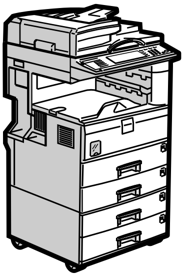
Operating Instructions

General Settings Guide



Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes:

Some illustrations in this manual might be slightly different from the machine.

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

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

Caution:

Use of controls or adjustments 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.

- Type 1: 25 copies/minute (A4🗋, $8^{1}/_{2}$"×11"🗋)
- Type 2: 30 copies/minute (A4🗋, $8^{1}/_{2}$"×11"🗋)

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.

Manuals for This Machine

Refer to the manuals that are relevant to what you want to do with the machine.

Important

- ❒ Media differ according to manual.
- ❒ The printed and electronic versions of a manual have the same contents.
- ❒ Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- ❒ Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed.

❖ About This Machine

Be sure to read the Safety Information in this manual before using the machine.
This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

❖ General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

❖ Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, and other consumables.

❖ Security Reference

This manual is for administrators of the machine. It explains security functions that the administrators can use to protect data from being tampered, or prevent the machine from unauthorized use.
Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

❖ Copy/ Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

❖ Facsimile Reference

Explains Facsimile functions and operations.

❖ Printer Reference

Explains Printer functions and operations.

❖ Scanner Reference

Explains Scanner functions and operations.

❖ Network Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

This manual covers all models, and includes descriptions of functions and settings that might not be available on this machine. Images, illustrations, and information about operating systems that are supported might also differ slightly from those of this machine.

❖ Other manuals

- Manuals for This Machine
- Safety Information
- Quick Reference Copy Guide
- Quick Reference Fax Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- PostScript3 Supplement
- UNIX Supplement
- Manuals for DeskTopBinder Lite
  - DeskTopBinder Lite Setup Guide
  - DeskTopBinder Introduction Guide
  - Auto Document Link Guide

Note

❒ Manuals provided are specific to machine types.

❒ For "UNIX Supplement", please visit our Web site or consult an authorized dealer.

❒ "PostScript3 Supplement" and "UNIX Supplement" include descriptions of functions and settings that might not be available on this machine.

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional*	DeskTopBinder
ScanRouter EX Professional* and ScanRouter EX Enterprise*	the ScanRouter delivery software

*Optional

TABLE OF CONTENTS

1. Connecting the Machine

2. System Settings

3. Copier / Document Server Features

4. Facsimile Features

5. Printer Features

6. Scanner Features

7. Registering Addresses and Users for Facsimile/Scanner Functions

8. Other User Tools

9. Appendix

How to Read This Manual

Symbols

This manual uses the following symbols:

⚠ *WARNING:*

Indicates important safety notes.

Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

⚠ *CAUTION:*

Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys that appear on the machine's display panel.

【 】

Indicates the names of keys on the machine's control panel.

Display Panel

The display panel shows machine status, error messages, and function menus.

The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

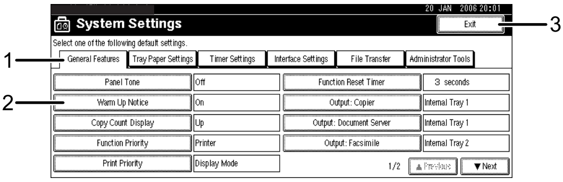
When you select or specify an item on the display panel, it is highlighted like **Full Size**. Keys appearing as OK cannot be used.

Important

- ❒ A force or impact of more than 30 N (about 3 kgf) will damage the display panel.

To display the following screen, press the **【User Tools/Counter】** key to display the User Tools menu, and then press **[System Settings]**.

Using the System Settings menu screen as an example, this section explains how to use the machine's display panel.



20 JAN 2006 20:01

System Settings

Select one of the following default settings.

Panel Tone: Off
Warm Up Notice: On
Copy Count Display: Up
Function Priority: Printer
Print Priority: Display Mode
Function Reset Timer: 3 seconds
Output: Copier: Internal Tray 1
Output: Document Server: Internal Tray 1
Output: Facsimile: Internal Tray 2

ARM002S

1. **The menu tabs for various settings appear. To display the setting you want to specify or change, press the appropriate menu tab.**

2. **A list of settings appears. To specify or change a setting, press the appropriate key in the list.**

3. **Press this to quit the User Tools menu.**

Accessing User Tools

This section describes how to access User Tools menu.

User Tools allow you to change or set defaults.

Note

- ❒ Operations for system settings differ from normal operations. Always quit User Tools when you have finished.
- ❒ Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the **【Energy Saver】** or **【Clear Modes】** key is pressed.
- ❒ Default settings are shown in bold type.

Reference

p.4 "Quitting User Tools"

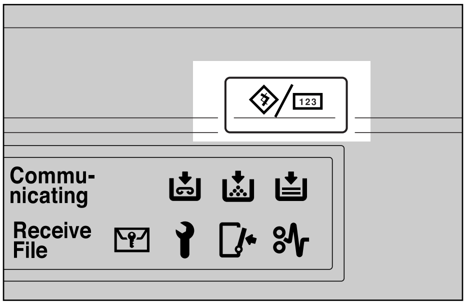
Changing Default Settings

This section describes how to change the settings of User Tools.

Important

- ❒ If Administrator Authentication Management is specified, contact your administrator.

1 Press the 【User Tools/Counter】 key.



2 Select the menu.

To change the System Settings, press **[System Settings]**.

To change the Copier / Document Server Features, press **[Copier / Document Server Features]**.

To change the Facsimile Features, press **[Facsimile Features]**.

To change the Printer Features, press **[Printer Features]**.

To change the Scanner Features, press **[Scanner Features]**.

To change the language used on the display, press **[Français]**.

To check the telephone numbers to contact for repairs, or to order consumables, press **[Inquiry]**.

To check the counter, press **[Counter]**.

3 Select the user tool you want to change.

4 Change settings by following instructions on the display, and then press [OK].

Note

❒ To cancel changes made to settings and return to the initial display, press the **【User Tools/Counter】** key.

Reference

p.39 “System Settings”

p.73 “Copier / Document Server Features”

p.91 “Facsimile Features”

p.161 “Printer Features”

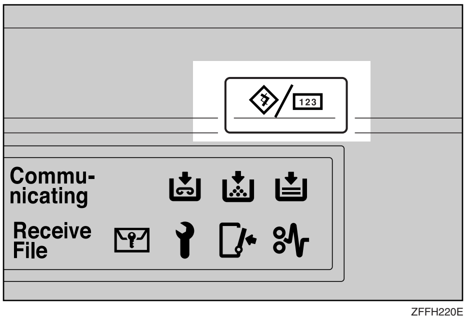
p.173 “Scanner Features”

p.255 “Other User Tools”

Quitting User Tools

This section describes how to end User Tools.

1 Press the 【User Tools/Counter】 key.



Note

❒ You can also quit User Tools by pressing **[Exit]**.

Menu Protect

Using Menu Protect, you can prevent unauthenticated users from changing the user tools. Menu Protect can be specified for each of the following user tools menus.

- Copier / Document Server Features
- Facsimile Features
- Printer Features
- Scanner Features

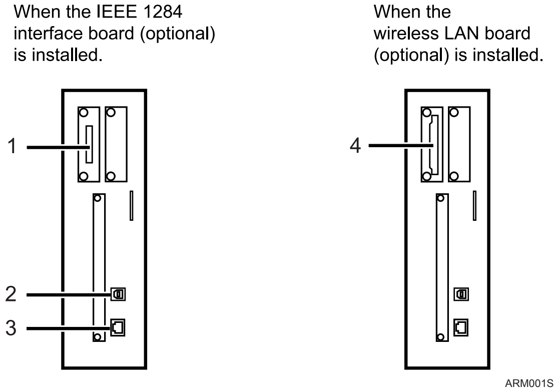
For details, consult your administrator.

1. Connecting the Machine

This chapter describes how to connect the machine to the network and specify the network settings.

Connecting to the Interfaces

This section describes how to identify the machine's interface and connect the machine according to the network environment.


When the IEEE 1284 interface board (optional) is installed.
When the wireless LAN board (optional) is installed.
1
2
3
4
ARM001S

1. **IEEE 1284 port (optional)**

Port for connecting the IEEE 1284 interface cable

2. **USB2.0 port**

Port for connecting the USB2.0 interface cable

3. **10BASE-T/100BASE-TX port**

Port for connecting the 10BASE-T or 100BASE-TX cable

4. **Wireless LAN port (optional)**

Port for using the wireless LAN

Note

❒ You cannot install two or more of the options below: IEEE 802.11b wireless LAN board, IEEE 1284 Interface Board, Bluetooth, file format converter.

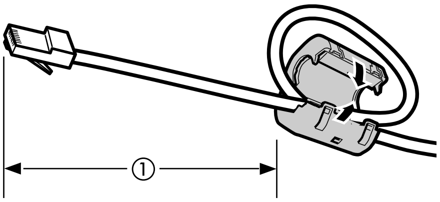
Connecting to the Ethernet Interface

This section describes how to connect 10BASE-T or 100BASE-TX cable to the Ethernet interface.

Important

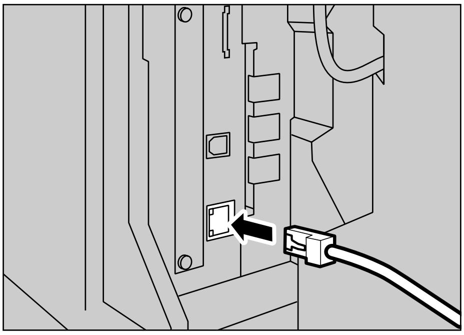
- ❒ If the main power switch is on, turn it off.

