine is connected to the network correctly.

#### 2. Indicator (yellow)

ZFFH020E

Turns yellow while 100 BASE-TX is operating.

Turns off while 10 BASE-T is operating.

# **Turning On the Power**

To turn the machine on, press the operation switch.

## 🖉 Note

□ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. ⇒ p.77 "Timer Setting".

#### • V Power switches

This machine has two power switches.

 Operation switch (right side of the control panel)

Press this switch to activate the machine. When the machine has warmed up, you can make copies.

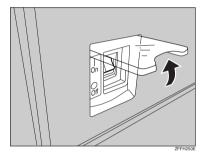
 Main power switch (left side of the machine)

When the machine is not to be used for an extended period of time, turn off the main power switch.



# Turning On the Main Power

- **1** Make sure that the power cord is firmly plugged into the wall outlet.
- 2 Open the switch cover and turn on the main power switch (make sure that the Main Power indicator goes on).



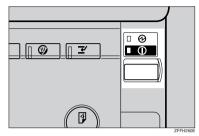
#### #Important

Do not switch off the main power immediately after it has been switched on. Failure to observe this may result in damage to the hard disk or memory, leading to malfunctions.

# **Turning On the Power**

**1** Press the operation switch to make the On indicator go on.

The display panel will come on.

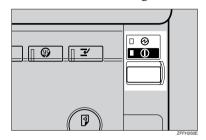


## 🔗 Note

- □ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- The machine will be ready for use within 10 seconds of being turned on.
- □ If the user code dialog box appears on the display panel instead of the copier display, enter a registered user code, and then click the [#] key. See p.86 "User Code".

# **Turning Off the Power**

- **1** Make sure that the exposure glass or the document feeder is in the right position.
- **2** Press the operation switch to make the On indicator go off.



# 🖉 Note

- Even if you press the operation switch, the indicator does not go off and blinks in the following cases:
  - When the exposure glass or the document feeder is open
  - When communication is in progress with external equipment
  - When the hard disk is operating

#### **Turning Off the Main Power**

#### Preparation

Usually keep the main power switch turned on.

Before you turn it off, be sure to read the "Important" information below and take the following procedural steps:

**1** Make sure that the On indicator is off.

**2** Turn off the main power switch to make the Main Power indicator go off.

#### ∰Important

- Do not turn off the main power switch when the On indicator is on or blinking. Failure to observe this may result in damage to the hard disk or memory.
- Pull out the power plug after you turn off the main power switch. Failure to observe this may result in damage to the hard disk or memory.
- □ If the main power switch is turned off, or the power plug is disconnected, any documents stored in fax memory will be lost after approximately one hour.

# **Configuring the Network**

# **Configuring the Network**

#### Preparation

To connect the machine to a network, you must first install the optional Network Interface Board Type 1027 and at least 64MB of memory in the machine.

Network Interface Board Type 1027 comes packaged with Printer Controller Type 1027 and Printer/Scanner Controller Type 1027.

Mode	Network Setting
Distribute received fax documents *1	IP Address, Subnet Mask, Gateway Address, Delivery Server IP Address,Fax RX File Transmission, Effective Protocol (TCP/IP)
Scanner (Network Twain Scanner) <sup>*2</sup>	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP)
Scanner (Network Deliv- ery Scanner) *3	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP), Delivery Server IP Address, Number of Recalls, Recall Interval time
Printer (TCP/IP) *4	IP Address, Subnet Mask, Gateway Address, Network Boot, Effec- tive Protocol
Printer (NetWare) *5	Effective Protocol, NW Frame Type

\*1 To use this function, you'll need Scan Router V2 Lite (packaged with optional Printer/Scanner Controller Type 1027 or Scan Router V2 Professional). In addition to the network settings, you must set the "Delivery Server IP Address" and "Fax RX File Transmission" for file transfer.

- \*2 You will need to specify the settings for a network TWAIN scanner and network delivery scanner when using the scanner function.
- \*3 When you use this function, you need to have an optional network interface board and 64MB of memory, or Scan Router V2 Lite which bundled with the Printer/Scanner Controller Type 1027. If you need to have Scan Router V2 Professional, see the "Scanner Reference".
- \*4 Make the necessary settings for your network environment. For details about settings, see the "Printer Reference".
- <sup>\*5</sup> Configure the TCP/IP when you use pure IP of NetWare 5/5.1.

This section describes the basic operation procedure. For more information about the settings, see p.68 "Settings You Can Change with the User Tools".

For a network environment that uses TCP/IP, you can use SmartNetMonitor to configure IP addresses for Admin and the web browser packaged with Printer Controller Type 1027 or Printer/Scanner Controller Type 1027.

#### ✓ Reference

For details about SmartNetMonitor, see the "Network Printing Guide".

# Configuring the Network with the Operation Panel

This section describes the basic procedures. Please make the settings appropriate for the network you are using.

#### ₿Important

□ These settings should be made by your systems administrator or after consulting with your systems administrator.

The following table shows the operation panel settings and their default settings. These are included in "TCP/IP Menu" of the "Network" menu.

Setting Name	Value	
IP Address	011.022.033.044	
Subnet Mask	000.000.000.000	
Gateway Address	000.000.000.000	
Access Control	000.000.000	
Access Mask	000.000.000	
Network Boot	None	
NW Frame Type	Auto Select	
Effective Protocol	TCP/IP	O *1
	NetWare	O *1
	NetBEUI	O *1
	AppleTalk	O *1
Ethernet Speed	Auto	

#### Interface Settings/Network

<sup>\*1</sup> O means that this protocol is active.

#### File Transfer Settings

Setting Name	Value	
Delivery Server IP Address	000.000.000	
Fax RX File Transmission	Setting per Line	<ul><li>Port 1: Do not Deliver.</li><li>Port 2: Do not Deliver.</li><li>Port 3: Do not Deliver.</li></ul>
	Print at Delivery	No
	Files to Deliver	All Files
	Delivery Failure File	—
Recall Interval Time	300 seconds	
Number of Recalls	No	

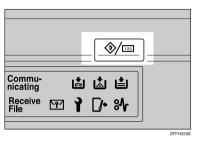
#### 🖉 Note

□ The file transfer function requires the optional Hard Disk Unit.

#### **Network Settings**

The following describes the settings required to use the machine in a network. For more information about the settings, see p.68 "Settings You Can Change with the User Tools".

# Press [User Tools/Counter].



The "User Tools Main Menu" appears.

🗞 User Tools/Counter	r/Inquir	y		AUG 28,2012 10:04An Exit
	00	Copier/Document Server Features	, <del>Q</del> *	Français
বিরী System Settings	ø	Facsimile Features	]	
	Ъ	Printer Features	] [i	inquiry
	6	Scanner Features	122	Counter

# **2** Press [System Settings].

# B Press [Interface Settings].

The following screen appears on the panel display.

	Settings				Exit
	ing detault settings.		· · · · ·		
General Features	Paper Size Setting	Timer Setting	Interface Settings File T	ransfer Ka	ry Operator Tools
Network	Parallel I	tertace			
IP Add	ess	192.168.000.010	Access Mas	k	010.010.010.010
Sub-net	Mask	255.255.255.000	Network Bo	t.	NONE
Gateroxy/	uddress	101.001.001.000	Effective Proto	cal	]
Access	instrol	101.101.101.00		1/2	a Previos I ▼Ne

# 4 Make sure that the [Network] key is selected.

The following screen appears on the panel display.

System	Settings			Eet
General Features	Paper Size Setting	Timer Setting	Interface Settings File Transf	er Key Operator Tools
Network	Parallel Inte	rtace		
IP Add	1955	192.168.000.010	Access Mask	010.010.010.010
Sub-net	Mask	55.255.255.000	Network Boot	NONE
Gateroxy/	uddress (	101.000.000.000	Effective Protocol	
Access	inter 1	101.101.101.000		1/2 A Provins No

# **5** Click [Effective Protocol].

				SEP 14,2001 10:324
🛅 System Se				
ielect one of the following de	Select effective protoc	ol, then press (OK).		
General Features Pa	► TCP/IP	Effective	Invalid	
Network	<ul> <li>NetWate</li> </ul>	Effective	leval id	
IP Address	► N#BEUI	Effective	Invalid	
Sub-net Mask	<ul> <li>AppleTalk</li> </ul>	Effective	linvalid	
Gate way Addre				
Access Contro			C	Cancel OK

# 🖉 Note

- □ Consult the network administrator for help with these settings.
- □ You must configure IP Address for using TCP/IP protocol. You don't have to configure it if Networkboot is DHCP.
- □ Press [Invalid] for protocols that you don't use.
- □ Press **[Effective]** for TCP/IP protocol when you use pure IP of NetWare 5/5.1.

# Limitation

□ You need to have PostScript 3 module for AppleTalk.

Make sure that the [Effective Protocol] key is pressed.

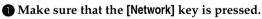
**2** Select [Invalid] or [Effective] for each protocol.



# 3 Press [OK].

The following operation will be different, according to each protocol.

## When Using TCP/IP



System	Settings			SEP 14,2011 10 Exit
act one of the follow	ing default settings.			
General Features	Paper Size Setting	Timer Setting	Interface Settings File Tra	nster Key Operator Tools
Network	Parallel In	lertace		
IP Add	1955	192.168.000.010	Access Mask	030.030.010.010
Sub-net	Mask	255.255.255.000	Network Boot	NONE
Gate way/	ládress	001.001.001.000	Effective Protoc	ol l
Access (	lettrol	101,101,101,101		1/2 A Province View

## Press [IP Address].

	Settings ing detaut settings.				
General Features	Paper Size Setting	Timer Setting	Interface Settings	File Transfer	Key Operator Tools
Network	Parallel Infe	rtace			
IP Add	105	192.168.000.010	H.	ccess Mask	010.010.010.0
Sub-net	Mask	55.255.255.000	N	stwork Boot	NONE
Gateway	Address 0	103.003.003.003	Ette	ctive Protocol	
ACCESS	antroi (	101.101.001.000	_	1/2	A Provins

#### **3** Use the number keys to enter the IP address.

🗟 System Settings		IP Addres	SEP	14,2001 10:38A
Select one of the following default setting		Enter add	ress with Number keys,	
General Features Paper Size Set	ing Timer Setting	Interface Sett	then press [OK].	
Nation Paralle	el infertace	100	168.000.010	
IP Address	192.168.000.010	192.	168.000.010	
Sub-net Mask	255.255.255.000		<b>→</b>	Clear
Gateway Address	101.101.000.000		Mac Address 00:	00:74:88:60:86
Access Cantrol	101.101.101.101		Can	Cel OK

#### 🖉 Note

- $\Box$  Press the [-] and [-] keys to move to the next entry field.
- □ If you enter the wrong IP address, press **[Clear]** and re-enter the IP address.

#### 4 Press [OK].

Make the [Sub-net Mask], [Gateway Address], [Access Control], and [Access Mask] settings. For each item, click the corresponding button on the screen shown in step 2, and then perform the same procedure as described in steps 3 and 4.

Acquiring the IP Address from the DHCP Server

To use the DHCP server to acquire the IP address, select **[DHCP]** from **[Network Boot]**.

#### 🖉 Note

- □ You need to change the settings when you use DHCP.
- □ To always assign the same IP address to the machine, reserve the IP address for the machine on the DHCP server.
- □ Use the default IP address.

Make sure that the [Network] key is selected.

System	Settings				SEP 14,201110 Ext
t one of the tollow	ing detault settings.				
General Features	Paper Size Setting	Timer Setting	Interface Settings	File Transfer	Key Operator Tools
Network	Parallel In	erface			
IP Add	<b>1</b> 655	192.168.000.010	K	cess Mask	030.030.010.010
Sub-net	Mask	255.255.255.000	N	stwork Boot	NONE
Gateroxy/	iddress	101.001.001.000	Ette	ctive Protocol	
Access (	lothe	101.001.001.000		1/3	A Province VI

#### Press [Network Boot].

lect one of the follow	ing detauit settings.				
General Features	Paper Size Setting	Timer Setting	Interface Settings	File Transfer	Key Operator Tools
Network	Parallel In	erface			
IP Add	ress	192.168.000.010	K	cess Mask	010.010.010.010
Sub-net	Mask	255.255.255.000	N	Hwork Boot	NONE
Gateroxy	Address	101.001.000.000	Ette	the Pretocol	

## **3** Press [DHCP], and then press [OK].



#### When using NetWare

To use the machine on NetWare, be sure to select the type of **[NW Frame Type]**. You can select the following frame types:

- Auto select (Default)
- Ethernet II
- Ethernet 802.2
- Ethernet 802.3
- Ethernet SNAP

#### 🖉 Note

□ Select File server which connection must be same as the frame type.

□ To use the machine in a pure IP environment on NetWare 5/5.1, select [Effective] for TCP/IP in step [].

● Make sure that the [Network] is selected, and then press [▼Next.].

t one of the follow	ing detauit settings.				
General Features	Paper Size Setting	Timer Setting	Interface Settings	File Traske	Key Operator Tools
Network	Parallel I	tertace			
IP Add	ress	192.168.000.010	Ko	cess Mask	010.010.010.010
Sub-net	Mask	255.255.255.000	Ne	twork Boot	NONE
Gateway	Address	101.001.001.000	Ettec	tive Protocol	
Access	lettrol	101,101,101,000		1/2	A Province V Ne

2 Press [NW Frame Type].



**3** Select the Frame Type, and then press [OK].

System				NW Frame Type Select item, then press (DK).
General Features	Paper Size Setting	Timer Setting	Interface Sett	Addu Sellect Bitemet SNAP
Network	Parallel Ir	fertace		Btent I
NW Fram	e Type	Auto select		
Bitemet Speed		Auto select		Ethernot 012.2
				Ethernot 802.3

# 6 Press [Exit].

Returns to the [User Tools/Counter] display.

# **2** Press [List/Test Print] to print out the settings.

#### 🖉 Note

□ Skip this step and go to step ③ if your machine is not equipped with the printer and scanner functions.

#### Press [Printer Features].

🗞 User Tools/Counte	r/Inquiry	AUG 21,2012 10104AN
	Copier/Document Server Features	4 Fanyais
रिष्ठे System Settings	Facsimile Features	
[16] Okren permite	Printer Features	i hquiy
	Scamer Features	Counter

#### Press [List/Test Print].

P	Printer I	Features				SER 14,20 E	d line
Sel	act one of the follow	ing Berns.					
	Paper input	List/Test Print	Maintenance	System	Host interface	PCL Menu	]
Ē	Centig. Page						
Metu List							
PS Config. Page							
PCL Config. Page							
Ē	Hex D	ump					
_							

#### **3** Press [Config. Page].

The configuration Page will be printed.

#### PReference

For details about List/Test Print refer to the Printer Reference.

# 8 Press [User Tools/Counter] key.

#### 🖉 Note

□ The settings become effective and back to display.

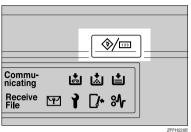
#### **File Transfer Settings**

#### Preparation

The file transfer function requires the optional Hard Disk Unit.

The following describes the file transfer settings required for sending received facsimile files and the scanner function. For more information about the settings, see p.68 "Settings You Can Change with the User Tools".

# **1** Press [User Tools/Counter].



The [User Tools Main Menu] appears.

2 Click [System Settings]. 🐼 User Tools/Counter/Inquiry Copier/Document Server Features De ŝ, Français ø Facsimile Features 1 System Setting ₽ Printer Features i Inquiry 6 123 Cante Scenner Festure

# Click [File Transfer].

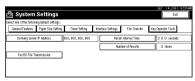
🐻 System S	ettings					SEP	Eef	
Select one of the tollowing	default settings.							
General Features F	Paper Size Setting	Timer Setting	it)	erface Settings	File Trassler	Key Opera	tor Tooks	
		OFF		Function Reset Timer		3	second(s)	
				Output: Copier			Internal tray 1	
Copy Court Display		Up		Output: Document Server		irten	Intenal toy I	
Function Priority		Copier		Output: Facsimile		irten	Internal tray 2	
Print Priori	)isplay mode	laymole 1/		A Presiliant				

Assigning a Delivery Server IP Address

# 🖉 Note

□ You must also set the delivery server IP address on ScanRouter V2 Lite/Professional. The relevant setting on the machine will be overwritten by the delivery server IP address set on ScanRouter V2 Lite/Professional.