1. **A ferrite core for the Ethernet cable is supplied with this machine. Make a loop in the cable about 9cm (3.5 inch) (①) from the machine end of the cable. Attach the ferrite core.**



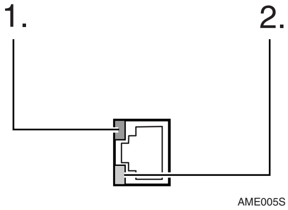
2. **Make sure the main power switch of the machine is off.**

3. **Connect the Ethernet interface cable to the 10BASE-T/100BASE-TX port.**



4. **Connect the other end of the Ethernet cable to a network connection device such as a hub.**

5 Turn on the main power switch of the machine.



① Indicator (green)
Lights up green when the machine is connected correctly to the network.

② Indicator (yellow)
Lights up yellow when 100 BASE-TX is in operation. Goes off when 10 BASE-T is in operation.

Note

- ❒ For details about installing the printer driver, see "Preparing the Machine", Printer Reference.

Reference

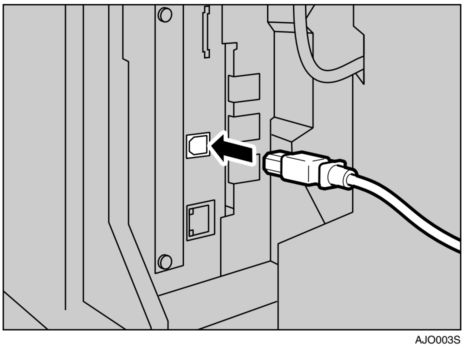
"Turning On the Power", About This Machine

"Preparing the Machine", Printer Reference

Connecting to the USB Interface

This section describes how to connect the USB2.0 interface cable to the USB2.0 port.

1 Connect the USB2.0 interface cable to the USB2.0 port.



2. **Connect the other end to the USB2.0 port on the host computer.**

Note

- ❒ This machine does not come with a USB interface cable. Make sure you purchase the appropriate cable for the machine and your computer.
- ❒ The USB2.0 interface board is supported by Windows Me / 2000 / XP, Windows Server 2003, Mac OS X 10.3.3 or higher.
    - For Windows Me:
      Make sure to install “USB Printing Support". When used with Windows Me, only a speed equal to that of USB1.1 is possible.
    - For Mac OS:
      To use Macintosh, the machine must be equipped with the PostScript 3 option. When used with Mac OS X 10.3.3 or higher, a transfer speed of USB2.0 is supported.
- ❒ For details about installing the printer driver, see "Preparing the Machine", Printer Reference.

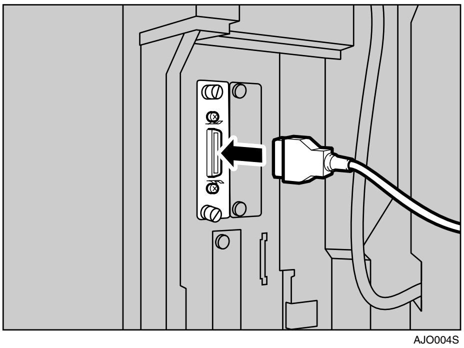
Reference

"Preparing the Machine", Printer Reference

Connecting to the IEEE 1284 Interface

This section describes how to connect the IEEE 1284 interface cable to the IEEE 1284 interface board.

1. **Make sure the main power switch on the machine is off.**
2. **Turn off the main power switch of the host computer.**
3. **Connect the IEEE 1284 interface cable to the IEEE 1284 port.**



4. **Connect the other end of the cable into the interface connector on the host computer.**

   Check the shape of the connector to the computer. Connect the cable firmly.

5. **Turn on the main power switch of the machine.**

6 Turn on the host computer.

When using Windows 95/98/Me/2000/XP and Windows Server 2003, a printer driver installation screen might appear when the computer is turned on. If this happens, click **[Cancel]** on the screen.

Note

❒ For details about installing the printer driver, see "Preparing the Machine", Printer Reference.

Reference

"Turning On the Power", About This Machine

"Preparing the Machine", Printer Reference

Connecting to the IEEE 802.11b (Wireless LAN) Interface

This section describes how to connect to the IEEE 802.11b (wireless LAN) interface.

Note

❒ Check the settings of the IP address and subnet mask of this machine.

❒ For details about how to set the IP address and subnet mask from the control panel of the machine, see "Interface Settings".

❒ Before using this machine with an IEEE 802.11b (Wireless LAN) connection, you must select [IEEE 802.11b] in [LAN Type].

Reference

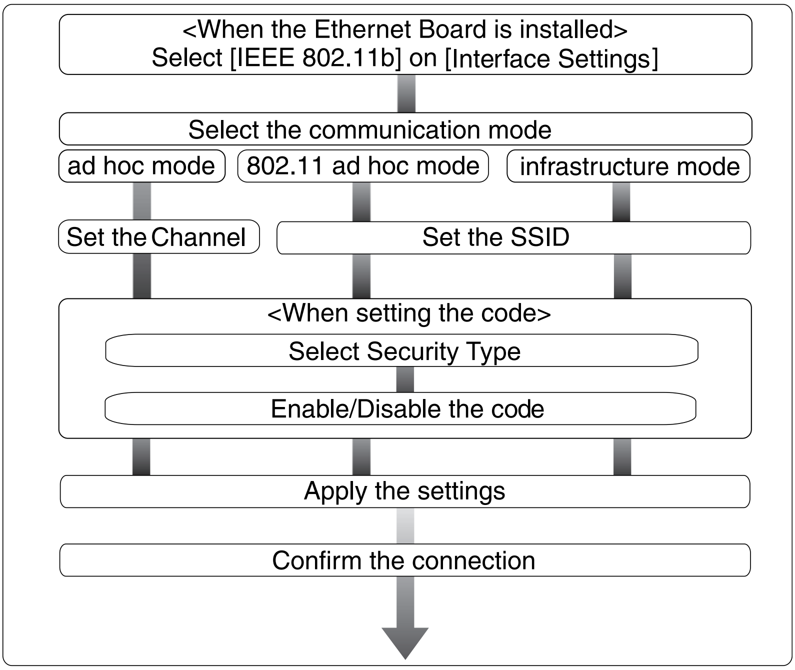
p.47 “Network”

Setup Procedure

This section describes how to setup IEEE 802.11b (wireless LAN) interface.

Set up IEEE 802.11b (wireless LAN) according to the following procedure:

■ IEEE 802.11b (wireless LAN) setup procedure



Note

- ❒ Select **[802.11 Ad hoc]** mode when connecting Windows XP as a wireless LAN client using Windows XP standard driver or utilities, or when not using the infrastructure mode.
- ❒ For details about how to specify wireless LAN settings from the control panel on the machine, see "IEEE 802.11b".
- ❒ For details about how to specify wireless LAN settings from other than the control panel on the machine, see "Using Utilities to Make Network Settings".
- ❒ For details about the setting items, see "IEEE 802.11b".

Reference

p.50 “IEEE 802.11b”

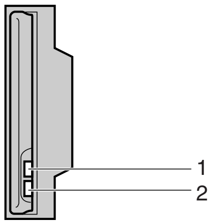
p.30 “Using Utilities to Make Network Settings”

Checking the Connection

This section describes how to check the wireless LAN connection.

Make sure the LED of the IEEE 802.11b interface unit is lit.

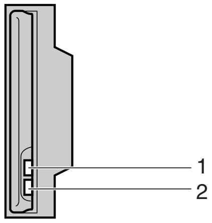
❖ When using in infrastructure mode



ZGDH600J

1. If **[LAN Type]** on the **[Interface Settings]** / **[Network]** screen is not set to **[IEEE 802.11b]**, it does not light, even if the main power is on.
2. If it is connected properly to the network, the LED is green when in infrastructure mode. If the LED is blinking, the machine is searching for devices.

❖ When using in ad hoc mode / 802.11 ad hoc mode



ZGDH600J

1. If the IEEE 802.11b interface unit is functioning, the LED lights up in orange.
2. If it is connected properly to the network, the LED is green when in ad hoc mode or 802.11 ad hoc mode. If the LED is blinking, the machine is searching for devices. The LED will light after a few seconds.

Print the configuration page to verify settings.

Note

❒ For more information about printing a configuration page, see "Print List".

Reference

p.162 “Printing the Configuration Page”

Checking the Signal

This section describes how to check the machine's radio wave status.

When using in infrastructure mode, you can check the machine's radio wave status using the control panel.

① Press **[System Settings]**.

② Press **[Interface Settings]**.

③ Press **[IEEE 802.11b]**.

④ Press **[Wireless LAN Signal]**.
The machine's radio wave status appears.

⑤ After checking radio wave status, press **[Exit]**.

⑥ Press the **【User Tools/Counter】** key to return to the User Tools / Counter / Inquiry menu.

Reference

p.30 “Using Utilities to Make Network Settings”

p.50 “IEEE 802.11b”

Network Settings

This section describes the network settings you can change with User Tools (System Settings). Make settings according to functions you want to use and the interface to be connected.

Important

- ❒ These settings should be made by the system administrator, or with the advice of the system administrator.

Settings Required to Use the Printer/LAN-Fax

This section lists the settings required for using the printer or LAN-Fax function.

Ethernet

This section lists the settings required for using the printer or LAN-Fax function with an Ethernet connection.

For details about how to specify the settings, see "Interface Settings".

Menu	User Tool	Setting Requirements
Interface Settings/Network	IP Address	Necessary
Interface Settings/Network	Gateway Address	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	NW Frame Type	As required
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Ethernet Speed	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	SMB Computer Name	As required
Interface Settings/Network	SMB Work Group	As required
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/Network	Machine Name	As required

Note

- ❒ For the Effective Protocol setting, check that the protocol you want to use is set to **[Effective]**.
- ❒ **[LAN Type]** is displayed when the wireless LAN board is installed. If Ethernet and IEEE 802.11b (wireless LAN) are both connected, the selected interface has priority.

Reference

p.47 "Interface Settings"

IEEE 802.11b (wireless LAN)

This section lists the settings required for using the printer or LAN-Fax function with an IEEE 802.11b (wireless LAN) connection.

For details about how to specify the settings, see "Interface Settings".

Menu	User Tool	Setting Requirements
Interface Settings/Network	IP Address	Necessary
Interface Settings/Network	Gateway Address	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	NW Frame Type	As required
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Ethernet Speed	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	SMB Computer Name	As required
Interface Settings/Network	SMB Work Group	As required
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/Network	Machine Name	As required
Interface Settings/IEEE 802.11b	Communication Mode	Necessary
Interface Settings/IEEE 802.11b	SSID Setting	As required
Interface Settings/IEEE 802.11b	Channel	As required
Interface Settings/IEEE 802.11b	WEP (Encryption) Setting	As required

Menu	User Tool	Setting Requirements
Interface Settings/ IEEE 802.11b	Transmission Speed	As required

Note

- ❒ For the Effective Protocol setting, check that the protocol you want to use is set to **[Effective]**.
- ❒ **[IEEE 802.11b]** and **[LAN Type]** are displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.

Reference

p.47 "Interface Settings"

Settings Required to Use Internet Fax

This section lists the settings required for using Internet Fax.

Ethernet

This section lists the settings required for using Internet Fax with an Ethernet connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	IP Address	Necessary
Interface Settings/Network	Gateway Address	Necessary
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Ethernet Speed	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
File Transfer	SMTP Server	Necessary
File Transfer	SMTP Authentication	As required
File Transfer	POP before SMTP	As required

Menu	User Tool	Setting Requirements
File Transfer	Reception Protocol	Necessary
File Transfer	POP3 / IMAP4 Settings	As required
File Transfer	Administrator's E-mail Address	As required
File Transfer	E-mail Communication Port	Necessary
File Transfer	E-mail Reception Interval	As required
File Transfer	Max. Reception E-mail Size	As required
File Transfer	E-mail Storage in Server	As required
File Transfer	Program / Change / Delete E-mail Message	As required
File Transfer	Program / Change / Delete Subject	As required
File Transfer	Fax E-mail Account	Necessary

Note

- ❒ For the Effective Protocol setting, check that the protocol you want to use is set to **[Effective]**.
- ❒ **[LAN Type]** is displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.
- ❒ SMTP Server and Fax E-mail Account must be specified in order to send Internet Fax.
- ❒ When POP before SMTP is set to **[On]**, you must also make settings for Reception Protocol and POP3 / IMAP4 Settings.
- ❒ When SMTP Authentication is set to **[On]**, you must also make settings for Administrator's E-mail Address.
- ❒ E-mail Communication Port and Fax E-mail Account must be specified in order to receive Internet Fax.
- ❒ When setting POP before SMTP to **[On]**, check POP3 port number in E-mail Communication Port.

Reference

p.47 “Interface Settings”

p.52 “File Transfer”

IEEE 802.11b (wireless LAN)

This section lists the settings required for using Internet Fax with an IEEE 802.11b (wireless LAN) connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	IP Address	Necessary
Interface Settings/Network	Gateway Address	Necessary
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/IEEE 802.11b	Communication Mode	Necessary
Interface Settings/IEEE 802.11b	SSID Setting	As required
Interface Settings/IEEE 802.11b	Channel	As required
Interface Settings/IEEE 802.11b	WEP (Encryption) Setting	As required
Interface Settings/IEEE 802.11b	Transmission Speed	As required
File Transfer	SMTP Server	Necessary
File Transfer	SMTP Authentication	As required
File Transfer	POP before SMTP	As required
File Transfer	Reception Protocol	Necessary
File Transfer	POP3 / IMAP4 Settings	As required
File Transfer	Administrator's E-mail Address	As required
File Transfer	E-mail Communication Port	Necessary
File Transfer	E-mail Reception Interval	As required
File Transfer	Max. Reception E-mail Size	As required
File Transfer	E-mail Storage in Server	As required

Menu	User Tool	Setting Requirements
File Transfer	Program / Change / Delete E-mail Message	As required
File Transfer	Program / Change / Delete Subject	As required
File Transfer	Fax E-mail Account	Necessary

Note

- ❒ For the Effective Protocol setting, check that the protocol you want to use is set to **[Effective]**.
- ❒ **[IEEE 802.11b]** and **[LAN Type]** are displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.
- ❒ SMTP Server and Fax E-mail Account must be specified in order to send Internet Fax.
- ❒ When POP before SMTP is set to **[On]**, you must also make settings for Reception Protocol and POP3 / IMAP4 Settings.
- ❒ When SMTP Authentication is set to **[On]**, you must also make settings forAdministrator's E-mail Address.
- ❒ E-mail Communication Port and Fax E-mail Account must be specified in order to receive Internet Fax.
- ❒ When setting POP before SMTP to **[On]**, check POP3 port number in E-mail Communication Port.

Reference

p.47 “Interface Settings”

p.52 “File Transfer”

Settings Required to Use E-mail Function

This section lists the settings required for sending e-mail.

Ethernet

This section lists the settings required for sending e-mail with an Ethernet connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	IP Address	Necessary
Interface Settings/Network	Gateway Address	Necessary
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	Ethernet Speed	As required
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Host Name	As required
File Transfer	SMTP Server	Necessary
File Transfer	SMTP Authentication	As required
File Transfer	POP before SMTP	As required
File Transfer	Reception Protocol	As required
File Transfer	POP3 / IMAP4 Settings	As required
File Transfer	Administrator's E-mail Address	As required
File Transfer	E-mail Communication Port	As required
File Transfer	Program / Change / Delete E-mail Message	As required
File Transfer	Program / Change / Delete Subject	As required
File Transfer	Scanner Recall Interval Time	As required
File Transfer	Number of Scanner Recalls	As required

Note

- ❒ For the Effective Protocol setting, check that the protocol you want to use is set to **[Effective]**.
- ❒ **[LAN Type]** is displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.
- ❒ When POP before SMTP is set to **[On]**, you must also make settings for Reception Protocol and POP3 / IMAP4 Settings.
- ❒ When setting POP before SMTP to **[On]**, check POP3 port number in E-mail Communication Port.

Reference

p.47 “Interface Settings”

p.52 “File Transfer”

IEEE 802.11b (wireless LAN)

This section lists the settings required for sending e-mail with an IEEE 802.11b (wireless LAN) connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	IP Address	Necessary
Interface Settings/Network	Gateway Address	Necessary
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/IEEE 802.11b	Communication Mode	Necessary
Interface Settings/IEEE 802.11b	SSID Setting	As required
Interface Settings/IEEE 802.11b	Channel	As required

Menu	User Tool	Setting Requirements
Interface Settings/ IEEE 802.11b	WEP (Encryption) Setting	As required
Interface Settings/ IEEE 802.11b	Transmission Speed	As required
File Transfer	SMTP Server	Necessary
File Transfer	SMTP Authentication	As required
File Transfer	POP before SMTP	As required
File Transfer	Reception Protocol	As required
File Transfer	POP3 / IMAP4 Settings	As required
File Transfer	Administrator's E-mail Address	As required
File Transfer	E-mail Communication Port	As required
File Transfer	Program / Change / Delete E-mail Message	As required
File Transfer	Program / Change / Delete Subject	As required
File Transfer	Scanner Recall Interval Time	As required
File Transfer	Number of Scanner Recalls	As required

Note

- ❒ For the Effective Protocol setting, check that the protocol you want to use is set to **[Effective]**.
- ❒ **[LAN Type]** is displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.
- ❒ When POP before SMTP is set to **[On]**, you must also make settings for Reception Protocol and POP3 / IMAP4 Settings.
- ❒ When setting POP before SMTP to **[On]**, check POP3 port number in E-mail Communication Port.

Reference

p.47 “Interface Settings”

p.52 “File Transfer”

Settings Required to Use Scan to Folder Function

This section lists the settings required for sending files.

Ethernet

This section lists the settings required for sending files with an Ethernet connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	IP Address	Necessary
Interface Settings/Network	Gateway Address	Necessary
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	Ethernet Speed	As required
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
File Transfer	Default User Name / Password (Send)	As required
File Transfer	Scanner Recall Interval Time	As required
File Transfer	Number of Scanner Recalls	As required

Note

- ❒ For the Effective Protocol setting, check that the protocol you want to use is set to **[Effective]**.
- ❒ **[LAN Type]** is displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.

Reference

p.47 “Interface Settings”

p.52 “File Transfer”

IEEE 802.11b (wireless LAN)

This section lists the settings required for sending files with an IEEE 802.11b (wireless LAN) connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	IP Address	Necessary
Interface Settings/Network	Gateway Address	Necessary
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/IEEE 802.11b	Communication Mode	Necessary
Interface Settings/IEEE 802.11b	SSID Setting	As required
Interface Settings/IEEE 802.11b	Channel	As required
Interface Settings/IEEE 802.11b	WEP (Encryption) Setting	As required
Interface Settings/IEEE 802.11b	Transmission Speed	As required
File Transfer	Default User Name / Password (Send)	As required
File Transfer	Scanner Recall Interval Time	As required
File Transfer	Number of Scanner Recalls	As required

Note

- ❒ For the Effective Protocol setting, check that the protocol you want to use is set to **[Effective]**.
- ❒ **[IEEE 802.11b]** and **[LAN Type]** are displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.