Click [Delivery Server IP Address].



**2** Use the number keys to enter the delivery server IP address.



#### 🖉 Note

- $\Box$  Press the [ $\leftarrow$ ] or [ $\rightarrow$ ] key to move to the adjacent entry field.
- □ To correct the delivery server IP address entered, press [Clear], and then enter the correct delivery server IP address.

#### Click [OK].

Making Settings to Transmit Received Facsimile Files

#### Click [Fax RX File Transmission].

# System Settings Set and Setting Set and Setting Set and Setting Setting The Setting Meetics Setting 7 for Tourier May Speeds Table Deleng-Server # Meets Into, 100, 100, 100, 100 Real Meets If Tourier May Speeds Table Deleng-Server # Meets Into, 100, 100, 100 Nather of Recalit TechTrips Transitions

**2** Make the following settings as required:

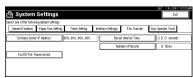


- Setting per Line
- Print at Delivery
- File to Deliver
- Delivery Failure File

#### 3 Click [OK].

Setting the Recall Interval Time

#### Click [Recall Interval Time].



**2** Use the number keys to enter the recall interval time.



## 🖉 Note

□ To correct the recall interval time entered, press [Clear], and then enter the correct recall interval time.



Setting the Number of Recalls

#### Click [Number of Recalls].



To resend files to the delivery server, press [Yes].



The menu to specify the number of recalls appears.

# 🖉 Note

□ To not resend files, press **[No]** and go to step **④**.

**3** Use the number keys to enter the number of recalls.



# 🖉 Note

□ To correct the entered number of recalls, press [Clear], and then enter the correct number of recalls.





# **5** Press (User Tools/Counter).

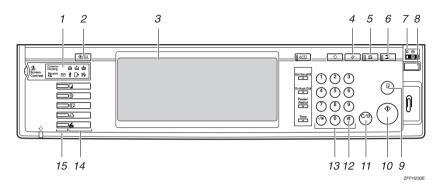
The new settings become effective and the display returns to the main function menu.

# 🖉 Note

□ You can also click the **[Exit]** key on the [User Tools Main Menu] to return to the main function menu.

# 2. Combined Function Operations

# **Control Panel**



#### 1. Indicators

Show errors and machine status.

#### 2. [User Tool/Counter] key

• User Tools

Press to change the default settings and conditions to meet your requirements.⇒ p.68 "Settings You Can Change with the User Tools"

- Counter Press to check or print the total number of copies made.
- Inquiry Press to check where to contact for machine repairs and ordering toner.

#### 3. Display panel

Shows operation status, error messages, and function menus.

## 4. [Clear Modes] key

Press to clear the previously entered copy job settings.

# 5. [Energy Saver] key

Press to switch to and from Energy Saver mode.

# 6. [Interrupt] key

Press to make interrupt copies during a copy run.

# 7. Main power indicator and power indicators

The main power indicator goes on when you turn on the main power switch.

The power indicator blinks when the power is on.

## Important

Do not turn off the power while the power indicator is blinking. Doing so may damage the hard disk.

#### 8. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

## 🖉 Note

□ The operation switch is ineffective during a system setting operation.

#### 9. [Sample Copy] key

Press to make a single set of copies or prints to check for poor copying or printing before making multiple sets of copies or prints.

## 10. [Start] key

Press to start copying, scanning, or printing documents stored on the Document Server.

#### 11. [Clear/Stop] key

Clear Press to delete a number entered.Stop

Press to stop a copy job in progress.

## 12. **[#]** key

Press to enter a value.

#### 13. Number keys

Use to enter the desired number of copies and data for selected modes.

#### 14. Function keys

Press the appropriate key to choose any of the following functions:

- Copy
- Document Server
- Facsimile
- Printer
- Scanner

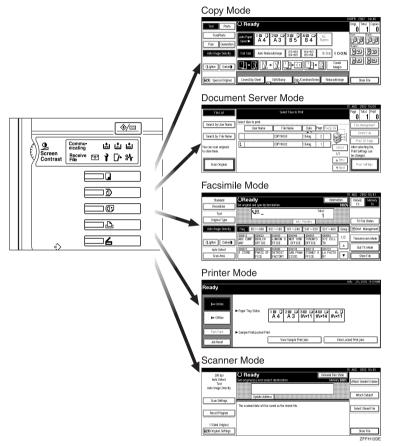
#### 15. Function Status indicator

These show the status of the above functions:

- Yellow: the function is selected.
- Green: the function is active.
- Red: the function has been interrupted.

# **Changing Modes**

You can use this machine not only as a copier, but optionally as a fax, printer and scanner machine as well. Press the **[Copy]**, **[Document Server]**, **[Facsimile]**, or **[Printer]**, **[Scanner]** key to use each function.



# Limitation

- □ You cannot switch modes in any of the following cases:
  - When scanning in a fax message for transmission
  - During immediate transmission
  - · When accessing the user tools
  - During interrupt copying
  - During on hook dialing for fax transmission
  - While scanning an original

# Copy Mode

You can make basic copies, and enlarge/reduce, combine, or use various other copy functions to make copies. You can also add options to further increase the number of functions. For more details, refer to "Options" in the Copy Reference manual.

# **Changing to Copy Mode**

You can always make a copy when the machine isn't printing or scanning originals for faxes.

# Press the [Copy] key.

The copier display appears on the panel display.

Text Photo	O Ready	Crigi. Total Copies 0 1 0
Text/Photo Pale Generation	ANN Part 1 2 2 3 3 2 4 2 5 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Sort Stack
Auto Image Density	Full Size         Auto ReducedEnlarge         R3+04 R6+R5         R4+R3 R5+R4         9 3 x         1 0 0 %	ee ex
(Lighter Darker)		an he
CE Special Original	Cover/Slip Sheet Bill/Stamp Dup./Combine/Series Reduce/Enlarge	Stare File

#### ${\cal P}$ Reference

For details, see the "Copy Reference".

#### Interrupt copying to make urgently needed copies

You can interrupt the current job to make a copy.

#### 🖉 Note

The display may differ depending on the settings described on p.68 "Function Priority" and p.84 "User Code Management".

# Limitation

- □ You cannot use the interrupt copy function in the following cases:
  - during fax immediate transmission
  - while scanning an original for memory transmission
  - during interrupt copying

# Press the [Interrupt] key.

If the machine is scanning originals, it will immediately stop the scanning job. On the other hand, if the machine is performing a copy or print job, it will still continue the job until you press the **[Start]** key after pressing the **[Interrupt]** key. When the current job stops, the interrupt copy display appears on the panel display.

#### 🖉 Note

- When you interrupt a copying job, remove the previous original.
- **2** Make your copies.

## Important

□ If the remaining memory space is 0%, the machine fails to receive fax data. Wait until the machine completes printing a received fax, then start making copies.

## 🖉 Note

- While copying, a received fax document is stored in memory and the Receive File indicator is lit.
- After interrupt copying is completed, remove the original and delivered copies.

# 4 Press the [Interrupt] key again.

The machine resumes the printing job of the received fax document.

# Resuming the interrupted copying job

# Reset the previous original.Press the [Start] key.

The machine resumes the interrupted copy run.

#### Copying and Multi-accessing

If you want to make copy while using another function, follow the procedure below.

# **1** Press the [Interrupt] key.

The interrupt display appears on the panel display.

# 2 Place originals, and then press the [Start] key.

The machine interrupts the job that is printing and starts copying your originals.

**3** When copying is complete, remove your originals and the copies.

#### 4 Press the [Interrupt] key again.

The previous job settings will be restored and the machine will continue from where it left off.

#### 🖉 Note

□ Machine operations are different depending on the "Print Print Print" settings (⇒ p.68 "General Features 1/2") or the "User Code Management" (⇒ p.68 "General Features 1/2") settings.

₽ Reference

 $\Rightarrow$  p.35 "Multi-Access"

When "Print Priority" = "Fax", "Printer", or "Display" (default) The machine completes the operation of the function set by Print priority before performing the operation of another function.

#### Limitation

- While the machine is performing two-sided printing in fax mode, you cannot make two-sided copies until the printing ends.
- When "Print Priority" = "Interleave"

The machine performs the operations in the order in which they are initiated. If another function is initiated during operation, the machine completes the current operation before performing the operation of the function initiated.

# **Document Server Mode**

You can store files in the Document Server.

## Limitation

The Document Server function requires the optional Hard Disk Unit.

#### 🖉 Note

- If you want to re-send fax documents, go back to the Facsimile display.
- For details about this function and its operation to the Copy Reference.

# 

For more information about the Document Server, see p.39 "Document Server".

# Copying by Using the Document Server

You can print from the Document Server while using other functions.

# Press the [Document Server] key.

The Document Server display appears on the panel display.



2 Select the desired documents, and then press [OK].

#### 🔗 Note

- □ When the optional Internal Tray, Internal Shift Tray, Finisher 500, or Finisher 1000 is installed on the machine, you can specify an output tray to which documents are to be delivered. For more information about how to specify an output tray for each function, see the following descriptions:
  - p.70 "Output: Copier"
  - p.70 "Output: Document Server"
  - p.70 "Output: Facsimile"
  - p.71 "Output: Printer"

# Storing Documents in the Document Server

Storing Documents in the Document Server

**1** Place originals.

## **2** Press the **[Document Server]** key.

The Document server display appears on the panel display.

**3** Press the [Scan Original] key.

# 4 Press the **[Start]** key.

Documents are stored for the copier function.

#### Storing Documents while Copying

You can copy while storing files.

# **1** Place originals.

# **2** Press the [Copy] key.

The Copier display appears on the panel display.

**B** Press [Store File], and then press [OK].

Both copying and storing documents will be started.

4 Press the [Start] key.

#### Storing Documents from the Fax display

You can select to store and transmit documents at the same time or store documents only.

#### **1** Place originals.

**2** Press the **[Facsimile]** key.

The facsimile display appears on the panel display.

- B Press the [Store File] key.
- 4 Press [Store & Transmit] or [Store only], and then press the [OK] key.
- 5 If you selected [Store & Transmit], in put the dial numbers. If you selected [Store only], go to step **6**.

#### 6 Press the [Start] key.

If you selected **[Store & Transmit]**, the machine starts storing documents and transmitting them. If you selected **[Store only]**, the machine starts storing documents.

#### ₽ Reference

For details about this function, refer to the "Facsimile Reference".

#### Storing Documents from Printer

If you want to store files from the printer, use this function from the printer driver.

# Interrupt the Operating Function and Start Storing

Even if another function is operating, you can use the Document Server.

Refer to the following procedure.

#### While Copying

Press the [Clear/Stop] key.

The copy job will be interrupted.

- **2** Remove the originals.
- B Press the [Document Server] key.

The Document Server display appears on the panel display.

**4** Place originals to be stored.

#### **5** Press the [Scan Original] key.

The machine starts storing documents.

#### 🖉 Note

□ If you want to go back to the copier function, press **[Copy]**.

# **Facsimile Mode**

# **Changing to Facsimile Mode**

You can always use the machine as a facsimile when you are not copying.

### Press the [Facsimile] key.

The facsimile display appears on the panel display.

Standard Resolution	O Ready Set original and s				htm	ztice 100%		Menory TX
Test Original Type	<u>63</u>	` <u>-</u>	A8:	Fishins	otal: 1		TX File	Status
Auto Image Density	Freq. 101-1		161-240	241-320	321-400	Group	83Dest. M	nagement
(Lighter Darker)	100133 100 hagiya 663	3					Transmiss	ion Mode
Auto Detect							Sub TX	Mode
Scan Area							Stare	File

#### 🖉 Note

The Memory Transmission/Reception function is performed automatically even when another function is being used. You need not switch the display. When data is received in memory, the Receive File indicator is lit.

# 

For details, see the "Facsimile Reference".

# **Printing a Received Fax**

When you are not copying, a received fax is printed automatically. You do not need to switch to Facsimile mode. If you wish to print a received fax while copying, see below.

#### Preparation

Machine operations are different depending on the "Print Priority"settings ( $\Rightarrow$  p.68 "General Features 1/2") or "User Code Management" ( $\Rightarrow$  p.84 "Key Operator Tools 1/2").

#### 

⇒ p.35 "Multi-Access"

#### Printing a received fax while copying

When "Print Priority" = "Fax" or "Display" (default)

The machine interrupts the copying and receives a fax. Upon completing the fax reception, it resumes the interrupted copying job.

#### When "Print Priority" = "Interleave" The machine performs the operations in the order in which they are initiated. If another function is initiated during operation, the machine completes the current operation before performing the operation of the function initiated.

#### Printing a received fax in a hurry Press the [Facsimile] key to switch to the facsimile display. The copying job is interrupted and the machine starts printing the received fax automatically. After printing the fax, press the [Copy] key and do the previous job again.

# Sending a Fax

# Sending a fax while printing a received fax

Scanning originals for memory transmission

The machine can scan your originals for memory transmission even while printing a received fax.

Complete the usual operations for sending a fax, then press the [Start] key.

Sending a fax while copying

1 Press the [Facsimile] key to switch to the facsimile display.

You can send a fax while copying.

#### 🖉 Note

- Remove any originals from your copy job.
- 2 Complete the usual operations for sending a fax, and then press the [Start] key.
- **3** After the transmission has finished, press the [Copy] key.
- 4 Reset the copy job originals, and then press the [Start] key.

The machine resumes the interrupted copy run.

#### Sending a fax while printing

1 Press the **[Facsimile]** key to switch to the fax display.

Printing is interrupted.

2 Complete the usual operations for sending a fax, and then press the [Start] key.

After the transmission has finished, printing re-starts.

When Scanning Other Jobs

You cannot scan originals to be sent by fax when scanning originals for another job.

# **Printer Mode**

# **Changing to Printer Mode**

To print from an application being run on a personal computer, you need not switch to printer mode on this machine. You must switch to printer mode, however, to perform the following operations:

- Form feeding
- Job reset
- Sample print
- Locked print

## **1** Press the **[Printer]** key.

The printer display appears on the panel display.



# 

For details, see the "Printer Reference".

# Printing

The machine can receive print data while another mode is functioning.

# **1** Print the job from your computer.

Printing starts.

#### ✓ Reference

For details, see the "Printer Reference".

## 🖉 Note

If user codes have been set for the printer function as described on p.84 "User Code Management", you must enter your user code from the Printer Driver.

2

# Scanner Mode

# **Changing to Scanner Mode**

This scanner unit has two scanner functions: "Network TWAIN Scanner" and "Network Delivery Scanner".

# *₽* Reference

To configure the function priority, see the "Scanner Reference".

#### Limitation

□ In the following cases, the machine cannot be used as a scanner.

- While scanning originals for copying
- While scanning a fax message for transmission
- During immediate fax transmission
- While scanning an original

#### **Storing Documents in Memory**

#### **1** Place originals.

## **2** Press the **[Scanner]** key.

The scanner display appears on the panel display.

- **B** Press the **[Store File]** key.
- **4** The machine prepares to store the document.
- **5** Press the **[Start]** key.

#### Using the Network TWAIN Scanner

**1** Place originals.

**2** Configure the scan options using the computer.



**3** Start the scan.

PReference

For more information, see the "Scanner Reference".

#### Using the Network Delivery Scanner

#### **1** Place originals.

## **2** Press the **[Scanner]** key.

The screen for the scanner mode appears.

200 dpi Auto Defect	O Ready Set original(s), then press Start. Memory 59%	Stored Files Manage.
Test Auto Image Density	Second States Preserver Mailly 235	► File Internation
Scan Settings	The scanned data will be stored.	None User Name
Pecall Program	]	SCAND015 File Name
1 Sided Original		None Password

**3** Set the scan options, address and sender.

# 4 Press the **[Start]** key.

## ₽ Reference

For more information, see the "Scanner Reference".

# Interrupting scanning

If you want to scan while copying or faxing, follow the procedure below.

#### Scanning while copying

Usually, you cannot use this machine as a scanner until it finishes copying.