Reference

p.47 “Interface Settings”

p.52 “File Transfer”

Settings Required to Use the Network Delivery Scanner

This section lists the settings required for delivering data to network.

Ethernet

This section lists the settings required for delivering data to network with an Ethernet connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	IP Address	Necessary
Interface Settings/Network	Gateway Address	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	Ethernet Speed	As required
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
File Transfer	Delivery Option	As required
File Transfer	Fax RX File Transmission	As required
File Transfer	Scanner Recall Interval Time	As required
File Transfer	Number of Scanner Recalls	As required

Note

- ❒ For the Effective Protocol setting, check that the protocol you want to use is set to **[Effective]**.
- ❒ **[LAN Type]** is displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.
- ❒ If Delivery Option is set to **[On]**, check that IP Address is specified.

Reference

p.47 “Interface Settings”

p.52 “File Transfer”

IEEE 802.11b (wireless LAN)

This section lists the settings required for delivering data to network with an IEEE 802.11b (wireless LAN) connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	IP Address	Necessary
Interface Settings/Network	Gateway Address	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/IEEE 802.11b	Communication Mode	Necessary
Interface Settings/IEEE 802.11b	SSID Setting	As required
Interface Settings/IEEE 802.11b	Channel	As required
Interface Settings/IEEE 802.11b	WEP (Encryption) Setting	As required
Interface Settings/IEEE 802.11b	Transmission Speed	As required
File Transfer	Delivery Option	As required
File Transfer	Fax RX File Transmission	As required
File Transfer	Scanner Recall Interval Time	As required
File Transfer	Number of Scanner Recalls	As required

Note

- ❒ For the Effective Protocol setting, check that the protocol you want to use is set to **[Effective]**.
- ❒ **[IEEE 802.11b]** and **[LAN Type]** are displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.
- ❒ If Delivery Option is set to **[On]**, check that IP Address is specified.

Reference

p.47 “Interface Settings”

p.52 “File Transfer”

Settings Required to Use Network TWAIN Scanner

This section lists the settings required for using TWAIN Scanner under the network environment.

Ethernet

This section lists the settings required for using network TWAIN Scanner with an Ethernet connection.

For details about how to specify the settings, see "Interface Settings".

Menu	User Tool	Setting Requirements
Interface Settings/Network	IP Address	Necessary
Interface Settings/Network	Gateway Address	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Ethernet Speed	As required
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required

Note

- ❒ For the Effective Protocol setting, check that the protocol you want to use is set to **[Effective]**.
- ❒ **[LAN Type]** is displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.

Reference

p.47 “Interface Settings”

IEEE 802.11b (wireless LAN)

This section lists the settings required for using network TWAIN Scanner with an IEEE 802.11b (wireless LAN) connection.

For details about how to specify the settings, see "Interface Settings".

Menu	User Tool	Setting Requirements
Interface Settings/Network	IP Address	Necessary
Interface Settings/Network	Gateway Address	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/IEEE 802.11b	Communication Mode	Necessary
Interface Settings/IEEE 802.11b	SSID Setting	As required
Interface Settings/IEEE 802.11b	Channel	As required
Interface Settings/IEEE 802.11b	WEP (Encryption) Setting	As required
Interface Settings/IEEE 802.11b	Transmission Speed	As required

Note

- ❒ For the Effective Protocol setting, check that the protocol you want to use is set to **[Effective]**.
- ❒ **[IEEE 802.11b]** and **[LAN Type]** are displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.

Reference

p.47 “Interface Settings”

Settings Required to Use Document Server

This section lists the settings required for using Document Server function under the network environment.

Ethernet

This section lists the settings required for using Document Server function with the Ethernet connection.

For details about how to specify the settings, see "Interface Settings".

Menu	User Tool	Setting Requirements
Interface Settings/Network	IP Address	Necessary
Interface Settings/Network	Gateway Address	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	Ethernet Speed	As required
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required

Note

- ❒ For the Effective Protocol setting, check that the protocol you want to use is set to **[Effective]**.
- ❒ **[LAN Type]** is displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.

Reference

p.47 "Interface Settings"

IEEE 802.11b (wireless LAN)

This section lists the settings required for using Document Server function with an IEEE 802.11b (wireless LAN) connection.

For details about how to specify the settings, see "Interface Settings".

Menu	User Tool	Setting Requirements
Interface Settings/Network	IP Address	Necessary
Interface Settings/Network	Gateway Address	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/IEEE 802.11b	Communication Mode	Necessary
Interface Settings/IEEE 802.11b	SSID Setting	As required
Interface Settings/IEEE 802.11b	Channel	As required
Interface Settings/IEEE 802.11b	WEP (Encryption) Setting	As required
Interface Settings/IEEE 802.11b	Transmission Speed	As required

Note

- ❒ For the Effective Protocol setting, check that the protocol you want to use is set to **[Effective]**.
- ❒ **[IEEE 802.11b]** and **[LAN Type]** are displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.

Reference

p.47 "Interface Settings"

Using Utilities to Make Network Settings

This section describes how to make network settings using utilities.

You can also specify network settings using utilities such as Web Image Monitor, SmartDeviceMonitor for Admin, and telnet.

Note

- ❒ For details about using Web Image Monitor, see "Using Web Image Monitor", Network Guide.
- ❒ For details about using SmartDeviceMonitor for Admin, see "Using SmartDeviceMonitor for Admin", Network Guide.
- ❒ For Details about using telnet, see "Remote Maintenance", Network Guide.

Reference

"Using Web Image Monitor", Network Guide

"Using SmartDeviceMonitor for Admin", Network Guide

"Remote Maintenance by telnet", Network Guide

Interface Settings

This section describes how to make Interface settings using utilities.

Change settings by using Web Image Monitor, SmartDeviceMonitor for Admin, and telnet.

❖ **[Network] → [IP Address] → [Auto-Obtain (DHCP)]**

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ **[Network] → [IP Address] → [Specify] → [IP Address]**

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ **[Network] → [IP Address] → [Specify] → [Sub-net Mask]**

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ **[Network] → [Gateway Address]**

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [DNS Configuration] → [Auto-Obtain (DHCP)]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [DNS Configuration] → [Specify] → "DNS Server 1-3"

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [DDNS Configuration]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [Domain Name] → [Auto-Obtain (DHCP)]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [Domain Name] → [Specify] → [Domain Name]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [WINS Configuration] → [On] → "Primary WINS Server"

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [WINS Configuration] → [On] → "Secondary WINS Server"

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [WINS Configuration] → [On] → "Scope ID"

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [WINS Configuration] → [Off]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [Effective Protocol] → "TCP / IP"

- Web Image Monitor: Cannot be used for specifying the setting.
- SmartDeviceMonitor for Admin: You can specify the TCP/IP settings if SmartDeviceMonitor for Admin is communicating with the machine using IPX/SPX.
- telnet: Can be used for specifying the setting.

❖ [Network] → [Effective Protocol] → "NetWare"

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: You can specify the IPX/SPX settings if SmartDeviceMonitor for Admin is communicating with the machine using TCP/IP.
- telnet: Can be used for specifying the setting.

❖ [Network] → [Effective Protocol] → "SMB"

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [Effective Protocol] → "AppleTalk"

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [NCP Delivery Protocol]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [Network] → [NW Frame Type] → [Auto Select]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [NW Frame Type] → [Ethernet II]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [NW Frame Type] → [Ethernet 802.2]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [NW Frame Type] → [Ethernet 802.3]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [NW Frame Type] → [Ethernet SNAP]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [SMB Computer Name]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [SMB Work Group]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [Ethernet Speed]

- Web Image Monitor: Cannot be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [Network] → [LAN Type] → [Ethernet]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [LAN Type] → [IEEE 802.11b]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [Ping Command]

- Web Image Monitor: Cannot be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [Network] → [Permit SNMP V3 Communication] → [Encryption Only]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [Permit SNMP V3 Communication] → [Encryption / Clear Text]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [Permit SSL / TLS Communication] → [Ciphertext Only]

- Web Image Monitor: Cannot be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [Network] → [Permit SSL / TLS Communication] → [Ciphertext Priority]

- Web Image Monitor: Cannot be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [Network] → [Permit SSL / TLS Communication] → [Ciphertext / Clear Text]

- Web Image Monitor: Cannot be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [Network] → [Host Name]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [Network] → [Machine Name]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [IEEE 802.11b] → [Communication Mode]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [IEEE 802.11b] → [SSID Setting]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [IEEE 802.11b] → [Channel]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [IEEE 802.11b] → [WEP (Encryption) Setting]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [IEEE 802.11b] → [Transmission Speed]

- Web Image Monitor: Cannot be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Can be used for specifying the setting.

❖ [File Transfer] → [SMTP Server]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [File Transfer] → [SMTP Authentication]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [File Transfer] → [POP before SMTP]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [File Transfer] → [Reception Protocol]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [File Transfer] → [POP3 / IMAP4 Settings]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [File Transfer] → [Administrator's E-mail Address]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [File Transfer] → [E-mail Communication Port]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [File Transfer] → [E-mail Reception Interval]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [File Transfer] → [Max. Reception E-mail Size]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [File Transfer] → [E-mail Storage in Server]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [File Transfer] → [Default User Name / Password (Send)]

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [File Transfer] → [Fax E-mail Account]

- Web Image Monitor: Cannot be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [File Transfer] → [Scanner Recall Interval Time]

- Web Image Monitor: Cannot be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

❖ [File Transfer] → [Number of Scanner Recalls]

- Web Image Monitor: Cannot be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

Connecting the Machine to a Telephone Line and Telephone

This section describes how to connect the machine to the telephone lines and select the line type.

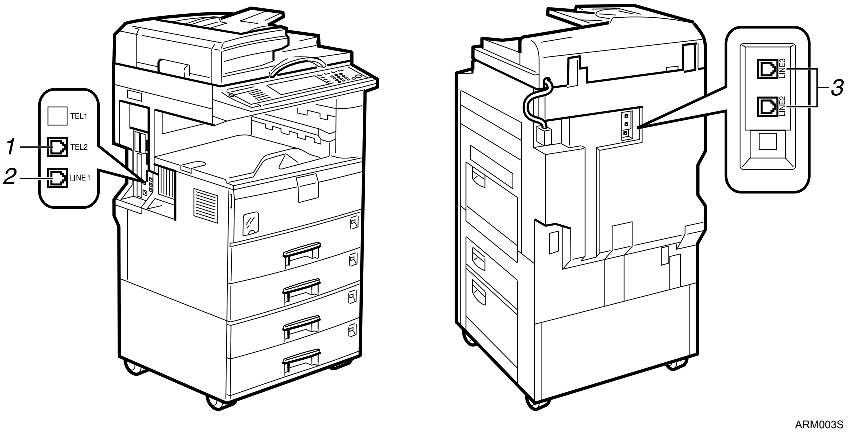
Connecting the Telephone Line

This section describes how to connect the machine to the telephone lines.

To connect the machine to a telephone line, use a snap-in modular type connector.

Important

❒ Make sure the connector is the correct type before you start.



1. **External telephone connector**
2. **G3 (analog) line interface connector**
3. **Extra G3 line interface connector**

Selecting the Line Type

This section describes how to select the line type.

Select the line type to which the machine is connected. There are two types: tone and pulse dial.

Select the line type using Administrator Tools.

Note

❒ This function is not available in some regions.

Reference

p.107 “Select Dial / Push Phone”

2. System Settings

This chapter describes user tools in the System Settings menu. For details on how to access System Settings, see "Accessing User tools (System Settings)".

General Features

This section describes the user tools in the General Features menu under System Settings.

Default settings are shown in **bold type**.

❖ Panel Tone

The beeper (key tone) sounds when a key is pressed.
The default setting is **On**.

❖ Warm Up Notice (copier/Document Server)

You can have the beeper sound when the machine becomes ready to copy after leaving Energy Saver mode, or when the power is turned on.
The default setting is **On**.

❖ Copy Count Display (copier/Document Server)

The copy counter can be set to show the number of copies made (count up) or the number of copies yet to be made (count down).
The default setting is **Up (count up)**.

❖ Function Priority

Specify the mode to be displayed immediately after the operation switch is turned on, or when System Reset mode is turned on.
The default setting is **Copier**.

❖ Print Priority

Print Priority is given to the mode selected.
When **[Interleave]** is selected, the current print job will be interrupted after a maximum of five sheets.
The default setting is **Display Mode**.
When **[Interleave]** is selected, the current print job will be interrupted after a maximum of five sheets.
When the Internal Tray 2 (1 bin tray), Shift Sort Tray, 500–sheet finisher, or 1000–sheet finisher is installed on the machine, you can specify an output tray for each documents are delivered. For details about how to specify an output tray for each function, see "Output: coier", "Output: Document Server", "Output: Facsimile", "Output: Printer".

❖ Function Reset Timer

You can set the length of time the machine waits before changing modes when using the multi-access function.

This is useful if you are making many copies and have to change settings for each copy. If you set a longer reset period, you can prevent interruption from other functions.

The Function Reset Timer setting is ignored if **[Interleave]** is set for Print Priority.

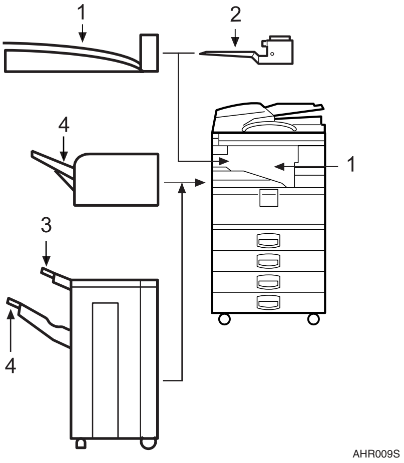
The default setting is **Set Time**.

When you select **[Set Time]**, enter the time (3–30 seconds, in 1 second increments) using the number keys.

The default setting for Set Time is **3 seconds**.

❖ Output: Copier (copier)

Specify a tray to which documents are delivered.



1. Internal Tray 1
2. Internal Tray 2
3. Finisher Upper Tray
4. Finisher Shift Tray

The default setting is **Internal Tray 1**.

❖ Output: Document Server (Document Server)

Specify a tray to which documents are delivered.

The default setting is **Internal Tray 1**.

❖ Output: Facsimile (facsimile)

Specify a tray to which documents are delivered.

The default setting is **Internal Tray 1**.

❖ Output: Printer (printer)

Specify a tray to which documents are delivered.

The default setting is **Internal Tray 1**.

The output trays set on the printer driver have priority over the output tray specified above.

❖ **<F/F4>Size Setting**

Currently three types of F size are available; $8^1/_2$"×13"▭, $8^1/_4$"×13"▭ and 8"×13"▭. The ADF or exposure glass cover sensor cannot distinguish these three types of originals. This function sets the F size from the ADF or exposure glass cover sensor. Auto Paper Select or Auto Reduce/Enlarge can be used for F size originals based on this setting.

The default setting is **$8^1/_2$"×13"▭**.

Reference

p.3 “Accessing User Tools”

"Function Compatibility", Copy/Document Server Reference

Output tray settings

Important

- ❒ You cannot interrupt the current job with a different function job 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 500–sheet finisher 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 1000–sheet finisher 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 upper 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.

When the 500–sheet finisher or 1000–sheet finisher 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.

Tray Paper Settings

This section describes the user tools in the Tray Paper Settings menu under System Settings.

Default settings are shown in **bold type**.

Important

❒ If the specified paper size differs from the actual size of the paper loaded in the paper tray, a misfeed might occur because the correct paper size was not detected.

❖ **Paper Tray Priority: Copier (copier/Document Server)**
Specify the tray to supply paper for output.
The default setting is **Tray 1**.

❖ **Paper Tray Priority: Facsimile (facsimile)**
Specify the tray to supply paper for output.
The default setting is **Tray 1**.

❖ **Paper Tray Priority: Printer (printer)**
Specify the tray to supply paper for output.
The default setting is **Tray 1**.

❖ **Tray Paper Size: Tray 1-4**
Select the size of the paper loaded in the paper tray.

- The paper sizes you can set for tray 1, 3 and 4 are as follows:
  A3▭, B4 JIS▭, A4▯, A4▭, B5 JIS▯, B5 JIS▭, A5▭, 8K▭, 16K▯, 16K▭
  11"×17"▭, $8^{1}/_{2}$"×14"▭, $8^{1}/_{2}$"×11"▯, $8^{1}/_{2}$"×11"▭, $5^{1}/_{2}$"×$8^{1}/_{2}$"▭, $7^{1}/_{4}$"×$10^{1}/_{2}$"▭, 8"×13"▭, $8^{1}/_{2}$"×13"▭, $8^{1}/_{4}$"×13"▭, 11"×14"▭, $8^{1}/_{4}$"×14"▭, 8"×$10^{1}/_{2}$"▭, 8"×$10^{1}/_{2}$"▯, custom size (140-297 mm (5.52"-11.69") wide x 182-432 mm (7.17"-17.00") long)
- The paper sizes you can set for tray 2 are as follows:
  A3▭, B4 JIS▭, A4▯, A4▭, B5 JIS▯, B5 JIS▭, A5▭, B6 JIS▭, A6▭, Postcard▭, 8K▭, 16K▯, 16K▭
  11"×17"▭, $8^{1}/_{2}$"×14"▭, $8^{1}/_{2}$"×11"▯, $8^{1}/_{2}$"×11"▭, $5^{1}/_{2}$"×$8^{1}/_{2}$"▭, $7^{1}/_{4}$"×$10^{1}/_{2}$"▭, $7^{1}/_{4}$"×$10^{1}/_{2}$"▯, 8"×13"▭, $8^{1}/_{2}$"×13"▭, $8^{1}/_{4}$"×13"▭, 11"×14"▭, 11"×15"▭, 10"×14"▭, 10"×15"▭, $8^{1}/_{4}$"×14"▭, 8"×$10^{1}/_{2}$"▭, 8"×$10^{1}/_{2}$"▯, 8"×10"▭, 8"×10"▯, C5 Env▭, C6 Env▭, DL Env▭, $3^{7}/_{8}$"×$7^{1}/_{2}$"▭, $4^{1}/_{8}$"×$9^{1}/_{2}$"▭, custom size (100-297 mm (3.97"-11.69") wide x 148-432 mm (5.83"-17.00") long)

The default setting for Tray 1 is **A4▯** / **$8^{1}{}_{2}$" × 11"▯**.
The default setting for Tray 2 is **A3▭** / **11" × 17"▭**.
The default setting for Tray 3 is **B5 JIS▯** / **$8^{1}/_{2}$" × 11"▭**.
The default setting for Tray 4 is **B4 JIS▭** / **$8^{1}/_{2}$" × 14"▭**.
The paper guide for the optional LCT is fixed for A4▯, 81/2"×11"▯ size paper. Contact your service representative if you need to change the paper size.