#### Preparation

Select Function Reset Timer to set "Instant". ⇒ p.69 "Function Reset Timer"

#### Press [Clear/Stop] key.

Copying is interrupted.

**2** Remove the originals.

# B Press [Reset] key.

- **4** Start the scan.
  - 🖉 Note
  - □ When the scan is completed, press the **[Copy]** key and restart copying.

Scanning while scanning a fax message for memory transmission

Usually, you cannot use the scanner function until scanning a fax message for memory transmission is completed.

#### Preparation

Select Function Reset Timer to set "Instant". ⇒ p.69 "Function Reset Timer"

## Press [Clear/Stop] key.

The fax message scan is interrupted.

#### 🖉 Note

When using quick memory delivery, previously scanned originals will be delivered. For more information, see "Facsimile Reference".

- **2** Remove the originals.
- **3** Start the scan.

#### 🖉 Note

□ When the scan is completed, press the **[Facsimile]** key and restart faxing.

Scanning while doing an Immediate Fax Transmission

Usually, you cannot use the scanner function while it is doing immediate fax transmissions.

#### Preparation

Select Function Reset Timer to set "Instant".  $\Rightarrow$  p.69 "Function Reset Timer".

# Press [Clear/Stop] key.

The immediate fax transmission is interrupted.

#### 🖉 Note

Previously scanned originals will be delivered.

- **2** Remove the originals.
- **3** Start the scan.

#### 🖉 Note

□ When the scan is completed, press **[Facsimile]** key and restart faxing.

#### Scanning while printing

You can scan without interrupting printing.

2

# Multi-Access

You can carry out another job using a different function while the current job is being performed.

This allows you to handle your jobs efficiently regardless of how the machine is being used. For example:

- While making copies, you can scan documents to store in the Document Server.
- While printing documents saved in the Document Server, the machine can receive print data.
- You can make copies while receiving fax data.
- While printing print data, you can make operations for copying.

Performing multiple functions simultaneously like this is called Multi-accessing.

# 🖉 Note

- □ The chart below shows sample operations with "Print priority" set to "Interrupt" ( $\Rightarrow$  p.68).
- □ ●: Operation is enabled when the relevant function key is pressed and remote switching (of the scanner) is done.
- □ O: Operation is enabled when the [Interrupt] key is pressed to interrupt the preceding operation.
- $\Box \rightarrow$ : Operation is performed automatically after the preceding operation ends.
- □ ×: The operation must be started after the preceding operation ends. (Simultaneous operations are not available.)
- When the optional Internal Tray, Internal Shift Tray, Finisher 500, or Finisher 1000 is installed on the machine, you can specify an output tray to which documents are to be delivered. For more information about how to specify an output tray for each function, see the following descriptions:
  - p.70 "Output: Copier"
  - p.70 "Output: Document Server"
  - p.70 "Output: Facsimile"
  - p.71 "Output: Printer"

# 

This chart is based on the following conditions:

• When "Print priority" is set to "Interrupt" (⇒ "Print Priority" on p.69 "Print Priority")

• For details on operations under other conditions, contact your service representative.

	Mode after you select		Со	ру				Fa	csin	nile				Pri	nte	r						7	
						Interrupt	Copying	ion	Transmission			Reception			Print		Scanner		Document Server			DeskTopBinder V2	Professional/Lite
М	ode	<b>before you select</b> Operations for Copying	× Operations for Copying	× Stapling	× Sort	O Operations for Copying	O Copying	Transmission Operation/Manual Reception Operation	Scanning an Original for Memory Transmission	O Memory Transmission	Immediate Transmission	O Memory Reception	O Printing Received Data	O Data Reception	O Printing	O Stapling	Operations for Scanning	Scanning	<b>Operations for Document Server</b>	Scanning a Document to Store in Document Server	Printing from Document Server	O Printing from Document Server	O Sending a Facsimile from Document Server
		Stapling	O *1	$\rightarrow *1$	$\rightarrow *1$	õ	O *5	ŏ	• *2	õ	• *2	õ	õ	õ	õ	$\rightarrow$	ŏ	ŏ	ŏ	• *2	O *4	O *4	õ
Copy		Sort	O *1	$\rightarrow_{*1}$	$\rightarrow {}^{*1}$	0	0	•	• *2	0	• *2	0	0	0	0	0	•	• *2	•	• *2	0	0	0
	ъņ	Operations for Copying	0	0	0	×	×	×	×	0	×	0	0	0	0	0	×	×	×	×	×	0	0
Interrupt	Copying	Copying	0	0	0	×	×	×	×	0	×	0	$\rightarrow$	0	$\rightarrow$	$\rightarrow$	×	×	×	×	×	$\rightarrow$	0
		ansmissionOperation/Manual ception Operation	•	•	•	0	0	×	×	0	×	0	0	0	0	0	•	•	•	•	•	0	0
	u	Scanning an original for Memory Transmission	×	×	×	×	×	×	×	0	×	0	0	0	0	0	×	×	×	×	×	0	0
	missic	Memory Transmission	0	0	0	0	0	0	0	O *3	O *3	O *3	O *3	0	0	0	0	0	0	0	0	0	O *3
	Transmission	Immediate Transmission	×	×	×	×	×	×	×	O *2	×	O *3	0	0	0	0	×	×	×	×	×	0	O *3
nile		Memory Reception	0	0	0	0	0	0	0	O *3	O *3	O *3	O *3	0	0	0	0	0	0	0	0	0	O *3
Facsimile	Reception	Printing Received Data	0	0	0	0	0	0	0	O *8	0	O *8	×	0	0	0	0	0	0	0	0	0	O *3

		Mode after you select	Co	ру				Fac	sin	nile				Pri	nte	r						/2	
						Interrupt	Copying	on	Transmission			Reception			Print		Scanner		Document Server			DeskTopBinder V2	Professional/Lite
Mode before you select		<b>Operations for Copying</b>	Stapling	Sort	<b>Operations for Copying</b>	Copying	Transmission Operation/Manual Reception Operation	Scanning an Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	O Printing Received Data		Printing	Stapling	<b>Operations for Scanning</b>	Scanning	<b>Operations for Document Server</b>	Scanning a Document to Store in Document Server	Printing from Document Server	Printing from Document Server	Sending a Facsimile from Document Server	
	Da	ta Reception	0	0	0	0	0	0	0	0 0	0	0		$\rightarrow$	$\rightarrow$	$\rightarrow$	0	0	0	0	0	0	0 0
ter	÷	Sort Print	0	0	0	0	0	0	0 0	0	0	0 0	0	0	$\rightarrow$	$\rightarrow$	0	0	0 0	0	0	0	
Printer	Print	Stapling	0	$\rightarrow$	0	0	O *5	0	0		0		0	0	$\rightarrow$	$\rightarrow$	0	0	0	0	0 *4	O *4	0
ıer		Operations for Scanning	•	•	•	0	0	•	•	0	•	0	0	0	0	0	×	×	•	•	•	0	0
Scanner		Scanning	×	×	×	×	×	×	×	0	×	0	0	0	0	0	×	×	×	×	×	0	0
		Operations for Document Server	•	•	•	0	0	•	•	0	•	0	0	0	0	0	•	•	×	×	×	0	0
Document	Scanning a Document to Store in Document Server		•	×	×	0	0	•	×	0	×	0	0	0	0	0	•	×	×	×	×	0	0
Docu			•	0 *4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0 *8	O *8	O *8	0	0
r V2	ite	Printing from Document Server	0	O *4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$\rightarrow$	0
DeskTopBinder V2	Professional/Lite	Sending a Facsimile from Document Server	0	0	0	0	0	0	0	O *3	O *3	O *3	O *3	0	0	0	0	0	0	0	0	О	$\rightarrow$

<sup>\*1</sup> Simultaneous operations are only available after the preceding job documents are all scanned and the **[Next Job]** key appears.

<sup>\*2</sup> You can scan a document after the preceding job documents are all scanned.

- <sup>\*3</sup> Simultaneous operations are only possible with an additional line installed and when the facsimile function is not using the line given line priority in the facsimile settings.
- <sup>\*4</sup> During stapling, printing automatically starts after the current job.
- \*5 Stapling is not available.
- <sup>\*6</sup> Simultaneous operations become available after you press the **[Next Job]** key.
- <sup>\*7</sup> If you are making stapled copies with paper larger than A4, 8<sup>1</sup>/<sub>2</sub>" × 11" using the operational 1000 sheet finisher, subsequent operations using the finisher shift tray are suspended until the current job is finished.
- <sup>\*8</sup> If you scan a document during printing, the scanning speed might be slow.
- \*9 During parallel receptions, any subsequent job is suspended until the receptions are completed.

#### Limitation

□ Stapling cannot be used at the same time for multiple functions.

#### 🖉 Note

- □ A machine with the Finisher 500 installed cannot accept other jobs while printing with the stapling operation.
- □ A machine with the Finisher 1000 installed, that is printing with the stapling operation on paper larger than A4 size starts the subsequent job (for which Internal Shift Tray is specified as the output tray) only after the current print job finishes.
- □ While printing is in progress, the scanning of a document using another function may take more time.

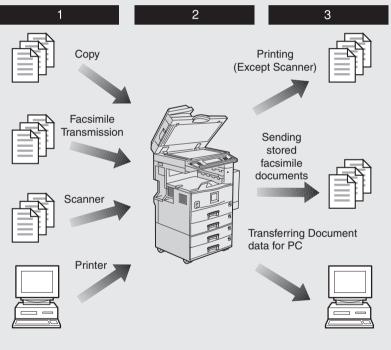
# 3. Document Server

# Overview

The Document Server enables you to save documents in the machine memory and then edit and print them as you want.

You can save the following:

- Data from documents scanned using the document feeder
- Data from documents scanned using the exposure glass
- Data sent from a computer



ZFFH050E

# Process

**1** Prepare the documents you want to save.

#### **2** Save the documents.

• The documents are saved in the machine memory.

# Print the documents, send faxes, and transfer the documents and the data to a PC.

- You can print saved documents with any settings you desire at any time.
- Scanned document data can be transfered to a PC.
- You can resend saved documents you desire at any time.

#### ∰Important

- Do not turn off the main power switch when the Operation Switch is on or the On indicator is lit. If you turn it off during an operation, the memory or hard disk might be damaged.
- Avoid any strong shocks to the machine. This could damage the hard drive or delete stored files. For precautionary reasons, files should be copied to another local computer.
- If trouble occurs in the internal hard disk unit of the machine, data saved on the hard disk may be lost. Therefore, the user should avoid using the internal hard disk as a recording and storage medium for important data. We assume no responsibility for any damage suffered by the user due to loss of data.

#### Limitation

- **D** The Document Server function requires the optional Hard Disk Unit.
- □ Data for documents in the Document Server function list that were scanned in using the Scan function are not displayed.
- □ The documents stored by scanning are not available to print.
- □ You can fax documents stored using the facsimile feature.
- Optional Desk Top Binder V2 Professional or Desk Top Binder V2 Lite are required for transfering data to your computer.

# Relationship between Document Server and Other Functions

The following table lists the relationship between the Document Server and other machine functions.

Function name	How to issue storage instructions	Displaying a list	Printing documents	Sending documents
Сору	Copy/ Document Server	Enabled	Enabled	Disabled
Printer	Personal computer	Enabled	Enabled	Disabled
Facsimile	Facsimile	Enabled	Enabled	Enabled
Scanner	Scanner	Disabled	Disabled	Disabled

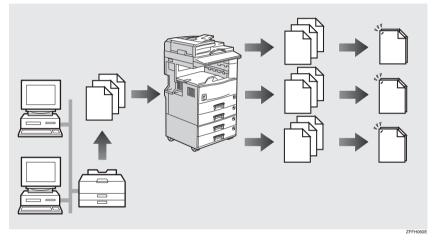
# **Features and Benefits**

# **On Demand Printing**

Use to print any saved document as required.

#### Your current situation might be...

• When you need to print multiple sets of documents 2-sided and stapled together, you normally print the originals, make duplex copies and then staple them together manually.



#### With the Document Server

If you save your document in the Document Server, you can print it out at any time with the necessary print settings, such as duplex and stapling. You can store fax documents and document data so that you can print them whenever necessary.



ZFFH070

# 🖉 Note

- □ Stapling and punching require the installation of the optional finisher.
- □ You can use a password to prevent others from printing saved documents.

# **File Merge Printing**

You can combine multiple scanned documents to print them in one set.

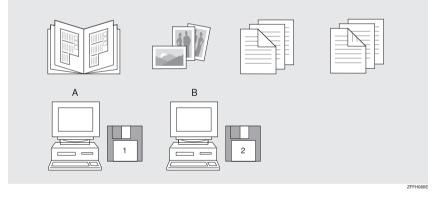
#### Your current situation might be...

You want to combine several originals that are different in density, size, and paper weight.

You can merge documents that were created with different applications or that were created separately on different computers.

You can merge documents that were sent from a computer with paper originals that have been scanned such as the following:

- Scrapped and pasted originals
- Photo originals
- One sided originals
- Two sided originals



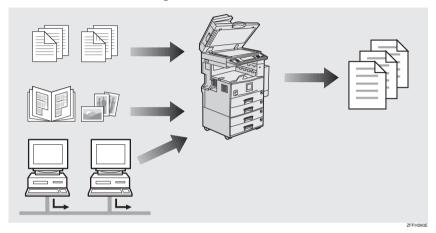
#### With the Document Server

Set the print order to print documents together.

Merge and print fax documents, document data sent, and originals that have been scanned.

Merge documents created with different applications or created on different computers.

Store electronic originals created by a computer on the network and originals that have been scanned using the document feeder.



#### 🖉 Note

□ You can check the print result by printing a sample set before making a large print run by pressing the **[Sample Copy]** key. If you are not satisfied with the print result of some pages of the set, you can scan that part again.

# **Facsimile Resend**

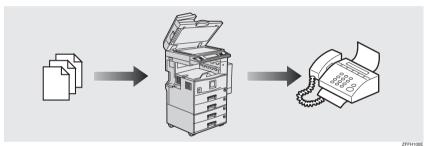
You can print or resend a sent document received by fax. This is useful when you want to send a large document that needs to be sent several times, since you do not have to scan the document each time.

#### You current situation might be...

• When you need to retransmit multiples sets of the same documents, you have to scan them again and again.

#### With the Document Server

You can send the original data stored in memory whenever necessary. You can merge and send data stored from a previous fax with additional scanned originals.



# **Operation from a Computer**

If you install Desk Top Binder V2 Professional or Desk Top Binder V2 Lite on your computer you can check the contents of the stored documents, print copies for confirmation and perform other operations. You can also delete data stored in the Document Server. In addition, you can also export documents stored in the Document Server to your computer as a file.

You can also perform tasks on data stored in the Document Server from your computer, rather than from the machine.

#### 🔗 Note

□ You can perform the following operations from your computer:

- Search by File Name and User Name
- Indicate easily the 1 st page of your documents
- Display the document infomation, change the file name and the password
- Delete documents
- Copy documents to your computer
- Print documents
- Send the stored facsimile documents
- Optional Network Interface board and 64 MB memory or the Printer Scanner unit are required for operations from your computer. Desk Top Binder V2 Professional or Desk Top Binder V2 Lite must be installed on your computer.

#### ₽ Reference

For more detailed information, refer to Desk Top Binder V2 Professional/Lite manuals.

# **Scanning Originals**

You can scan the originals you want to save in the Document Server using the control panel of the machine. The originals can be either on the exposure glass or in the document feeder.

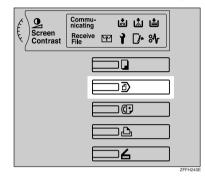
The saved documents will automatically be named in the order of scanning as "COPY0001", "COPY0002"....

#### 🖉 Note

- Based on the factory settings, the machine automatically deletes documents from the Document Server one day (24 hours) after each document was saved. The user can disable the automatic deletion of documents or change the automatic deletion period, for example, to several days. For details, see p.99 "Auto Delete File".
- You can change the file names that are assigned automatically.
- You can use a password to prevent others from printing saved documents.

# Scanning in Document Server Mode

Press the [Document Server] key.



The "Select Files to Print" display appears.