If the paper size set for the selector in paper tray is different to the paper size for this setting, the paper size of the dial has priority.
If you load paper of a size not indicated on the paper size selector in the paper tray, set the dial to "*".

❖ 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:
  No Display, Recycled Paper, Special Paper, Colour Paper, Letterhead, Preprinted Paper, Prepunched Paper, Label Paper, Bond Paper, Thick Paper, OHP, Thin Paper, Cardstock

The default setting is **No Display**.

❖ Paper Type: Tray 1-4

Sets the display so you can see what type of paper is loaded in each paper tray. The print function uses this information to automatically select the paper tray.

- The paper types you can set for trays 1, 3 and 4 are as follows:
  No Display, Recycled Paper, Special Paper, Colour Paper, Letterhead, Preprinted Paper, Prepunched Paper, Bond Paper, Cardstock
- The paper types you can set for tray 2 are as follows:
  No Display, Recycled Paper, Special Paper, Colour Paper, Letterhead, Preprinted Paper, Prepunched Paper, Label Paper, Bond Paper, Thick Paper, OHP, Thin Paper, Cardstock

The default setting for "Paper Type" is **No Display**.
The default setting for "Copying Method in Duplex" is **2 Sided Copy**.
The default setting for "Apply Auto Paper Select" is **Yes**.
When paper of the same type and size is loaded in two different paper trays and you want to specify tray for 2 Sided Copy and tray for 1 Sided Copy, specify the upper tray for 2 Sided Copy. If one of the trays is specified as the default in Paper Tray Priority, assign 2 Sided Copy to that tray.
A 🗋 mark appears next to the paper tray if **[No]** is selected in "Auto Paper Select".
"Auto Paper Select" can only be selected for the copier function if **[No Display]** and **[Recycled Paper]** are selected. If **[No]** is selected, Auto Paper Select is not valid for the tray.

❖ Cover Sheet Tray

Allows you to specify and display the paper tray that is setting cover sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.
The default setting for "Tray to Program" is **Off**.
Functions using the cover sheet tray setting are the front cover function and front/back cover function.
When **[At Mode Selected]** is selected, cover sheet tray settings only appear when the cover function or slip sheet function is selected.
When **[Full Time]** is selected, the cover sheet tray is always displayed.
You can set Copying Method in Duplex only when **[At Mode Selected]** is selected.

❖ Slip Sheet Tray

Allows you to specify and display the paper tray that is inserting slip sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.
The default setting for "Tray to Program" is **Off**.
When **[At Mode Selected]** is selected, slip sheet tray settings only appear when the cover function or slip sheet function is selected.

❖ Printer Bypass Paper Size

Specify the size of the paper in the bypass tray when printing data from the computer.

- The paper sizes you can set for bypass tray are as follows:
  A3▭, B4 JIS▭, A4▯, A4▭, B5 JIS▯, B5 JIS▭, A5▯, A5▭, A6▭, 11" × 17"▭, $8^{1}/_{2}$" × 14"▭, $8^{1}/_{2}$" × 11"▯, $8^{1}/_{2}$" × 11"▭, $5^{1}/_{2}$" × $8^{1}/_{2}$"▭, $7^{1}/_{4}$" × $10^{1}/_{2}$"▯, $7^{1}/_{4}$" × $10^{1}/_{2}$"▭, 8" × 13"▭, $8^{1}/_{2}$" × 13"▭, $8^{1}/_{4}$" × 13"▭, 8K▭, 16K▯, 16K▭, $4^{1}/_{8}$" × $9^{1}/_{2}$"▭, $3^{7}/_{8}$" × $7^{1}/_{2}$"▭, C5 Env▭, C6 Env▭, DL Env▭

The default setting is **A4▯**.
You can specify a custom size of between 90.0 and 297.0 mm (3.6"-11.7") vertically, and between 148.0 and 600.0 mm (5.9"-23.6") horizontally.

Reference

p.3 “Accessing User Tools”

"Covers", Copy/ Document Server Reference

"Slip Sheets", Copy/ Document Server Reference

Timer Settings

This section describes the user tools in the Timer Settings menu under System Settings.

Default settings are shown in **bold type**.

❖ Auto Off Timer

After a specified period has passed, following job completion, the machine automatically turns off, in order to conserve energy. This function is called "Auto Off". The machine status after the Auto Off operation is referred to as "Off mode", or "Sleep mode". For the Auto Off Timer, specify the time to elapse before "Auto Off".
The default setting is **1 minute(s)**.
Enter a time interval between 10 seconds and 240 minutes, using the number keys
From "Off mode" or "Sleep mode", the machine is ready to use within 10 seconds.
Auto Off may not work when error messages appear.
The machine may not shift to "Sleep Mode" at the set time, if the main power switch has just been turned on and functions other than copier function are still in the process of starting up.

❖ 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.
Enter a time interval between 10 seconds and 240 minutes, using the number keys.
The default setting is **1 minute(s)**.

❖ System Auto Reset Timer

The System Reset setting automatically switches the screen to that of the function set in Function Priority when no operations are in progress, or when an interrupted job is cleared. This setting determines the system reset interval.
The time can be set from 10 to 999 seconds, using the number keys
The default setting is **On**, **60 seconds**.

❖ Copier / Document Server Auto Reset Timer (copier/Document Server)

Specifies the time to elapse before copier and Document Server modes reset.
If **[Off]** is selected, the machine does not automatically switch to the user code entry screen.
The time can be set from 10 to 999 seconds, using the number keys.
The default setting is **On**, **60 seconds**.

❖ Facsimile Auto Reset Timer (facsimile)

Specifies the time to elapse before the facsimile mode resets.
The time can be set from 30 to 999 seconds, using the number keys.
The default setting is **30 seconds**.

❖ Printer Auto Reset Timer (printer)

Specifies the time to elapse before the printer function resets.
If **[Off]** is selected, the machine does not automatically switch to the user code entry screen.
The time can be set from 10 to 999 seconds, using the number keys.
The default setting is **On**, **60 seconds**.

❖ Scanner Auto Reset Timer (scanner)

Specifies the time to elapse before the scanner function resets.
If **[Off]** is selected, the machine will not automatically switch to the user code entry screen.
The time can be set from 10 to 999 seconds, using the number keys.
The default setting time is **On**, **60 seconds**.

❖ Set Date

Set the date for the copier's internal clock using the number keys.
To change between year, month, and day, press **[←]** and **[→]**.

❖ Set Time

Set the time for the copier's internal clock using the number keys.
Enter the time using the 24–hour format (in 1 second increments).
To change between hours, minutes and seconds, press **[←]** and **[→]**.

❖ Auto Logout Timer

Specify whether or not to automatically log out a user when the user does not operate the machine for a specified period of time after logging in.
The time can be set from 60 to 999 seconds, in one second increments, using the number keys.
The default setting time is **Off**.

Reference

p.3 “Accessing User Tools”

Interface Settings

This section describes the user tools in the Interface Settings menu under System Settings.

Default settings are shown in **bold type**.

Network

This section describes the user tools in the Network menu under Interface Settings.

❖ IP Address

Before using this machine in the network environment, you must specify the IP address and subnet mask.
When you select **[Specify]**, enter the IP Address and subnet mask as "xxx.xxx.xxx.xxx" ("x" indicates a number).
The default setting is **Auto-Obtain (DHCP)**.
When you select **[Specify]**, make sure that the IP address is different from that of other machines on the network.
The physical address (MAC address) also appears.

❖ Gateway Address

A gateway is a connection or interchange point between two networks.
Specify the gateway address for the router or host computer used as a gateway.
The default setting is **000.000.000.000**.

❖ DNS Configuration

Make settings for the DNS server.
When you select **[Specify]**, enter the DNS Server IP address as “xxx.xxx.xxx.xxx"(“x" indicates a number).
The default setting is **Auto-Obtain (DHCP)**.

❖ DDNS Configuration

Specify the DDNS settings.
The default setting is **Active**.

❖ Domain Name

Specify the domain name.
Enter the domain name using up to 63 characters.

❖ WINS Configuration

Specify the WINS server settings.
The default setting is **Off**.
If **[On]** is selected, enter the WINS Server IP address as “xxx.xxx.xxx.xxx"(“x" indicates a number).
If DHCP is in use, specify the scope ID.
Enter the scope ID using up to 31 characters.

❖ Effective Protocol

Select the protocol to use in the network.
The default setting for TCP/IP is **Effective**.
The default setting for NetWare is **Effective**.
The default setting for SMB is **Effective**.
The default setting for AppleTalk is **Effective**.

❖ NCP Delivery Protocol

Select the protocol for NCP delivery.
The default setting is **TCP / IP Priority**.

❖ NW Frame Type

Select the frame type when you use NetWare.
The default setting is **Auto Select**.

❖ SMB Computer Name

Specify the SMB computer name.
Enter the computer name using up to 15 characters.
"*+,/:;<>=?[\]|. and spaces cannot be entered.
Do not set a computer name starting with RNP and rnp.
Use uppercase letters for alphabets.