# **2** Press the [Scan Original] key.

FileList	Select Files to Print	Page Total Print
Search by User Name	Select tiles to print. User Name File Name Date Page Printip Vol	File Honogerned
Search by File Name	FADDIO2  Aug. 15	Coble Frik Prof. 1st Page
You can scan originals to store them.	COPYEDES Aug. 15 2 (+5+)	After selecting file, Print Settings can
Scan Original	۵/۱۳۶۰ ۱۹۹۲ - ۱۹۹۲ - ۱۹۹۲ - ۱۹۹۲ - ۱۹۹۲ - ۱۹۹۲ - ۱۹۹۲ - ۱۹۹۲ - ۱۹۹۲ - ۱۹۹۲ - ۱۹۹۲ - ۱۹۹۲ - ۱۹۹۲ - ۱۹۹۲ - ۱۹۹۲ - ۱۹۹۲ -	Prini Sett imp:

The "Scan Original" display appears.



Enter a file name, user name, or password if necessary.

#### 🖉 Note

- □ If you do not wish to register a file name, go to step **4**.
- If you do not register a file name, one is automatically assigned.

#### To change the file name

#### Press the [File Name:] key.

feat Photo	O Ready Scan Original	Pape 0
Text/Photo Pale Generation		Note User Name
Auto Image Density	Ettil Star Auto Packace, Schlarge R3+R4 R4+R3 9 3 % 100%	COPY0815 File Name None
(Lighter Darker)	2 Sided Origit Top to Top Top to Top	Password
GGE Special Original	Edit Image Combine Reduce/Enlarge	Scaning Finished

The "Change File Name" display appears.

**2** Press the [Delete All] key to delete the old file name.



#### 🖉 Note

You can also use the [Backspace] key to delete unnecessary characters.

#### **3** Enter a new file name.



#### 🖉 Note

A string of up to 10 characters can be entered as a file name. Note that only eight characters of each file name are displayed in the document list.

#### Reference

For more information about how to enter characters, see p.100 "Entering Text".

#### 4 Click [OK].

#### To register or change the user name

#### Press the [User Name] key.

Text Photo	O Ready Scentrigined	Pape 0
Text,Photo Pale Generation		None User Name
Auto Image Density	FULStre Auto Roduce,Enlarge R3+R4 R4+R3 9 3 x 1 0 0 %	DOPY0015 File Name Name
().igtter Datker)	2 Sided Origi, Top to Top	Passeed
EC Special Original	Edit Image Combine Reduce,Enlarge	Scaming Finished

If user names have already been registered, the "Change User Name" display appears.



If user names have not been registered, go to step **4**.

2 To change your user name to a registered user name, select a registered user name from the list, and then click [OK].



To change your user name to an unregistered user name, go to the next step.

#### Reference

For more information about how to register users, see p.87 "To Register the New User Code". To enter an unregistered user name, press the [Non-programed Name] key.



The screen used to enter the user name appears.

#### 4 Enter the new user name.



## 

For more information about how to enter characters, see p.100 "Entering Text".

6 Click [OK].

To set or change the password

Press the [Password] key.

Enter the password using the number keys (4 digits).



#### 🖉 Note

□ To change the number entered, press the [Clear] or [Clear/Stop] key and enter a new number.

**3** Press the [OK] or **(**#**)** key.

# **4** Place your originals either on the exposure glass or in the document feeder.

## 

For more information about how to place the types of originals that can be placed, see the Copier Reference.

## **5** Make any desired settings.



# 🖉 Note

Press the [Scanning Finished] key to cancel the file name, password, or print settings and return to the "Select Files to Print" display.

#### Reference

For details, see the explanations of each function in this manual.

# 6 Press the [Start] key.

The document is saved in the Document Server. The saved documents are displayed on the "Select Files to Print" display.

#### 🖉 Note

- If you have placed your originals in the document feeder, the "Select Files to Print" display appears automatically after all originals have been scanned.
- If you have placed your originals on the exposure glass, press the [Scanning Finished] key after all originals have been scanned. The "Select Files to Print" display appears.
- □ To stop scanning, press the **[Clear/Stop]** key.

- □ To resume the paused scanning job, press the **[Resume]** key in the confirmation dialog box. To delete the saved images and cancel the job, press the **[Cancel]** key.
- When a password is stored, appears on the left side of the file name.

**2** Press the [Scanning Finished] key.

Text Photo	O Ready Scan Original	Page Î
Text,Photo Pale Generation	Add Part A 4 A 3 B 5 B 4 B 2000	None User Name
Auto Image Density	Full Size         Adv Reducedinisinge         R3+R4 R4+R5         R4+R3 R5+R4         9 3 x         1 0 0 %	COPYOUT7 File Name
(Ligtter Darker)	2 51660 Origi Top to Top 12+12 12+24 12+28 Margin	Password
GGE Special Original	Edit Image Cumbine Reduce/Entirge	Scanning Finished

To change the file name, user name, or password

Select the document for which the user name, file name, or password is to be changed.

FileList		Select Files to	Print	Page Total Print
Search by User Name	Select files to print. User Name	File Name	Date Page Pipigiba	File Honogemeid
Search by File Name	3	FAX0012	Aug. 15 1	Coble File Pull (s) Page
You can scan originals to store them.	1	C0P10103 C0P10102	Aug. 15 2 Aug. 16 1	After selecting file, Print Seffings can
Scan Original	1	C0PY0817	Sept. 14 1 🔺 🕸 Piters	Prof Satilitys

 If no password is set for the document, the line for the selected document is highlighted.

FileList	O Ready	Select Files to	Print	Page Total Print
Search by User Name	Two or more files can be p	rinted continuously. File Name	Date Page Printy Ogr	File Management
Search by File Name	1	FAX0012	Aug. 15 1	Delete File
au can scan originals store them	1	CCENULOS	Aug. 15 2 1 Detail	After selecting file, Print Settings can
	1	C0P10102	Sept. 14 1 APRYS	te changed
Scan Original			¥16:1	Print Settings

• If a password has already been set for the document, the password entry dialog box appears.

Enter the password, and then click **[OK]**.



The line for the selected document is highlighted.

Fielis	) Re	ady	Select Files to I	Print				Page	Tutal Print
Search by User Name	ve or te	re files can be p	rinted continuously.			_			le Management
Seaturby Genriane	C	User Name	File Name	Dat	te	Page	Printg Odr	1	
Search by File Name	8		FADDI02	Aug.	15	1			Delete File
L can scan originals	Т		COPYIOIS	Aug.	15	2	Detail		Print 1st Page selecting file,
tore then.	1		COPY1012	hug.	15	1	1/1	Print	Settings can
j	1		COPY1017	Sept	14	1	1 ▲ Pres.		
Scan Original							¥10:3	il.	Print Settings

#### **2** Press the [File Management] key.

Field	ÜR	eady	Select Files to I	Print			Page Total Print
Search by User Name	Five or p	oare files can be p	inted continuously.		_		File Management
Seach by Oser Halle	6	User Name	File Name	Date	Page	Printg Odr	
Search by File Name	8		FA00102	Aug. 15	1		Delete File
can scan originals			COPYIOIS	Aug. 15	2		Print 1st Page After selecting file,
tore them.	1		C0PY1012	Aug. 15	1	1/1	Print Settings can be changed
1	1		COPY1017	Sept. 14	1	1 ▲ P895.	
Scan Original						W Not	Print Settings

Press the [Change File Name], [Change User Name], or [Change Password] key.

FileList	() Ready	Select Files to I	Print		8	Page Total Print 1 1 0
Search by Love Name	Two or more files can be p	rinted continuously.				File Information
diserity site func	User Name	File Name	Date	Page	Printg Odr	Note
Seach by Fide Norte	1	FA00102	Aug. 15	1	o de l	Change User Name
u can scan originals		COPYEOE3	Aug. 15	2		COP10117 Change File Name
store them.	1	COPY1012	Aug. 15	1	1/1	8868
	1	COPY1017	Sept. 14	1	1 A PR9.	Change Password
Scan Original					₹19:2	OK

Enter the new file name, user name, or password using the letter keys or number keys.

#### ✓ Reference

For more information about changing the file name, see p.48 "To change the file name".

For more information about changing the user name, see p.48 "To register or change the user name".

For more information about changing the password, see p.49 "To set or change the password".

**6** Press the **[OK]** key.

# **Printing Saved Documents**

You can print any of the documents saved in the Document Server.

Follow these steps to select a document and print it out.

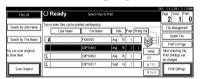
# Press the [Document Server] key.

The "Select Files to Print" display appears.

2 Press the line for the document you want to print.

FileList	Select Files to Print	Paga Total Print
Search by User Name	Select tiles to print.	File Estratement
search y ose have	User Name File Name Date Page Prinkprid	
Search by File Name	FACIO12 Aug. 15 1	Ceblo File
ou can scan originals	COPYOIDS Aug. 15 2	Prof. 1st Page After selecting file,
store them.	L COPYOEO2 Aug. 16 1 1/1	Print Settings can be changed.
	L COPY0017 Sept. 14 1 Δ.P.92.	
Scan Original	¥16:1	Prol Satlings

• If no password is set for the document, the line for the selected document is highlighted.



• If a password has been set for the document, the password entry dialog box appears.

Enter the password, and then click **[OK]**.



The selected line is highlighted.

File List	OR	eady	Select Files to	Print			Page 1	Total Print
Search by User Name	Two or m	ore files can be p	rinted continuously.					Management
Seaulby Ose Hale		User Name	File Name	Date	Page	Printg Odr		
Search by File Name	3		FAX1012	Aug. 15	1			Velete File
u can scan originals			COPYOIOS	Aug. 15	2	Detail		int 1st Page electing file,
store them.	1		C0P10102	Aug. 15	1	1/1		ettings can
	3		C0P10017	Sept. 14	1	▲ P#97.		
Scan Original						Ted V	P	int Settings

#### 🖉 Note

- □ You can search for the document you desire by the file name or the user name. ⇒ p.58 "To Search by File Name"
- You can sort the files in order of [User Name], [File Name:], or [Date]. Press the key you want to sort by.
- □ If the desired file name is not shown, see the next or previous screen using the [▼Next.] and [▲Prev.] keys.
- If you cannot find the desired document using the names, you can print the first page of a document to check its contents. Press the line for the desired document, and press the [Print 1st Page] key followed by the [Start] key.
- Press the selected line again to cancel the print job.
- □ If you select a document which requires a password, the "Input the Password" window appears. Enter your password using the number keys, then press the **[OK]** key. To delete the value entered, press the **[Clear]** or **[Clear/Stop]** key. To cancel a selected document, press the **[Cancel]** key.
- **3** To print more than one document, repeat step **2** to select the desired documents in the order you want to print them out.

The selected order is shown in the priority column next to the selected document(s). 3

## 🖉 Note

- □ Up to 30 documents can be selected for printing.
- □ To change the print order, press the highlighted lines to cancel their selection, and then select them again in the order you want to print.
- □ Press the **[Clear Modes]** key to cancel all the settings.
- □ If you press the **[Printg Odr]** key, the selected documents are displayed in printing order.

# 4 If you need to change any of the print settings, press the [Print Settings] key.

				SEP 14,200111:10	
FileList	O Ready	Select Files to	Print.	Page Total Prin	
				1 1	0
Search by User Name	Two or more files can be p	rinked continuously.		File Management	-
Seaulity oser have	User Name	File Name	Date Page Printg Odr	The Management	
Search by File Name		FAXIO12		Delete File	
Search by File Name		FAGUEZ	Aug. 15 1	Print 1st Page	-
Avu can scan originals		COPYOIDS	Aug. 15 2		-
to store them.	1	C0P10102	Aug. 16 1	Print Settings can	
		C0P10017		be changed.	-
Scan Original				Print Settings	

The "Print Settings" display appears.



## 🖉 Note

- The print settings made for printing in copier or printer mode are stored in the machine after printing and applied to the next printing. The print settings made in facsimile mode, however, are not stored.
- The print settings remain in the machine after printing.
- The print setting items are listed below. For more information about the print results according to each setting, see the Copy Reference.

#### Binding format

- 2-Sided Copy Top to Top
- 2-Sided Copy Top to Bottom
- Booklet
- Magazine

#### Cover handling

- Cover/Slip Sheet
- Edit/Stamp

#### Finish

- Sort
- Stack
- Staple
- The print settings of the document you select first are applied to the merged documents.
- When multiple documents are printed at the same time, the print settings made for the document printed first are applied to all other documents.
- □ If you select multiple files, you can confirm the file names or print order of the files you selected in step **B** by scrolling through the list with the **[▼]** and **[▲]** keys.
- Press the [Select File] key to return to the "Select Files to Print" display.
- Booklet", "Magazine", and "Stamp" cannot be set for documents saved in facsimile mode.
- "Booklet" and "Magazine" cannot be set for documents saved under multiple functions.

# ℅ Reference

For details, see the explanations of each function in this manual.

# **5** Enter the required number of prints using the number keys.

## 🖉 Note

- □ Up to 99 can be entered.
- □ To change the value entered, press the **[Clear/Stop]** key and enter the new value.
- □ If you print more than one set using the Sort function, you can check the print result by printing out only the first set. ⇒ p.54 "Sample Copy".

# 6 Press the [Start] key.

The machine starts printing.

# 🖉 Note

To pause the print job, press the [Clear/Stop] key. In the confirmation dialog box, press the [Resume] key to resume it, or press the [Cancel] key to cancel it.

#### Stopping printing

You can stop printing in progress.

# Press the [Clear/Stop] key.

The following confirmation dialog box appears.



# **2** Press the [Yes] key.

The printing operation stops.

# 🖉 Note

□ To cancel printing from being stopped, click the **[Print]** key in the confirmation dialog box. Printing then continues for the remaining part of the document. Changing the number of copies during printing

You can change the number of copies during printing.

#### Limitation

The number of copies can only be changed with the Sort function selected in the print settings.

# Press the [Clear/Stop] key.

The following dialog box appears.



- **2** Click the [Change Set Qty.] key.
- **3** Use the number keys to enter a new number of copies.

User Name: Note	Print Settings	Next Job Page Total Print
File Name: COPY0017 Printing Order:	Istep  key was pressed. Step printing?	State:
1/1	Enternew quantity of sets, then press @.	en de
Bend File	Change Outsitiv         10	

# 4 Click the [#] key.



# **5** Click the [Print] key.

Printing restarts.

# Sample Copy

If you print multiple sets using the Sort function, you can check if the print order or the print settings are correct by printing out only the first set using the **[Sample Copy]** key.

#### Limitation

□ This function can be used only when the Sort function has been turned on.

## **1** Select the document to be printed.

FileList	Select Files to Print	Page Total Print
Search by User Name	Select files to print. User Name File Name Date Page Printprint	File Motogement
Search by File Name	FAXIO12 Aug. 15 1	Celete File Prol 151 Page
Vau can scan originals to store them	COPYOE03 Aug. 15 2	After selecting file, Print Settings can
o ste ten.	COPYOID2 Aug. 15 1     1/1     COPYOID7 Sept. 14 1     A FRY.	te changed.
Scan Original	Viet.	Prof Satilitys

• If no password is set for the document, the line for the selected document is highlighted.



• If a password has been set for the document, the password entry dialog box appears.

Enter the password, and then click **[OK]**.



The selected line is highlighted.

FileList	() Ready	Select Files to	Print	Page Total Print
Search by User Name	Two or more files can be	printed continuously.		
seachby oser halfe	User Name	File Name	Date Page Printy Odr	File Management
Search by File Name	1	F4X0012	Aug. 15 1	Delete File
au can scan originals		C0P10103	Aug. 15 2 Deta	-3 Print 1st Page After selecting file,
store them.	1	C0P10102	Aug. 15 1 1/1	Print Settings can be changed.
·	1	COP10017	Sept. 14 1 1 APR	
Scan Original			¥10	Print Settings

## 🖉 Note

- □ You can search for a desired document by user or file name by using the **[Search by User Name]** or **[Search by File Name]** keys, respectively. ⇒ p.84 "User Code Management"
- You can sort document names in the list by the user names, file names, or dates. To sort the documents, click the [User Name], [File Name:], or [Date] key.
- □ You can scroll up or down the file names listed by using the [▲Prev.] or [▼Next.] key, respectively.
- To cancel a document selection, press the highlighted line for the selected document.

# **2** Press the **[Sample Copy]** key.



After the first set is printed out, press the [Print] key to print the rest of the print job. Press the [Suspend] key to cancel printing and return to the "Print Settings" menu for changing the settings.

# **Print First Page**

You can print the first page of the document selected in the "Select Files to Print" display to check the contents.

If more than one document is selected, the first page of each document is printed.

# **1** Select the document to be printed.

FileList	Select Files to Print	Pape Total Print
Search by User Name	Select files to print.	Frie Morogener/
- searchy countrate	User Name File Name Date Page File(g-55	
Search by File Name	8 FAXE012 Aug. 15 1	(eiele File
You can scan originals	C0PY0103 Aug. 15 2	Prol 15 Page After selecting file,
to store them.	1 C0P10802 Aug. 15 1 1/1	Print Settings can be changed.
	L COPY0017 Sept. 14 1 & FRY:	<u> </u>
Scan Original	¥16:1	Prol Satilings

• If no password is set for the document, the line for the selected document is highlighted.

File List	() Ready	Select Files to	Prit	Page Total Print
Search by User Name	Two or more files can be p User Name	rinted continuously. File Name	Date Page Printy Odr	File Management
Search by File Name	1	F4/0012	Aug. 15 1	E3 Delete File
Vau can scan originals to store them.	1	COPYOLOS COPYOLO2	Aug. 15 2 1 Aug. 15 1 1/1	all After selecting file, Print Settings can
Scan Original	1	C0P10017	Sept. 14 1	Print Settings

• If a password has been set for the document, the password entry dialog box appears.

Enter the password, and then click **[OK]**.



The selected line is highlighted.

File List	() Rea	ady	Select Files to	Print.			Page Total Print
Search by User Name	Two or more	files can be p	rinted continuously.				
seachby oser halfe		User Name	File Name	Date	Page	Printy Odr	File Management
Search by File Name	1		FAX1012	Aug. 15	1		Delete File
u can scan originals			C0P10103	Aug. 15	2	Detail	Print 1st Page After selecting file,
store them.	1		C0P10102	Aug. 15	1	1/1	Print Settings can be changed.
	1		C0P10017	Sept. 14	1	1 A PRV.	
Scan Original						▼16:3	Print Settings

# 🖉 Note

- □ You can search for a desired document by the user or file name, using the [Search by User Name] or [Search by File Name] keys, respectively. ⇒ p.84 "User Code Management"
- You can sort document names in the list by the user names, file names, or dates. To sort the documents, click the [User Name], [File Name:], or [Date] key.
- □ You can scroll up or down the file names listed by using the [▲Prev.] or [▼Next.] key, respectively.
- To cancel a document selection, press the highlighted line for the selected document.

# **2** Click the [Print 1st Page] key.

File List	ÜR	eady	Select Files to I	Frint			Page Tutal Print
Search by User Name	Two or p	oare files can be p	rinted continuously.		_		File Management
Seauloy Geenvale		User Name	File Name	Date	Page	Printg Odr	
Search by File Name	3		FA00102	Aug. 15	1		Delete File
u can scan originals			COPYIOIS	Aug. 15	2	Detail	Print 1st Page After selecting file,
o store them.	1		COPY1012	Aug. 15	1	1/1	Print Settings can be changed.
	1		COPY1017	Sept. 14	1	1 ▲ P895.	
Scan Original						₩ Not	Print Settings

The following confirmation dialog box appears.



# **3** Press the **[Start]** key.

The first page is printed out.

# 🖉 Note

□ To cancel printing of the first page, click the **[Cancel]** key.

# **Deleting Saved Documents**

All unnecessary documents should be deleted.

This section describes how to delete saved documents.

#### ∰Important

- You can save up to 3,000 documents in the Document Server. No more documents can be saved when there are 3,000 documents in the Document Server. You should delete unnecessary documents.
- □ You can set the timer to delete the documents stored in the Document Server with the User Tools.
   ⇒ p.99 "Auto Delete File" in "Key Operator Tools <sup>2</sup>/<sub>2</sub>".

#### 🖉 Note

□ You can delete all the saved documents at a time with the User Tools.  $\Rightarrow$  p.99 "Delete All Files" in "Key Operator Tools  $^{2}/_{2}$ ".

Follow these steps to delete saved documents.

# Press the [Document Server] key.

The "Select Files to Print" display appears.

#### **2** Select the document to be deleted.

FileList	Select Files to Print	Page Total Print
Search by User Name	Select files to print. User Name File Name Date Page Prints 32	F de Hanagemeid
Search by File Name	FAXED12 Aug. 15 1	Cerbio Frie
You can scan originals		Prof 1st Page After selecting file,
to store them.		Print Settings can be changed.
Scan Original	¥10:5	Prol Satilitys

• If no password is set for the document, the line for the selected document is highlighted.

FileList	) Ready	Select Files to I	Print	38	Page Total Print
Search by User Name	wo or more files can be pr	inted continuously.			File Management
- craciney our rune	User Name	File Name	Date Page Printg Oc	ī	
Search by File Name	1	FAX0012	Aug. 15 1	2 I	Delete File
Vau can scan originals		COPYOEOS	Aug. 15 2 1	Detail	Print 1st Page After selecting file,
to stars them	1	C0PY0802	Aug. 15 1	1/1	Print Settings can be changed.
	1	C0P10017	Sept. 14 1	A PRV.	<u> </u>
Scan Original			[	₩10:0	Print Settings

 If a password has been set for the document, the password entry dialog box appears.
 Enter the password, and then click **IOK1**.



The selected name is highlighted.

					EP 14,2001 11:10AM
File List	() Ready	Select Files to I	Print		Page Total Print
Search by User Name	Two or more files can be	a printed continuously.			File Management
Secondy coer wate	User Name	File Name	Date Page	Printg Odr	
Search by File Name	3	FA00102	Aug. 15 1		Delete File Print 1st Page
'au can scan originals		COPYIOIS	Aug. 15 2	Detail	After selecting file,
o store them.	1	COPY1012	Aug. 15 1	1/1	Print Settings can be changed.
Scan Original	1	COPY1017	Sept. 14 1	1 ▲ PR9.	Print Settings
				₩10:2	

# 🖉 Note

- □ You can search for the document you desire by the file name or the user name. ⇒ p.58 "To Search by File Name"
- You can sort the files in order of [User Name], [File Name:], or [Date]. Press the key you want to sort by.
- □ If the desired file name is not shown, see the next or previous screen using the [▼Next.] and [▲Prev.] keys.
- If you cannot find the desired document using the names, you can print the first page of a document to check its contents. Press the line for the desired document, and press the [Print 1st Page] key followed by the [Start] key.
- Press the selected line again to cancel the print job.

□ If you select a document which requires a password, the "Input the Password" window appears. Enter your password using the number keys, and press the **[OK]** key. To delete the value entered, press the **[Clear]** or **[Clear/Stop]** key. To cancel a selected document, press the **[Cancel]** key.

# **3** Repeat step **2** if you want to select more than one document.

#### **4** Press the [Delete File] key.

A confirmation dialog box appears.

# **5** Press the [Delete] key to delete the document.



# 🔗 Note

□ To cancel the delete operation, press the **[Do not Delete]** key.

# **Searching Saved Documents**

You can use either the **[Search by File Name]** or **[Search by User Name]** key to search for documents stored on the Document Server. You can also list the stored documents in the order you prefer. If you install Desk Top Binder V2 Professional or Desk Top Binder V2 Lite on your computer, you can search and rearrange the documents from your computer.

#### Search by File Name

You can search the documents stored in the Document Server by the file name.

#### Search by User Name

You can search the documents stored in the Document Server by the user name.

# To Search by File Name

This searches for documents on the Document Server that match a file name.

Press the [Document Server] key.

**2** Press the [Search by File Name] key.

Enter the file name using the letter keys.

## ₽ Reference

For details on entering characters, refer to p.100 "Entering Text".

## 4 Press the [OK] key.

Only the files beginning with the name entered appear in the "Select Files to Print" display.

#### 🖉 Note

To display all the files saved in the Document Server, press the [File List] key.

# To Search by User Name

This searches for documents on the Document Server that match a user name.

Press the [Document Server] key.

2 Press the [Search by User Name] key.

**3** To specify a registered user name, select the user name from the displayed list, and then click [OK].



To specify an unregistered user name, follow the procedure below.

4 To specify an unregistered user name, click the [Non-programed Name] key. The entry dialog box below appears. Enter the unregistered user name in the entry dialog box, and then click [OK].



# Reference

For more information about how to enter characters, see p.100 "Entering Text".

# **5** Press the [OK] key.

Only the files beginning with the name entered appear in the "Select Files to Print" display.



# 🔗 Note

□ To display all the files saved in the Document Server, press the **[File List]** key.

# To Check the Details of Stored Documents

**1** Select the document for which you want detailed information.

FileList		Page Total Print		
Search by User Name	Select files to print.			File Morogement
<u> </u>	User Name	File Name	Date Page Findq-33	
Search by File Name	8	FAX1012	Aug. 15 1	(elete File
Vau can scan originals		C0P10103	Aug. 15 2	<ul> <li>Prol 1st Page</li> <li>After selecting file.</li> </ul>
to store them.	1	C0P10102	Aug. 15 1 1/1	Print Settings can be changed.
	1	C0P10017	Sept. 14 1	
Scan Original			¥165	Prof Satings

• If no password is set for the document, the line for the selected document is highlighted.

FileList	() Ready	Select Files to	Print	Page Total Print
Search by User Name	Two or more files can be p			File Management
<u> </u>	User Name	File Name	Date Page Printy Odr	
Search by File Name	1	FAX1012	Aug. 15 1	Delete File
Vau can scan originals		CORVOLOS	Aut. 15 2 1	etail After selecting file,
to store them.	1	C0P10102	Aug. 15 1	Dried Settings can
[]	1	C0P10017	Sept. 14 1	Park.
Scan Original			7	Print Settings

 If a password has been set for the document, the password entry dialog box appears.

Enter the password and click **[OK]**.



The selected name is highlighted.

File List	() Ready	Select Files to I	Print			Paga Total Print
Search by User Name	Two or more files can be p	rinted continuously.	_			File Management
Seaulity oser have	User Name	File Name	Date	Page	Printg Odr	
Search by File Name	3	FAX1012	Aug. 15	1		Delete File
u can scan originals		COPYOILOS	Aug. 15	2	Detail	Print 1st Page After selecting file,
store them.	1	C0PY0102	Aug. 16	1	1/1	Print Settings can be changed
	3	COP10017	Sept. 14	1	▲ Page.	
Scan Original					₩10:2	Print Settings

#### 🖉 Note

□ You can search for a desired document by the user or file name, using the **[Search by User Name]** or **[Search by File Name]** keys, respectively. ⇒ p.84 "User Code Management"

- You can sort document names in the list by the user names, file names, or dates. To sort the documents, click the [User Name], [File Name:], or [Date] key.
- □ You can scroll up or down the file names listed by using the [▲Prev.] or [▼Next.] key, respectively.
- □ If you cannot determine the contents of a desired document by its file name, you can print just the first page of the document for checking purposes. To do this, select the document to be checked, and then click the **[Print 1st Page]** key.
- To cancel document selection, press the highlighted line for the selected document.

# **2** Press the [Detail] key.

Fielist	) Ready	Select Files to F	hint			Page Total Print
Search by User Name	ee or more files can be pr	inted continuously.		_		File Management
Seacing contraine	User Name	File Name	Date	Page	Printg Odr	
Search by File Name	3	FA00102	Aug. 15	1		Delete File
u can scan originals		COPYLIGIIS	Aug. 15	2	Detail	Print 1st Page After selecting file,
daga them "	1	C0PYE082	Aug. 15	1	1/1	Print Settings can be changed.
	1	00P/1017	Sept. 14	1	1 ▲ P895.	
Scan Original					₩10:2	Print Settings

The detailed information about the document is displayed.

		SEP 14,2001 11:26AM
FileList	O Ready Select Files to Print	Page Total Print
		1 1 0
Search by User Harre	Stored File Printing Order: 1/1	File Bassgemed
	File name     COPY0017     Initial Menu	Cetele File
Shaich by Frie Norm	► User name	
	None	Print 1st Page
You can scan originals to store them.	► Storage time Sept /14/2001 11:09AM	After selecting file, Print Settings can
OU SILLINE COMMUN.	► Star ► Pages	be changed.
[]	MD I	
Stat Original		Print Settings
	International	

#### 🖉 Note

- □ If you have selected several documents, use the [▲] [▼] keys to view the details of each document.
- □ Click **[OK]**. The "Select Files to Print" display appears.

## 4. User Tools (System Settings)

### Accessing the User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

### Preparation

After using the User Tools, be sure to exit from the User Tools.

The selected key is highlighted.

Any changes you make with the User Tools remain in effect even if the main power switch or operation switch is turned off, or the **[Energy Saver]** key is pressed.

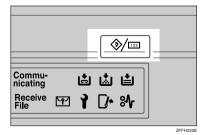
### 

For information on the User Tools (Copy/Document Server Features), see the Copy Reference manual.

### Changing the Settings

### Press the [User Tools/Counter] key.

The User Tools Main Menu appears.



**2** Press the [System Settings] key.

The System Settings menu appears.

User Tools/Count	er/Inquiry	AUG 231/2012 10:1 Ect
	Copier,Document Server Features	🖓 Rangais
System Settings	Facsimile Features	]
Ug Sjon Swills	Printer Features	i inquiry
	Scamer Features	Counter

**3** Select the desired menu and press the desired key.

lect one of the toiline	ing default settings.				
General Features	Paper Size Setting	Timer Setting	Interface Settings	File Transfer	Key Operator Tools
Parel	Tote	OFF	Func	tion Reset Timer	3 second(s)
Warm Up	Notice	ON	0	utput: Copier	internal tray 1
Capy Coun	t Display	Up	Output	Document Server	Internal tray 1
Function	Prixity	Copier	00	tpet: Facsimile	Internal tray 2
Print Pr	ioty	Display mode		1/2	A Project

4 Change the settings by following the instructions on the display panel. Then press the [OK] key.

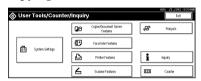
### 🖉 Note

- □ **[OK]**: Press to set the new settings and return to the previous menu.
- [Cancel]: Press to return to the previous menu without changing any data.
- To cancel the changes made to settings and return to normal the function display, press the [User Tools/Counter] key.

### **Exiting from the User Tools**

### After changing the User Tools settings, press the [Exit] key on the User Tools Main Menu.

Changing the User Tools is finished, and the machine is ready for copying.



### 🖉 Note

- To exit from changing the machine's default settings and return to Copy mode, press the [User Tools/Counter] key.
- You can also exit from the User Tools by pressing the [User Tools/Counter] key.