❖ SMB Work Group

Specify the SMB work group.
Enter the computer name using up to 15 characters.
"*+,/:;<>=?[\]|. and spaces cannot be entered.
Use uppercase letters for alphabet.

❖ Ethernet Speed

Set the access speed for networks.
The default setting is **Auto Select**.
Select a speed that matches your network environment. **[Auto Select]** should usually be selected.

❖ LAN Type

When you have installed the IEEE 802.11b interface unit, select the method of connection.
The default setting is **Ethernet**.
[LAN Type] is displayed when wireless LAN board is installed. If Ethernet and IEEE 802.11b (wireless LAN) are both connected, the selected interface has priority.

❖ Ping Command

Check the network connection with ping command using given IP address. If you fail to connect to the network, check the following, and then retry the ping command.

- Make sure that “TCP/IP” in **[Effective Protocol]** is set to “Effective”.
- Check that the machine with assigned IP address is connected to the network.
- There is a possibility that the same IP address is used for the specified equipment.

❖ Permit SNMP V3 Communication

Set the encrypted communication of SNMPv3.
The default setting is **Encryption / Clear Text**.
If you select to **[Encryption Only]**, you need to set an encryption password for the machine.

❖ Permit SSL / TLS Communication

Set the encrypted communication of SSL / TLS.
The default setting is **Ciphertext Priority**.
If you set to **[Ciphertext Only]**, you need to install the SSL certificate for the machine.

❖ Host Name

Specify the host name.
Enter the host name using up to 63 characters.

❖ Machine Name

Specify the machine name.
Enter the machine name using up to 31 characters.

Parallel Interface

This section describes the user tools in the Parallel Interface menu under Interface Settings.

[Parallel Interface] is displayed when this machine is installed with the IEEE 1284 interface board.

❖ Parallel Timing

Specify the timing for the parallel interface. Normally, you do not need to change this setting.
The default setting is **ACK Outside**.

❖ Parallel Communication Speed

Sets the communication speed for the parallel interface. If the speed is too high, data may not be transferred smoothly. If this happens, change the setting to "Standard".
The default setting is **High Speed**.

❖ **Selection Signal Status**

Sets the level for the select signal of the parallel interface.
The default setting is **High**.

❖ **Input Prime**

Sets whether to validate or invalidate the input prime signal upon reception. Normally you do not need to change this setting.
The default setting is **Invalid**.

❖ **Bidirectional Communication**

Sets the printer's response mode to a status acquisition request when using a parallel interface. If you experience problems using another manufacturer's machine, set this to "Off".
The default setting is **On**.
When set to **[Off]**, the bidirectional communication function will be disabled, and the printer driver will not be installed under Windows Auto Detect function.

❖ **Signal Control**

Specifies how error during printing or sending facsimile from the computer is to be dealt with. Normally, you do not need to change this setting.
The default setting is **Job Acceptance Priority**.

IEEE 802.11b

This section describes the user tools in the IEEE 802.11b menu under Interface Settings.

[IEEE 802.11b] is displayed when this machine is installed with the wireless LAN interface board.

Be sure to make all settings simultaneously.

❖ **Communication Mode**

Specifies the communication mode of the wireless LAN.
The default setting is **802.11 Ad hoc**.

❖ **SSID Setting**

Specifies SSID to distinguish the access point in infrastructure mode or 802.11 ad hoc mode.
The characters that can be used are ASCII 0x20-0x7e (32 bytes).
If blank is specified in 802.11b ad hoc mode or ad hoc mode, “ASSID" appears.
Default setting is **blank** (ASSID).

❖ **Channel**

Specifies a channel when you select 802.11b ad hoc mode or ad hoc mode.
The default setting is **11**.
The following channels are available:

- Metric version: 1-14
- Inch version: 1-11

❖ WEP (Encryption) Setting

Specifies the encryption of the IEEE 802.11b (wireless LAN). If this is set to **[Active]**, you must enter the WEP key.

- WEP
  The default setting is **Inactive**.
- Encryption
  10 alphanumeric characters must be entered for 64 bit, 26 characters for 128 bit.

❖ Wireless LAN Signal

When using in infrastructure mode, you can check the machine's radio wave status using the control panel.
Radio wave status is displayed when you press **[Wireless LAN Signal]**.

❖ Transmission Speed

Specifies the communication speed of the IEEE 802.11b (wireless LAN).
The default setting is **Auto**.

❖ Return to Defaults

You can return the IEEE 802.11b (wireless LAN) settings to their defaults.

Reference

p.3 "Accessing User Tools"

Print List

This section describes how to print the configuration page.

You can check items related to the network environment.

The configuration page shows the current network settings and network information.

1. **Press [System Settings].**
2. **Press [Interface Settings].**
3. **Press [Print List].**
4. **Press the 【Start】 key.**

   The configuration page is printed.
5. **Press [Exit].**
6. **Press the 【User Tools/Counter】 key.**

Note

❒ You can also exit by pressing **[Exit]** on the User Tools main menu.

File Transfer

This section describes the user tools in the File Transfer menu under System Settings.

Default settings are shown in **bold type**.

❖ Delivery Option

Enables or disables sending stored or scanned documents to the ScanRouter delivery server.
The default setting is **Off**.
Specify this option when selecting whether or not to use the ScanRouter delivery software. If you do, you will have to preregister I/O devices in the ScanRouter delivery software.

❖ Capture Server IP Address

Specify the capture server IP address.
This setting appears when the media link board is installed, and that the capture function is being used by the ScanRouter delivery software.

❖ Fax RX File Transmission

- Setting per Line
  Specifies whether or not received fax documents are sent to the ScanRouter delivery software for each fax line.
  The default setting for Line 1 is **Do not Deliver**.
  The default setting for Line 2 is **Do not Deliver**.
  The default setting for Line 3 is **Do not Deliver**.
- Print at Deliver
  Specifies whether or not received fax documents sent to ScanRouter delivery software should also be printed at the same time.
  The default setting is **Do not Print**.
- File to Deliver
  Specifies whether all received fax documents or only received fax documents that include delivery codes (documents with an ID and SUB/SEP code) are sent to ScanRouter delivery software.
  The default setting is **All Files**.
- Dlvry Failure File
  - Print File
  - Delete File

  If a received fax document cannot be sent to ScanRouter delivery software, it is stored in memory. To print a stored file, select **[Print File]** to delete, select **[Delete File]**.
  If the machine can send the data to ScanRouter delivery software, it does so automatically.
  If you delete the data, you will not be able to distribute or print it.

❖ SMTP Server

Specify the SMTP server name.
If DNS is in use, enter the host name.
If DNS is not in use, enter the SMTP server IP address.
The default setting for "Port No." is **25**.
Enter the server name using up to 127 characters. Spaces cannot be entered.
Enter port number between 1 and 65535 using the number keys, and then press the **【#】** key.
SMTP server shares the same port number with Direct SMTP server.

❖ SMTP Authentication

Specify SMTP authentication (PLAIN, LOGIN, CRAMMD5, DIGEST-MD5).
When sending e-mail to an SMTP server, you can enhance the SMTP server security level using authentication that requires entering the user name and password.
If the SMTP server requires authentication, set **[SMTP Authentication]** to **[On]**, and then specify the user name, password and encryption.
Enter the user name using up to 191 characters. Spaces cannot be entered. Depending on the SMTP server type, "realm" must be specified. Add "@" after the user name, as in "user name@realm".
Enter the password using up to 63 characters. Spaces cannot be entered.

- Select Encryption as follows:
  "Encryption"-**[Auto]**: Use If the authentication method is PLAIN, LOGIN, CRAM-MD5, or DIGEST-MD5.
  "Encryption"-**[On]**: Use If the authentication method is CRAMMD5 or DIGEST-MD5.
  "Encryption"-**[Off]**: Use If the authentication method is PLAIN, or LOGIN.

Enter the user name and password to be set for the Administrator's e-mail address when using Internet Fax.
The default setting is **Off**.

❖ POP before SMTP

Specify POP authentication (POP before SMTP).
When sending e-mail to an SMTP server, you can enhance the SMTP server security level by connecting to the POP server for authentication.
If you set POP before SMTP to **[On]**, specify the waiting time after authentication, user name, e-mail address and password.

- Wait Time after Authent.: 300 msec
  Specify "Wait Time after Authent." from zero to 10,000 milliseconds, in increments of one millisecond.
- User Name
  Enter the user name using up to 63 characters. Spaces cannot be entered.
- E-mail Address
- Password
  Enter the password using up to 63 characters. Spaces cannot be entered.

The default setting is **Off**.
To enable POP server authentication before sending e-mail via the SMTP server, set **[POP before SMTP]** to **[On]**. E-mail is sent to the SMTP server after the time specified for "Wait Time after Authent." has elapsed.
If you select **[On]**, enter server name in POP3 / IMAP4 Settings. Also, check POP3 port number in E-mail Communication Port.

❖ Reception Protocol

Specify Reception Protocol for receiving Internet Fax.
The default setting is **POP3**.

❖ POP3 / IMAP4 Settings

Specify the POP3/IMAP4 server name for receiving Internet faxes.
The specified POP3/IMAP4 server name is used for **[POP before SMTP]**.

- Server Name
  If DNS is in use, enter the host name.
  If DNS is not in use, enter the POP3/IMAP4 or server IP address.
  Enter POP3/IMAP4 server name using up to 127 characters. Spaces cannot be entered.
- Encryption
  - Auto
    Password encryption is automatically set according to the POP/IMAP server settings.
  - On
    Encrypt password.
  - Off
    Do not encrypt password.