### User Tools Menu (System Settings)

♦ "General Features  $^{1}/_{2}$ " ⇒ p.68, "General Features  $^{2}/_{2}$ " ⇒ p.71

ser Tools/Cou	inter/Inquiry			AUR 21,2012 Ext
		ier/Document Server Features	¢.	Français
G System Settings		csimile Features		
	E -	Printer Features	<b>  i</b>	inquiry
	6	camer Features	122	Counter
	6			
$\mathbf{+}$				SEP 14,2001
stem Setting				Exit
of the following default setti I Features Paper Size S		Interface Settings F	ile Transfer	Key Operator Tools
Panel Tone	loff	Function Re		3 second(s)
Warm Up Notice	ON	. tutut		internal tray 1
opy Count Display	Up	Output: Docu		Internal tray 1
Function Priority	Copier	Output: Fi		internal tray 2
Print Priority	Display mode		1/2	A Preview
ystem Setting	s		1/2	
	S ngs.	Interface Settings F	1/2 lie Trassfer	SEP 14,2011
ystem Setting	S ngs.	Interface Settings F Function Pie	lie Transfer	SEP 14,201
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/stern Setting of the following debut setti Feelaws Paper Size S Pacel Tone	S ngs. tting Off	Function Re	lie Transfer set Timer Copier	SEP 14, 2011 Ext Key Operator Tools 3 second(s)
Astem Setting of the tollowing debut setti Freetrees Paper Size S Pacel Tone Worm Up Notice	S ngs. tting Timer Setting OFF ON	Function Re Output:	lle Tracsfor set Timer Capier ment Server	SEP 14,2011 Ext Kay Operator Teals 3 second(s) Wetnaul tay 1
Instein Setting Sten Setting Paper Ster Paper Ster Paper Ten Warm Up Notice Copy Count Display	S ngs. stting Timer Satting OFF ON Up	Function Re Output: Output: Docu	lle Tracsfor set Timer Capier ment Server	SEP 14, 2011 Ext Key Operator Teols 3 second(s) Wriensal tray 1 Vriensal tray 1
In the science of the	S spin strog Traws Sating or F spin Satisfies S	Function Re Output: Output: Docu	lle Tratsfor Set Timer Copier ment Server cosimile	SEP 14, 2011 Exit Xay Operator Teels 3 second(s) Mitemai tray 1 Mitemai tray 1 Mitemai tray 2
Stern Setting Interkiverg detait set. Freedow Perez Preed Tese Parel Tese Verm Up Notice Copy Creet Display Fraction Priority Print Priority	S strag Tase Setting off off oper captor paging/code S sg.	Function Re Output: Output: Docu Output: Ro	lle Tratsfor Set Timer Copier ment Server cosimile	S32 14-201 Ext Sey Operator Teels 3 second(o) Heenal toy 1 Heenal toy 1 Heenal toy 2 A Province
ystem Setting offa silverig diruct att Freiters Pager Stars Pager Stars Pager Stars Pager Stars Pager Stars Pager Stars Verm Up holice Copy Coast Display Faction Pranty Print Priority Print Priority Stars Settling Othe silvering diruct att	S strag Tase Setting off off oper captor paging/code S sg.	Function Re Output: Output: Docu Output: Re	lle Tracsfor set Timer Capier mett Saner csimile 1/2	235 16,000 Ext Stay Operator Tests 3 secont(c) (Teteral tay) (tercal t
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4

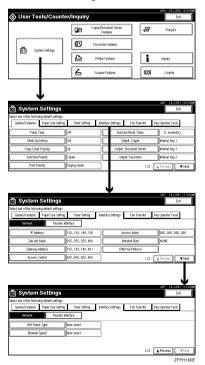
 <sup>a</sup> "Paper Size Settings <sup>1</sup>/<sub>3</sub>" ⇒ p.72, "Paper Size Settings <sup>2</sup>/<sub>3</sub>" ⇒ p.74, "Paper Size Settings <sup>3</sup>/<sub>3</sub>" ⇒ p.75

20 System Settin	De c			Exit
20 System Settin		opier/Document Server Features	¢°	Français
an System Settin		Facsimile Features		
	* •	Printer Features	i	inquiry
	6	Scanner Features	123	Counter
*				SEP 14,2001
of the tollowing default				Ed
al Features Paper Si		Interface Settings File Tran	ster Ke	Operator Tools
Panel Tone	OFF	Function Reset Tim	er .	3 second(s)
Warm Up Notice	ON	Output: Capier		internal tray 1
Copy Count Display	Uş	Output: Document Se	ner	Internal tray 1
Function Priority	Copier	Output: Facsinili		Internal tray 2
Print Priority	Display mode		_	Preview
ger Tray Priority: Copie ger Tray Priority: Printe		Tray Paper Size: Tray Paper Size: Tray		84 (2) 83 (2)
gen stop i ming P100	Index .	Tray Paper Size: Tra		BS JIS D
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ystem Setti of the following default				SEP 14,2011 Edit
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al Features Paper Si				
al Features Paper Si Paper Type: Bypass tray				
Paper Si Paper Type: Bypass tray Paper Type: Tray 1	No display 2	Sided copy Auto Paper Select on	]	
al Features Poper Si Poper Type: Dypass tray Poper Type: Tray 1 Poper Type: Tray 2	Ne display 2 Ne display 2	Sided copy - Auto Paper Select on	]	
al Features Poper Si Paper Type: Bypass tray Paper Type: Tray 1 Paper Type: Tray 2 Paper Type: Tray 3	Ne display 2 Ne display 2 Ne display 2	Sided copy - Auto Paper Select on Sided copy - Auto Paper Select on	]	
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### ♦ "Timer Setting"⇒ p.77

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♦ "Interface Settings/Network 1/2-2/2" ⇒ p.79



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♦ "Interface Settings/Parallel Interface" ⇒ p.81

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### ♦ "File Transfer" $\Rightarrow$ p.82

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★ "Key Operator Tools <sup>1</sup>/<sub>2</sub>"⇒ p.84,"Key Operator Tools <sup>2</sup>/<sub>2</sub>"⇒ p.99

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4

# Settings You Can Change with the User Tools

### 

For how to access the User Tools, seep.61 "Accessing the User Tools (System Settings)".

### General Features 1/2

### Panel Tone

The beeper (key tone) sounds when a key is pressed.

🖉 Note

Default: ON

### Warm Up Notice

Specify whether the beeper sounds when the machine becomes ready for copying after Energy Saver mode is deactivated or the power is turned on.

### 🖉 Note

- □ If the "Panel Tone" setting is "Off", the beeper does not sound irrespective of the "Warm Up Notice" setting.
- □ Default: ON
- Copy Count Display

The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down).

### 🖉 Note

□ Default: *Up* (*count up*)

### Function Priority

You can specify the mode to be displayed immediately after the operation switch is turned on or System Reset mode is turned on.

### 🖉 Note

Default: Copier

### Print Priority

Set print priority for each mode.

- "Display mode" Print priority is given to the mode displayed on the display.
- "Copier" Print priority is given to the copy function.
- "Document Server" Print priority is given to the Document server.
- "Facsimile" Print priority is given to the fax function.
- "Printer"

Print priority is given to the printer function.

"Interleave"

Prints jobs in the order in which they are initiated regardless of mode/function. Output from each function might be mixed. If you want to avoid such mixing, specify an independent tray for each feature using "Output". When using different functions, attaching internal tray 2 allows you to specify an independent tray for each function. If you want to attach one, contact your local dealer.

### 🖉 Note

Default: Display mode

- □ When the optional Internal Tray, Internal Shift Tray, Finisher 500, or Finisher 1000 is installed on the machine, you can specify an output tray to which documents are to be delivered. For more information about how to specify an output tray for each function, see the following descriptions:
  - p.70 "Output: Copier"
  - p.70 "Output: Document Server"
  - p.70 "Output: Facsimile"
  - p.71 "Output: Printer"

### 

 $\Rightarrow$  p.35 "Multi-Access" or "Output" on  $\Rightarrow$  p.68 "General Features 1/2"

### Function Reset Timer

The length of time the machine waits before changing modes when using the multi-access function. This is useful if you make many copies where you have to change the settings for each copy. If you set a large value, you can prevent jobs from other functions interrupting the copy job. This setting is ignored if "Interleave" is set for "Print Priority".

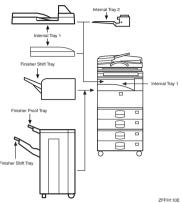
### 🖉 Note

Default: Set Time

- □ The Function Reset Timer setting is ignored if "Interleave" is set for "Print Priority" ( $\Rightarrow$  p.69).
- □ When you select "Set Time", enter the time (3~30 seconds by 1 second steps) with the number keys.
- □ The default time setting is 3 seconds.

#### Output: Copier

You can specify a tray to which documents are delivered.



- Internal Tray 1
- Internal Tray 2
- Finisher Proof Tray
- Finisher Shift Tray

#### Output: Document Server

You can specify a tray to which documents are delivered.

- Internal Tray 1
- Internal Tray 2 ٠
- Finisher Proof Tray ٠
- Finisher Shift Tray •

### 🖉 Note

□ For details about output trays, refer to p.70 "Output: Copier".

### Output: Facsimile

You can specify a tray to which documents are delivered.

- Internal Tray 1
- Internal Tray 2
- Finisher Proof Tray
- Finisher Shift Tray

### Note

□ For details about output trays, refer to p.70 "Output: Copier".

### General Features <sup>2</sup>/<sub>2</sub>

### Output: Printer

You can specify a tray to which documents are delivered.

- Internal Tray 1
- Internal Tray 2
- Finisher Proof Tray
- Finisher Shift Tray

### 🖉 Note

- □ The output trays set on the Printer Driver have priority over the output tray specified above.
- □ For details about output trays, refer to the illustration in p.70 "Output: Copier".

### Prepare Stapling

Perform a test staple after replacing staples or removing jammed staples.

### 🔗 Note

□ Press **[OK]** to prepare stapling.

#### <F/F4> Size Settings

Currently three types of F size are available:  $8^{1}/{2}$ "×13",  $8^{1}/{4}$ "×13", and 8"×13". The document feeder or exposure glass sensor cannot distinguish these three types of originals. This function sets the F size for the document feeder or exposure glass sensor. Auto Paper Select or Auto Reduce/Enlarge can be used for F size originals based on this setting. You'll find it very convenient to use the machine with the F size setting.

### 🖉 Note

□ Default: 8<sup>1</sup>/<sub>2</sub>"×13"

### **Output tray settings**

### Limitation

- □ You cannot interrupt the current job with a job of a different function that specifies stapling or sorting.
- You can interrupt the current job with an ordinary copy job or facsimile reception. The output tray used when the job is interrupted varies depending on the type of finisher shift tray and output tray specified for interruption.

### When Finisher 500 is the finisher shift tray:

- When the output tray specified for the interrupting job is the finisher tray, the interrupting job will be delivered to Internal Tray 1.
- When the output tray specified for the interrupting job is not the finisher tray, the interrupting job will be delivered to the specified output tray.

### When Finisher 1000 is the finisher shift tray:

- When the output tray specified for the interrupting job is the finisher tray, the interrupting job will be delivered to the Finisher Proof Tray.
- When the output tray specified for the interrupting job is not the finisher tray, the interrupting job will be delivered to the specified output tray.
- 4

□ When the Finisher 500 or Finisher 1000 is installed and stapling is specified for a job, the job will be delivered to the finisher shift tray regardless of the output tray specified.

### Paper Size Settings 1/3

### Paper Tray Priority (Copier)

You can specify the output tray for delivery.

## NoteDefault: *Tray* 1

Paper Tray Priority (Printer)

You can specify the output tray for delivery.

### 🖉 Note

Default: Tray 1

### Tray Paper Size: (Tray 1–4)

Select the size of the copy paper set in the paper tray.

### The paper sizes you can set for trays 1, 3 and 4 are as follows:

- A3, B4, A4, A4, A4, B5, B5, A5, A5
- $11"\times17"\square, 8^1/_2"\times14"\square, 8^1/_2"\times11"\square, 8^1/_2"\times11"\square, 5^1/_2"\times8^1/_2"\square, 7^1/_4"\times10^1/_2"\square, 7^1/_4"\times10^1/_2"\square, 8^1/_2"\times13"\square, 8^1/_4"\times13"\square, custom size (140-297 mm (5.46"-11.58") wide x 182-432 mm (7.09"-16.8") long)$
- The paper sizes you can set for tray 2 are as follows:
  - A3, B4, A4, A4, B5, B5, A5, A5, A5, B6, A6, C5, C6, DL Env

•  $11"\times17"\square, 8^{1}/_{2}"\times14"\square, 8^{1}/_{2}"\times11"\square, 8^{1}/_{2}"\times11"\square, 5^{1}/_{2}"\times8^{1}/_{2}"\square, 7^{1}/_{4}"\times10^{1}/_{2}"\square, 8^{1}/_{2}"\times13"\square, 8^{1}/_{4}"\times13"\square, 4^{1}/_{8}"\times9^{1}/_{2}"\square, 3^{7}/_{8}"\times7^{1}/_{2}"\square, custom size (100-297 mm (3.9"-11.58") wide x 148-432 mm (5.77"-16.8") long)$ 

### ₽ Reference

Copy Reference "Changing the Paper Size".

### Important

□ If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly.

### 🖉 Note

- □ The tray fence for the optional large capacity tray (LCT) is fixed. If you need to change the paper size, contact your service representative.
- □ If the paper size set for the dial in paper tray 1 and 2 is different to the paper size for this setting, the paper size of the dial has priority.
- □ If you load paper in tray 1 or 2 that is not available on the paper size dial, set the dial to "\*".

Default:

- Tray 1: A4 🖓
- Tray 2: A3 🗗
- Tray 3: For optional paper-feed table: B5 For large capacity tray (LCT): A4
- Tray 4: B4 🖵

### Specifying a custom paper size

To use paper of a custom size, follow the procedure below to specify the custom paper size.

### **1** Click the **[Custom Size]** key on the "Tray Paper Size" display.

				SEP 14,2001 11:334
🛅 System Se	Tray Paper Size: Tray 2			
Select one of the following de	Select item, then press (OK).			
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	A4:2	B6 JISED		V Next
	Oustom Size	†	► Clonge Size	]
				Cancel OK

The "Custom Size" dialog box appears.

Press the [Vertical] or [Horizontal] key to specify the vertical or horizontal size, respectively. Then enter the size with the number keys, and then click the [#] key.

		SEP 14,2001 11:83AM
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		Cancel OK

### 🖉 Note

□ To correct the entered value, click the **[Clear]** key, and then enter the correct value.

### Click [OK].

The specified custom size is then set and the "Tray Paper Size" display appears.

### Paper Size Settings <sup>2</sup>/<sub>3</sub>

### Paper Type (Bypass Tray)

Sets the display so you can see what type of paper is loaded in the bypass tray.

#### The paper types you can set for the bypass tray are as follows:

• Plain paper, Recycled paper, Special paper, Color paper, Letterhead, OHP, Label paper, Thick Paper, Thin paper

### 🖉 Note

□ Default: *No display* 

### Paper Type (Tray1–4)

Sets the display so you can see what type of paper is loaded in each of the paper trays. This information is used by the print function to automatically select the paper tray.

The paper types you can set for trays 1, 3 and 4 are as follows:

• Plain paper, Recycled paper, Special paper, Color paper, Letterhead

### The paper types you can set for tray 2 are as follows:

• Plain paper, Recycled paper, Special paper, Color paper, Letterhead, OHP, Label paper, Thick Paper, Thin paper

### 🖉 Note

□ Default:

- Paper Type: No display
- Copying Method: 2 Sided Copy
- Apply Auto Paper Select: Yes
- $\Box$  A key mark is displayed next to the paper tray if No is selected.

### Limitation

Auto paper select can only be selected for the Copy function if No display and Recycled paper are selected. However, auto paper select is not used if No is selected.

### Paper Size Settings <sup>3</sup>/<sub>3</sub>

### Paper Type (LCT)

Sets the display so you can see what type of paper is loaded in the large capacity tray.

### The paper types you can set for LCT are as follows:

• Plain paper, Recycled paper, Special paper, Color paper, Letterhead

### 🖉 Note

Default

- Paper Type: No display
- Copying Method in Duplex: 2 Sided Copy
- Apply Auto Paper Select: Yes

□ A key mark is displayed next to the paper tray if No is selected.

### Limitation

Auto paper select is only selected for the Copy function if No display and Recycled paper are selected. However, auto paper select is not used if No is selected.

### Cover Sheet Tray (for Copy/Document Server function only)

Allows you to specify and display the paper tray to set cover sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

### 🖉 Note

Default:

- Tray to program: NONE
- □ The functions that use the Cover Sheet Tray setting are the front cover function and both covers function.
- □ When Mode Selected is selected, the cover settings options are only displayed when the cover function or slip sheet function is selected.
- You can only set the Copying Method in Duplex setting when At Mode selected is selected.

### Slip Sheet Tray (for Copy/Document Server function only)

Allows you to specify and display the paper tray to set slip sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

### 🖉 Note

Default:

- Tray to program: NONE
- When you use the Slip Sheet function, you can use the output tray specified in the Slip Sheet Tray setting.
- □ When At Mode selected is selected, the options are only displayed when the cover function or slip sheet function is selected.

### ₽ Reference

Copy Reference "Cover/Slip Sheet"

### **Timer Setting**

When entering Set Time mode, if a key operator code has been set, you must enter the code (up to 8 digits).  $\Rightarrow$  p.86 "User Code"

### Auto Off Timer

The machine turns off automatically to conserve energy after a specified amount of time has past after a job. This function is called "Auto Off".

The machine status after the Auto Off operation is called "Off mode" or "Sleep mode". For the Auto Off Timer, specify the time to elapse before the Auto Off function is activated.

The Time can be set from 10 seconds to 240 minutes.

### 🖉 Note

- Default: 1 minute
- □ Enter numbers with number keys
- $\Box$  Use the [-] and [-] keys to switch between minutes and seconds.
- □ When in Off or Sleep mode, the machine can be ready for use within 10 seconds.
- □ Auto off may not work while an error is displayed.

#### Panel Off Timer

Set the amount of time the machine waits before switching the panel off after copying has finished or the last operation is performed.

### 🔗 Note

- The default setting is the same time interval as the Auto Off Timer default setting, so the Panel Off Timer is not used. This setting is only used if the Auto Off Timer setting is set to a longer interval than the Panel Off Timer setting.
- **The warm up time for making a copy from standby mode is three seconds.**
- □ The default: 1 minute
- □ Enter a time interval between 10 seconds and 240 minutes with the number keys.
- □ Press the [←] or [→] keys to move the cursor between minutes and seconds.

#### System Reset Timer

The System Reset setting is a setting that automatically switches to the screen for the function set in Function Priority. This happens if no operations are performed or when an interruputed job is cleared. This setting sets the system reset interval.

### 🖉 Note

- □ Default: Yes, 60 seconds
- □ The time can be set from 10 to 999 seconds.

#### Copier/Document Server Auto Reset Timer

Specifies the time to elapse before the copier and Document Server functions are reset.

### 🖉 Note

- □ If No is selected, the machine will not automatically switch to the user code entry screen, and you will not be able to limit who uses the machine.
- Default: Yes, 60 seconds
- □ The time can be set from 10 to 999 seconds.

#### Facsimile Auto Reset Timer

Specifies the time to elapse before the facsimile function is reset.

### 🖉 Note

- □ Default: 30 seconds
- $\Box$  The time can be set from 30-999 seconds.

#### Scanner Auto Reset Timer

Specifies the time to elapse before the scanner function is reset.

### 🖉 Note

- □ If No is selected, the machine will not automatically switch to the user code entry screen, and you will not be able to limit who uses the machine.
- Default: Yes, 60 seconds
- □ The time can be set from 10-999 seconds.

### Set Date

Set the date for the copier's internal clock.

### 🖉 Note

 $\Box$  To change among year, month and day, press the [ $\leftarrow$ ] and [ $\rightarrow$ ] keys.

### Set Time

Set the time for the copier's internal clock.

### 🖉 Note

 $\Box$  To change between minutes and seconds, press the [-] and [-] keys.

### Interface Settings/Network 1/2-2/2

### IP Address

Before using this machine with the network environment, you must configure the IP address.

### 🖉 Note

- **D** Default: 011.022.033.044
- Do not use an IP address that has been used for another machine. To get the addresses, contact your network administrator.
- $\Box$  Press the [ $\leftarrow$ ] or [ $\rightarrow$ ] key to move between each group of three numbers.
- □ Press [Clear] if you enter the wrong number.

### Sub-net Mask

A number used to mathematically "mask" or hide an IP address on the network by eliminating those parts of the address that are alike for all the machines on the network.

### 🖉 Note

**D** Default: 000.000.000.000

- $\Box$  Press the  $[\leftarrow]$  or  $[\rightarrow]$  key to move between each group of three numbers.
- □ Press [Clear] if you enter the wrong number.

### Gateway Address

A gateway is a connection or interchange point that connects two networks. Configure the gateway address for the router or host computer used as a gateway.

### 🖉 Note

- **Default:** 000.000.000.000
- □ To get the address, contact your network administrator.

#### Access Control and Access Mask

You can control the client access. Access control and Access mask should be set together.

### 🖉 Note

- **D** Default: 000.000.000.000
- □ If you do not want to set any limitation for this machine, use the default settings.
- □ Press [Clear] if you enter the wrong number.
- □ If you set access control as 192.168.15.16, clients addresses might be assigned as follows:

Address for access mask	Client Address
000.000.000.000	XXX.XXX.XXX.XXX
255.000.000.000	192.xxx.xxx.xxx
255.255.000.000	192.168.xxx.xxx
255.255.255.000	192.168.15.xxx
255.255.255.255	192.168.15.16

#### Network Boot

Select how to set an IP address from a client.

### 🖉 Note

- □ Default: NONE
- □ For details about settings, consult your network administrator.

#### Effective Protocol

Select the protocol, to use in the network.

### 🖉 Note

□ Default: TCP/IP:Effective, NetWare:Effective, NetBEUI:Effective, AppleTalk: Effective

#### NW Frame Type

Select the frame type when you use NetWare.

### 🖉 Note

Default: Auto select

#### Ethernet Speed

Set the access speed for networks. Select a speed that matches your network environment. "Auto Select" should usually be specified.

### 🖉 Note

Default: Auto select

### Interface Settings/Parallel Interface

### Parallel Timing

Specifies the timing setting for the parallel interface. Under normal circumstances, you will not need to change this setting.

### 🔗 Note

Default: ACK outside

#### Parallel Communication Speed

Specifies the communication speed for the parallel interface. If the communication speed is set too fast, data transfers may not flow smoothly. If this occurs, change the setting to "Standard".

🔗 Note

Default: High speed

### Selection Signal Status

Specifies the level for the select signal setting of the parallel interface.

NoteDefault: *High* 

### Input Prime

Specifies whether the prime signal is active or inactive when an input prime signal is sent. Under normal circumstances, you will not need to change this setting.

Note

Default: Invalid

### Bidirectional Communication

Specifies the printer's response mode and so forth for a status request when using the parallel interface. If you experience problems when using other manufacturers printers, set this to "Off". However, if this is set to "Off", asynchronous functions will not work.

### 🖉 Note

□ Default: Yes

### Signal Control

Specifies the error processing settings for when an error occurs when printing from a computer or sending faxes. Under normal circumstances, you will not need to change this setting.

### 🖉 Note

Default: Job acceptance priority

### **File Transfer**

Make these settings as required when using ScanRouter V2 Lite/Professional.

### 🖉 Note

- □ The file transfer function requires the optional Hard Disk Unit.
- □ The optional ScanRouter V2 Professional is required for distributing received fax documents.

### Delivery Server IP Address

Specifies the IP address of the ScanRouter V2 Lite delivery server for distributing documents or data from the machine.

### 🖉 Note

□ Default: 000.000.000.000

- $\Box$  Press the [-] or [-] key to move between each group of three numbers.
- □ If you make a mistake, press and enter the correct number.
- You must also set the delivery server IP address on ScanRouter V2 Lite/Professional. The relevant setting on the machine will be overwritten by the delivery server IP address set on ScanRouter V2 Lite/Professional.

### Fax RX File Transmission

Setting per Line

Specifies whether or not received fax documents should be sent to Scan-Router V2 Professional for each of the fax lines.

### 🖉 Note

□ Default: G3 Port 1/Do not Deliver, G3 Port 2/Do not Deliver, G3 Port 3/Do not Deliver

#### • Print at Delivery

Specifies whether or not received fax documents that are sent to ScanRouter V2 Professional should also be printed by the machine at the same time.

### 🖉 Note

Default: No

• File to Deliver

Specifies whether all received fax documents or only received fax documents that include delivery codes (documents with an ID and F code) should be sent to ScanRouter V2 Professional.

### 🖉 Note

Default: File with Dlvry Code

• Delivery Failure File (Dlvry Failure File)

If a received fax document cannot be sent to ScanRouter V2 Professional, the document is stored in the machine's memory. To print this stored data, select "Print File"; to delete the data, select "Delete File".

### 🖉 Note

- □ If the machine can send data to ScanRouter V2 Professional, data is sent automatically.
- □ If you delete the data, you will not be able to distribute or print the data.

### Recall Interval Time

Specifies the interval the machine waits before resending data or a document, if it could not be sent to ScanRouter V2 Professional.

### 🖉 Note

- □ Default: 300 Seconds
- □ Enter an interval within the range of "60 -999 seconds" (in one second intervals) with the number keys.
- □ This setting is for the Scanner function. The distribution of received fax documents will still be performed.

### Number of Recalls

### 🖉 Note

- Default: No
- □ Enter the number of times within the range of "1 to 99" with the number keys.
- □ This setting is for the Scanner function. The distribution of received fax documents will still be performed.

### Key Operator Tools 1/2

If an access code has been set, you cannot use the Key Operator Tools unless you enter the access code (max. 8 digits).  $\Rightarrow$  p.84 "Key Operator Code"

### 

For details about user codes,  $\Rightarrow$  p.86 "User Code"

#### User Code Management

Allows you to control who uses the machine by setting user codes for users. To use function with "User Code Management" set to "ON", you must enter a registered user code. User codes must be registered for user code management. For more information about user codes, see p.86 "User Code".

### Note

- □ Default: Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/Auto Program
- By using "Auto Registration" for the printer, you can keep a print log for each user code entered from the driver.

#### Key Counter Management

Use the key counter to specify whether users are limited or not.

### 🖉 Note

□ Default: Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/OFF

#### Key Operator Code

#### Important

□ The administrator must properly manage the key operator codes set for the machine.

This specifies whether or not to use passwords (max. 8 digits) to control use of the "Timer Setting" or "Key Operator Tools" settings for the access codes.

### 🖉 Note

- Default: OFF
- □ If you select "ON", enter the access code (max. 8 digits) with the number keys, and then select "Partial" or "All Initial Settings" to set the access limit.
  - If you selected "Partial"
    - An access code is only required for the "Timer Setting", "Key Operator Tools" initial settings and for "Key Operator Tools" for the fax initial settings. "MENU PROTECT" will be set for "CHANGE/CONTROL" in the printer initial settings.

- If you selected "All Initial Settings"
  - An access code will be required to access all the items in the System Settings, Copier/Document Server Features, Facsimile Features, Printer Features, and Scanner Features.
- □ If you select "All Initial Settings", you will need to enter the access code to access the Key Operator Code screen.

### Program/Change/Delete User Code

Adds, changes or deletes user codes (max 8 digits).

### 🖉 Note

- You can register up to 100 user codes. If you add the optional extension module, you can register up to 500 user codes.
- □ You can also register user codes from SmartNetMonitor for Admin (printer option required).
- □ Even if you change the user codes, the counter values are not cleared.
- □ If you clear a user code, the counter values associated with it are also automatically cleared.

### • [Program/Change]

This registers new user codes and changes the functions that can be used with user codes and user names.

- [Delete] Deletes a user code.
- [Delete All] Deletes all the user codes.

### Display/Print Counter

Allows you to view and print the various counters.

- Display/Print Counter Displays counters for each functions (Total, Copier, Facsimile, and Printer).
- Print Counter List Prints out a list of counters for all functions (Total, Copier, Facsimile, Printer, A3/DLT, 2-Sided Copy and Staple).
  - ① If you want to print Counter List, press [Print Counter List], and then press start.

### 🖉 Note

□ If you do not want to print, then press [Cancel].

② Press [Exit]

#### Display/Clear/Print Counter per User Code

Allows you to view and print the various counters accessed with user codes and to set the values to 0.

### ∰Important

□ If you use "Delete All" for the user codes, the user code names (Fax function), counter values, and communication settings will also be deleted. Be sure to print the list of these settings before pressing the "OK" key.

### 🖉 Note

- □ Press the [▲] and [▼] keys to show all counters.
  - Print Counter per User Code Prints the counter values for each of the user codes.
  - Clear Counter per User Code Sets the counter value for each of the user codes to 0.

#### Change User Name Order

Changes the order of the registered user codes.

### 🖉 Note

- You can rearrange the order of items on the same page, but you cannot move the items to another page. For example, you cannot move an item from "PLANNING" to "DAILY".
- □ Select the user code you want to move and press the [←], [↑], [↓], and [→] keys to change its position. To move it to the end, press "To End".

### User Code

By registering user codes, you can limit the users of each function and check their use of each function. By installing an optional key card in the machine, you can summarize and manage the use data on each function and manage the users of each function in more detail.

The management and control items for each function are as follows:

#### Copier

Limits the users who can use the Copy function and manages the use of each user code.

### 🖉 Note

 $\Box$  Specify "ON" for "Copier" in the User Code Management settings ( $\Rightarrow$  p.84).

#### Document Server

Limits the users who can use the Document Server function and manages the use of each user code.

### 🖉 Note

□ Specify "ON" for "Document Server" in the User Code Management settings (⇒ p.84).

### Facsimile

Limits the users who can use the Fax function and manages the use of each user code.

### 🖉 Note

 $\square$  Specify "ON" for "Facsimile" in the User Code Management settings ( $\Rightarrow$  p.84).

### Printer

Limits the users who can use the Printer function and manages the use of each user code.

### 🖉 Note

 $\Box$  Specify "ON" for "Printer" in the User Code Management settings ( $\Rightarrow$  p.84).

### Scanner

Limits the users who can use the Scanner function and manages the use of each user code.

### ∰Important

The functions associated with each user code are the same. If you change or delete user codes, the management data and limits associated with that user code will become invalid.

### 🖉 Note

 $\square$  Specify "ON" for "Scanner" in the User Code Management settings ( $\Rightarrow$  p.84).

To Register the New User Code

Press the [User Tools/Counter] key.

**2** Press the [System Settings] key.

**B** Press the [Key Operator Tools] key.

Press the [Program/Change/Delete User Code] key.

🗟 System Settings				SEP 14,	Ed
Select one of the following default settings.					
General Features Paper Size Setting Time	r Setting Inte	rface Settings	File Tracsfer	Key Operator To	oks
User Code Management			Program/Change/De	lete User Code	
Key Counter Management			Display/Print	Counter	
	Ì	Dis	play/Clean/Print Cou	nter per User Code	
Key Operator Code OFF			Change User N	ame Order	
			1/2	A Previous	▼ Neod

### 5 Press [New Program] key.



**6** Press the key for the classification you want to use from "Title Select".

				SE	P 14,2001 11:34A
Program/Change User Code and	Name				
<ul> <li>Title Select</li> </ul>					
Freq /8	00 EF	CH 17K	LMN	OPQ RST	U/// X12
► User Code	_	Clear	Ð		
Avelable Fare Vend	Copier	Facelinik TX	Projet	Excurse) Sever	St. anter
► User Name		Enter Na	me		
Californi Pogan					icol 🛞

### 🖉 Note

 $\Box$  The keys you can select are as follows.

- [Freq.]... Added to the page that is displayed first.
- [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ],... Added to the list of items in the title selected.
- □ You can only select one page for "Title Select".

### **2** Enter the user code (8 digits max), and then press the [#] key.

Program/Change User Code and	Name					3EP 14,3	001 11:34A
► Title Select							
Freq 48	00 EF	GH 1JK	LMN	OP0	RST	UN	XYZ
► User Code	7777_	Clear	#				
Available Functions	Coper	Facstrole TX	Pule	(003	avi Sarat	S.	auer
<ul> <li>User Name</li> </ul>		Enter Na	me				
Colloo la Pogra						Cancel	-X

### 🖉 Note

□ If you make a mistake, press the **[Cancel]** or **[Clear/Stop]** key, and then enter the code again.

**3** Select the functions to be used with the user code from "Available Functions".

				3	EP 14,2001111:84A
Program/Change User Code and	Nane				
► Title Select					
Freq /8	00 EF	GH 1JK	LMN	OPO RST	U/W XYZ
► User Code	7777	Clear	Ð		
Available Functions	Copier	Facsinile TX	Printer	Document Server	Scatter
► User Name		Enter Na	те		
Continue to Program				0	ancel ()K

### 🖉 Note

- $\hfill\square$  The functions that can be selected are as follows.
  - [Copier], [Facsimile TX], [Printer], [Document Server], [Scanner]
- $\square$  Select "Yes" for each function of the user code.  $\Rightarrow$  p.84 "User Code Management"

**9** Press [Enter Name], and then enter the name for the user code.



### 🖉 Note

- □ For details on how to enter the name for the user code, see p.100 "Entering Text".
- □ This can be used to attach the user name to documents in the Document Server. You do not need to enter a user code for this.  $\rightarrow$  Functions, Document Server, in the Copy Reference manual.
- To continue registering user codes, press [Continue to Program], and then repeat the procedures from step **G**.



### Press the [OK] key.



### **1**2 Press the **[Exit]** key.

The display returns to the initial settings screen.



### Changing the User Code

Press the [User Tools/ Counter] key.

**2** Press the [System Settings] key.

**B** Press the [Key Operator Tools] key.

Press the [Program/Change/Delete User Code] key.

园 System	Settings				Ed
Select one of the follow					
General Features	Paper Size Setting	Timer Setting	Interface Settings	File Transfer	Key Operator Tools
User Code M	lanagement.			Program/Change/	Delete User Code
Key Counter M	/anagement			DisplayPri	nt Counter
			Di	splay/Clear/Print C	ounter per User Code
Key Opera	tar Code 0	ff.		Change User	Name Order
				1/	2 A Previous View

**5** Select the user code you want to change.

	Program,Change/Delete User Code Program code er select key to change.	SEP 14,2001111:85AM
	Fired         48         C0         EF         GH         TJK           3838         DEV         7777         NEW	LIIN OPO RST U/W XYZ Program 2/100
		1/ 1 TARK
l	Program Change Delete	Ed

**6** Enter the new information for the item that you want to change.



### 🖉 Note

- □ To change a user code, select the **[Clear]** key, enter a new user code with the number keys, and then select the **[#]** key.
- For "Available Functions", highlighted buttons indicate the currently available functions. To disable an available function, select the corresponding button so that it is not highlighted. To enable an unavailable function, select the corresponding button to highlight it.
- □ To change a user name, select the **[Enter Name]** key, and then enter a new user name in the input dialog box. For more information about how to enter characters, see p.100 "Entering Text".

### **7** Press the [OK] key.



### 8 Press the [Exit] key.

The display returns to the initial settings screen.



#### **Clearing the User Code**

### #Important

□ This operation also deletes a user code registered for multiple functions. Current be specific using the deleted user code will be disabled.

To clear a user code

Press the [User Tools/ Counter] key.

**2** Press the [System Settings] key.

**3** Press the [Key Operator Tools] key.

Press the [Program/Change/Delete User Code] key.

t one of the follow	ing detault settings.		
General Features	Paper Size Setting	Timer Setting	Interface Settings File Transfer Key Operator Tools
User Code M	lanagement		Program/Change/Delete User Code
Key Counter M	/anagement		DisplayPrint Counter
			Display/Clean/Print Counter per User Code
Key Opera	tar Code 0	FF	Change Liser Name Order

### **5** Press the [Delete] key.



**6** Select the user code you want to delete.



### 🖉 Note

□ Press [All on The Page] when you want to select all the user codes displayed 91 on the page.

### **2** Press the [OK] key.



### 8 Press [Yes] in the confirmation screen.



### 🖉 Note

□ If you don't want to quit deleting, press [No].

### **9** Press the [Exit] key.

The display returns to the initial settings screen.



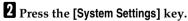
### To delete all user codes

Using "Print Counter", you can check the user code for each print job for the Copy/Document Server function, Printer function, and Facsimile function.

### ∰Important

□ Using **[Print Counter]**, you can check the user code for each print job for the Copy/Document Server function, Printer function, and Facsimile function.

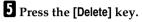




**3** Press the [Key Operator Tools] key.

Press the [Program/Change/Delete User Code] key.

🗟 System	Settings				SEP 14,2011 11:81AF Ext
Select one of the tolkow					
General Features	Paper Size Setting	Timer Setting	Interface Settings	File Transfer	Key Operator Tools
User Code N	tanagement.			Program/Change/	Delete User Code
Key Counter I	vlanagement			DisplayPri	nt Counter
			Di	splay/Clean/Print C	ounter per User Code
Key Opera	tar Code 0	FF		Change User	Name Order
				1/3	2 A Province View



8	EP 14,2001 11:35AM
Program, Change, Delete User Code	
Program code or select key to change.	
Free 48 CO EF CH 1JK LMN OP0 RST UNI XYZ	Program 2/100
3838 DEY 7777 NEV	New Program
	1/1 APRC
Program Charge Dalate	Edt

### **6** Press the [Delete All] key.



**2** Press [Yes] in the confirmation screen.



### 🖉 Note

 $\hfill\square$  If you don't want to quit deleting, press **[No]**.

### **8** Press the [Exit] key.

The display returns to the initial settings screen.



#### To display the counter for each user code

Using "Print Counter", you can check the user code for each print job for the Copy/Document Server function, Printer function, and Facsimile function.

Using "Transmission Counter" you can check the number of pages sent by fax and the charge for each fax sent.

Press the [User Tools/ Counter] key.

**2** Press the [System Settings] key.

**3** Press the [Key Operator Tools] key.

Press the [Display/Clear/Print Counter per User Code] key.

t one of the follow	ing default settings.		
ieneral Features	Paper Size Setting	Timer Setting	Interface Settings File Transfer Key Operator Tools
User Code M	lanagement.		Program/Change/Delete User Code
Key Counter M	/anagement		DisplayPrint Counter
			Display/Clean/Print Counter per User Code
Key Opera	ter Code	OFF	Change Liser Name Order

### **5** Press the [Print Counter] key or [Transmission Counter] key.

The individual function counters for each user code are displayed.



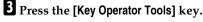
Printing the Counter

Printing the Number of Prints (Counter) for Each User Code

You can print out how many prints were used for Copier/Document Server, Printer, and Fax for each user code.

Press the [User Tools/Counter] key.

**2** Press the [System Settings] key.



Press the [Program/Change/Delete User Code] key.

ect one of the follow	ing default settings.				
General Features	Paper Size Setting	Timer Setting	Interface Settings	File Traster	Key Operator Tools
User Code M	lanagement.			Program/Change/G	Delete User Code
Key Counter N	/anagement			DisplayPri	nt Counter
			Di	splay/Clean/Print C	ounter per User Code
Key Operat	tar Code 0	rr		Change User	Name Onter

**5** Select a User Code from the left side of the display.

NEX 144/2001 1144H					
Select all on the page	Select user code first, then a Copier/Occument Server	elect function. Printer	Facsimile Print		
3333	000000	000000	000000	► All User Codes	
7777	000000	000000	000000	Print All Codes Clear	
				Per User Code     Prof Atl Codes     Crea	
Print Counter	Transmission Count	<u>v</u> ]		1/ 1 APes. when	

### Note

□ Press [All on The Page] if you want to select all user codes on the page.

### **6** Press [Print All Codes] of Per User Code.



### 🖉 Note

D When "ON" is specified for the relevant function in the User Code Management settings ( $\Rightarrow$  p.84), the user code input dialog box appears. Enter a registered user code, and then click the [#] key.





**2** Press either [Print Counter] or [Transmission Counter].



### Note

□ You can select both [Print Counter] and [Transmission Counter] at the same time.

### 8 Press [Print].

Printing the Number of Prints (Counter) for All User Codes

- **1** Press the **[User Tools/Counter]** key.
- **2** Press the [System Settings] key.
- **3** Press the [Key Operator Tools] key.

Press the [Display/Clear/Print Counter per User Code] key.

🗟 System Settings		SEP 14,2001 11:81AM Ext		
Select one of the following default settings.				
General Features Paper Size Setting	Timer Setting	Interface Settings File Transfer Key Operator Tools		
User Code Management		Program/Change/Delete User Code		
Key Counter Management		DisplayPrint Counter		
		Display/Clean/Print Counter per User Code		
Key Operator Code 0	FF	Change User Name Order		
		1/2 A President View		

### **5** Press [Print All Codes] of All User Code.



### 🖉 Note

□ If **[User Code Management]** is set to **[ON]**, enter the code.

**6** Press either [Print Counter] or [Transmission Counter].



### 🖉 Note

□ You can select both [Print Counter] and [Transmission Counter] at the same time.

### **7** Press (Print).

### **Clearing the Counter**

Clearing the Number of Prints (Counter) for Each User Code

**1** Press the [User Tools/Counter] key.

**2** Press the [System Settings] key.

**3** Press the [Key Operator Tools] key.

Press the [Display/Clear/Print Counter per User Code] key.

👼 System Settings	SEP 14,2011 11831AN Ext	
Select one of the following default settings.		
General Features Paper Size Setting Timer Setting	Interface Settings File Transfer Key Operator Tools	
User Code Management	Program/Change/Delete User Code	
Key Counter Management	DisplayPrint Counter	
	Display/Clean/Print Counter per User Code	
Key Operator Code 0FF	Change Liser Name Order	
	1/2 A Previous View	



**5** Select a User Code from the left side of the display.

DisplayCleanPrint Count	er er et linen Conte			SEP 14,2001 11:41An Programed Codes 2
Select all on the page		select function. Printer	Facsimile Print	
3333	000000	000000	000000	► All User Codes
7777	000000	000000	000000	Print All Codes Clear
				► Per User Code
				Bud All Codes Cites
				1/ 1 APRE VIEL
Print Counter	Tratemission Coun	ter		Ext

### Note

□ Press [All on The Page] if you want to select all user codes on the page.

**6** Press [Clear] for Per User Code.





**2** Press either [Print Counter] or [Transmission Counter].



### 🖉 Note

□ You can select both [Print Counter] and [Transmission Counter] at the same time.

### 8 Press [OK].

The user code counter will be clear.



### Note

□ If you want to cancel the operation, press [Cancel].

Clearing the Number of Prints (Counter) for All User Codes

- **1** Press the [User Tools/Counter] key.
- **2** Press the [System Settings] key.
- B Press the [Key Operator Tools] key.
- Press the [Display/Clear/Print Counter per User Code] key.

🛅 System Setti	ngs	SER 14,2001 TESTAM Ext	
Select one of the tollowing detault	attings.		
General Features Paper St	e Setting Timer Setting	Interface Settings File Transfer Key Operator Tools	
User Code Management		Program/Change/Delints User Code	
Key Counter Management		DisplayPrint Counter	
		Display/Clean/Print Counter per User Code	
Key Operator Code	OFF	Change Liser Name Order	
		1/2 🛕 Previous 🔍 🗮 Neod	



### **5** Press [Clear] for All User Codes.

Display/Clear/Print Cour	ter per User Code			Programed Codes 2
Select all on the page	Select user code first, then a Copier/Document Server	select function. Printer	Facsimile Print	
3333	000000	000000	000000	► All User Codes
7777	000000	000000	000000	Print All Codes Clear
				Per User Code     Prof All Codes     Creat
				1/ 1 APes. wied
Print Counter	Transmission Coun	ter		Ed



**6** Press either [Print Counter] or [Transmission Counter].



### Note

□ You can select both [Print Counter] and [Transmission Counter] at the same time.

### **7** Press [OK].

All user code counters will be clear.

# HoppyClashWo Contr. per clash Color Color Start Life Korpy Desired Life Last color 3 0 3 3 3 Color 5 Sect Control Type Look Sect Control Type Look 5 Sect Control Type Look Sect Control Type Look 1 The Control Transition Control 1 The Control Control

### 🖉 Note

□ If you want to cancel the operation, press [Cancel].

### Key Operator Tools <sup>2</sup>/<sub>2</sub>

### Auto Delete File

You can select whether the files on the Document Server will be deleted after a specified amount of time or not.

### 🖋 Note

- □ Default: No
- When "Yes" is selected for "Auto Delete File", the Auto Delete File function applies to the files stored after the "Yes" setting is made.
- □ When "No" is selected for "Auto Delete File", files stored on the Document Server are not deleted.
- □ If you select **[Yes]**, you can set the time interval from 1 to 180 days by one day steps.
- The factory setting for the time interval is "1 Day". With this factory setting, documents are deleted one day (24 hours) after being stored on the Document Server.

### Delete All Files

You can delete all stored files on the Document Server.

### 🔗 Note

- $\square$  You can delete stored files even if a password is set for a file.
- □ A confirmation dialog box appears. To delete all stored files, click **[OK]**.

### Display Password with Stored File

You can select whether the documents which have passwords will be temporarily displayed or not.

### 🖉 Note

□ If you forget the password, press **[Yes]**. After checking your password, be sure to press **[No]**.

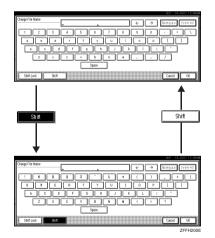
# **Entering Text**

This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

### **Available Characters**

- Alphabetic characters
   ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals 012345689

### Keys



### 🖉 Note

□ When entering uppercase or lowercase continuously, use the **[Shift Lock]** to lock the case.

### How to Enter Text

### **Entering letters**

**1** Press the [Shift] to switch between uppercase and lowercase.

**2** Press the letter you want to enter.

**Deleting characters** 

Press [Backspace] or [Delete All] to delete characters.

# 5. Appendix

## **Other Functions**

### Inquiry

The inquiry functions lets to confirm the telephone numbers where to contact to have the machine repaired or to order toner. Be sure to contact your service engineer before entering the following:

### Consumables

- Telephone No. for ordering
- Toner

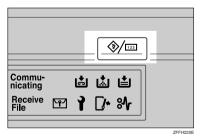
### Diagnostics

- Telephone No. for ordering
- Machine No.

### Service office

• Telephone No.

Press the [User Tools/Counter] key.



The User Tools Main Menu appears.

### **2** Press the [Inquiry] key.



Inquiry information is displayed.

1 Inquiry		AUG 28,2012 10:05AM Ext
<ul> <li>Consumables</li> <li>Telephone No. to order</li> </ul>	Machine Maintenance/Repair Telephone No.	
Toner	Serial No. of Machine	01010010103
	<ul> <li>Sales Representative Telephone No.</li> </ul>	
		Print Inquiry List

### Printing inquiry information

### Press the [Print Contact Information] key.

A confirmation dialog box appears.



### **2** Press the **[Start]** key.

Inquiry information is printed.

### 🖉 Note

Press the [Cancel] key to cancel printing and return to the "Inquiry" display.

### **3** Press the [Exit] key.

The User Tools Main Menu appears.

### **4** Press the [**Exit**] key.

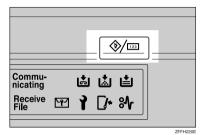
### 🖉 Note

□ You can also end the operation by pressing the **[User Tools/Counter]** key.

# Changing the Display Language

You can change the language used on the display. The default setting is English.

### Press the [User Tools/Counter] key.



The User Tools Main Menu appears.

### **2** Press the [Français] key.

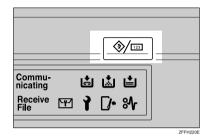
🗞 User Tools/Counte	er/Inquir	у		AUX 211/2012 10:0044
	<b>D</b> e	Copies/Document Server Features	\$	Français
2 System Settings	Ø	Facsimile Features	]	
Col oyeen servings	Ъ	Printer Features	i	inquiry
	6	Scamer Features	123	Counter

The display language is changed to French.

### **Displaying the Total Counter**

You can display the total number of sheets used for all functions and total number of sheets used for copying.

### Press the [User Tools/Counter] key.



The User Tools Main Menu appears.

### **2** Press the [Counter] key.

⊗ User Tools/Counte	er/inquiry	AUG 28.2012 10:04AM
	Copier/Document Server Features	🖓 Français
විම් System Settings	Facsinile Features	
Tital objectil security	Printer Features	1 Inquity
	<b>G</b> Scamer Features	Counter

The totals are displayed.

1 Counter		AUG 28,2012 10403AN
► Total	0017021	
		Print Counter List

# **3** To print a counter list, press the [Print Counter List] key.

A confirmation dialog box appears.

m Counter		AUG 28,2012 10:10AM Ext
► Total	Press (9arl) to pref counter ind.	Print CounterList

### 4 Press the [Start] key.

A counter list is printed.

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# CE

Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC."

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

means POWER ON.

() means STAND BY.



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# Affector 1022/1027/1032 Operating Instructions System Settings

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