❖ Administrator's E-mail Address

On e-mailed scanned documents, if the sender is not specified this appears as the sender's address.
When sending e-mail under the Internet fax function, administrator's e-mail address will appear as the sender's address under the following conditions:

- The sender has not been specified and the machine's e-mail address has not been registered.
- The specified sender is not registered in the machine's address book and the machine's e-mail address has not been registered.

When conducting SMTP authentication for the transmitted files under the Internet fax function, the Administrator's E-mail Address will appear in the "From:" box. If you have specified the user name and e-mail address in **[SMTP Authentication]**, make sure to specify this setting.
Enter up to 128 characters.
On e-mailed scanned documents, if **[Auto Specify Sender Name]** is **[Off]**, specify the sender.

❖ E-mail Communication Port

Specify the port numbers for receiving Internet faxes. The specified POP3 port number is used for POP before SMTP.
The default setting for POP3 is **110**.
The default setting for IMAP4 is **143**.
The default setting for SMTP is **25**.
Enter a port number between 1 and 65535 using the number keys, and then press the **【#】** key.

❖ E-mail Reception Interval

Specify, in minutes, the time interval for receiving Internet faxes via POP3 or IMAP4 server.
The default setting is **On**, **15 minute(s)**
If **[On]** is selected, the time can be set from 2 to 1440 minutes in increments of one minute.

❖ Max. Reception E-mail Size

Specify the maximum reception e-mail size for receiving Internet faxes.
The default setting is **2MB**.
Enter a size from one to 50 MB in increments of one megabyte.

❖ E-mail Storage in Server

Specify whether or not to store received Internet fax e-mails on the POP3 or IMAP4 server.
The default setting is **Off**.

❖ Default User Name / Password (Send)

Specify the user name and password required when sending scan files directly to a shared folder on a computer running Windows, to an FTP server, or to a NetWare server.
Enter in up to 64 characters.

❖ Program / Change / Delete E-mail Message

You can program, change, or delete the e-mail message used when sending an Internet fax or scan file as an attachment.

Program / Change:

① Press **[System Settings]**.

② Press **[File Transfer]**.

③ Press **[▼Next]**.

④ Press **[Program / Change / Delete E-mail Message]**.

⑤ Press **[*Not Programmed]**.
To change the registered e-mail message, select the e-mail message to change.

⑥ Press **[Change]**.

⑦ Enter a name, and then press **[OK]**.
Enter the name using up to 20 characters.

⑧ Press **[Edit]**.
To start a new line, press **[OK]** to return to the e-mail message screen, and then press **[▼Next]** in "Select Line to Edit:".

⑨ Enter the text, and then press **[OK]**.
Enter up to five lines of text. Each line can consist of up to 80 characters.

⑩ Press **[OK]**.

⑪ Press **[Exit]**.

Delete:

① Press **[System Settings]**.

② Press **[File Transfer]**.

③ Press **[▼Next]**.

④ Press **[Program / Change / Delete E-mail Message]**.

⑤ Press **[Delete]**.

⑥ Select the e-mail message to delete.
The confirmation message about deleting appears.

⑦ Press **[Yes]**.

⑧ Press **[Exit]**.

❖ Program / Change / Delete Subject

You can program, change, or delete the subject used when sending an Internet fax or scan file as an attachment.
Program / Change:

① Press **[System Settings]**.

② Press **[File Transfer]**.

③ Press **[▼Next]**.

④ Press **[Program / Change / Delete Subject]**.

⑤ Press **[*Not Programmed]**.
To change the registered subject, select the subject to change.

⑥ Enter the text, and then press **[OK]**.
Enter the subject using up to 20 characters.

⑦ Press **[Exit]**.

Delete:

① Press **[System Settings]**.

② Press **[File Transfer]**.

③ Press **[▼Next]**.

④ Press **[Program / Change / Delete Subject]**.

⑤ Press **[Delete]**.

⑥ Select the subject to delete.
The confirmation message about deleting appears.

⑦ Press **[Yes]**.

⑧ Press **[Exit]**.

❖ Scanner Recall Interval Time

Specifies the interval the machine waits before resending a scan file, if it cannot be sent to the delivery server or mail server.
The default setting is **300 seconds**.
The interval time can be set from 60 to 999 seconds in one second increments, using the number keys.
This setting is for the scanner function.

❖ Number of Scanner Recalls

Sets a maximum number of times a scan file is resent to the delivery server or mail server.
The default setting is **On**, **3 time(s)**.
If **[On]** is selected, the number of times can be set from 1 to 99. This setting is for the scanner function.
This setting is for the scanner function.

❖ Fax E-mail Account

Specify e-mail address, user name and password for receiving Internet faxes.

- E-mail Address
  Enter an e-mail address using up to 128 characters.
- User Name
  Enter a user name using up to 64 characters.
- Password
  Enter a password using up to 64 characters.

❖ Auto Specify Sender Name

Set whether or not to specify the name of the sender when sending e-mail.

- On
  If you select **[On]**, the specified e-mail address will appear in the “From:" box. If you do not specify the sender’s address, the administrator’s e-mail address will appear in the “From:" box.
  If you do not specify the sender when sending a file by e-mail under the fax function, or if the specified e-mail address is not registered in the machine’s address book, the machine’s e-mail address will appear in the “From:” box. If the machine does not have an e-mail address, the administrator’s e-mail address will appear in the “From:” box.
- Off
  If you select **[Off]**, the specified e-mail address will appear in the “From:" box, but you cannot send e-mail without specifying the sender’s e-mail address. Under the fax function, you cannot send e-mail if the specified sender’s e-mail address is not registered in the machine’s address book.

The default setting is **Off**.

Reference

p.3 “Accessing User Tools”

Administrator Tools

This section describes the user tools in the Administrator Tools menu under System Settings.

Default settings are shown in **bold type**.

Administrator Tools are used by the administrator. To change these settings, contact the administrator.

We recommend specifying Administrator Authentication before making Administrator Tools settings.

❖ User Authentication Management

- User Code Auth.
  Using User Code Authentication, you can limit the available functions and supervise their use.
  When using User Code Authentication, register the user code.
  Using the Printer PC Control function, you can obtain a log of prints corresponding to the codes entered using the printer driver.
  For details about Basic Authentication, Windows Authentication, LDAP Authentication, and Integration Server Authentication, consult your administrator.
    - Copier
    - Document Server
    - Facsimile
    - Scanner
    - Printer
    - Printer: PC Control
- Basic Auth.
- Windows Auth.
- LDAP Auth.
- Integration Svr. Auth.
- Off

The default setting is **Off**.

❖ Administrator Authentication Management

For details about this function, consult your administrator.

❖ Program / Change Administrator

For details about this function, consult your administrator.

❖ Key Counter Management

Specify the functions you want to manage with the key counter.

❖ Extended Security

Specify whether or not to use the extended security functions. For details about the extended security functions, consult your administrator.

❖ Display / Print Counter

Allows you to view and print the number of prints.

- Display / Print Counter
  Displays the number of prints for each function (Total, Copier, Facsimile, Printer, A3 / DLT, Duplex, Staple).
- Print Counter List
  Prints out a list of the number of prints made under each function.

❖ Display / Clear / Print Counter per User

Allows you to view and print the numbers of prints accessed with user codes, and to set those values to 0.
Press **[▲Previous]** and **[▼Next]** to show all the numbers of prints.
The number of prints may differ from the counter values shown in Display / Print Counter.

- Print Counter List for All Users
  Prints the counter value for all the users.
- Clear Counter List for All Users
  Resets the counter value for all the users.
- Print Counter List per User
  Prints the counter value for each user.
- Clear Counter List per User
  Resets the counter value for each user.

❖ Address Book Management

You can add, change or delete information registered in the Address Book. For details, see “Address Book”.

- Program / Change
  You can register and change names as well as user codes.
    - Names
      You can register a name, key display, registration number, and title selection.
    - Auth. Info
      You can register a user code, and specify the functions available to each user code. You can also register user names and passwords to be used when sending e-mail, sending files to folders, or accessing an LDAP server.
    - Protection
      You can register a protection code.
    - Fax Dest.
      You can register a fax number, international TX mode, fax header, label insertion, IP-Fax destination, and protocol.
    - E-mail
      You can register an e-mail address.
    - Folder
      You can register the protocol, path, port number, and server name.
    - Add to Group
      You can put names registered in the Address Book into a group.
- Delete
  You can delete a name from the Address Book.

You can register up to 2,000 names.
You can register up to 100 user codes. If you add the optional user account enhance unit, you can register up to 500 user codes.
You can also register and manage names in the Address Book using Web Image Monitor or SmartDeviceMonitor for Admin.

❖ Address Book: Program / Change / Delete Group

Names registered in the Address Book can be added into a group.
You can then easily manage the names registered in each group.

- Program / Change
  You can register new groups, or changes a group name, key display, title selection or registration number.
- Delete
  You can delete a group from the Address Book.

You can register up to 100 groups.
You can also register and manage groups in the Address Book using Web Image Monitor or SmartDeviceMonitor for Admin.

❖ Address Book: Program / Change / Delete Transfer Request

You can register fax destinations for the Transfer Request function in facsimile mode.

For details about operations, see "Registering the Transfer Request".

- Program / Change
  This registers new transfer requests and receiving stations, or changes the transfer request name, key name, title selection, registration number, fax destination, IP-Fax destination, or e-mail address.
- Delete
  Deletes a Transfer request.

You can register up 10 transfer requests.

❖ Address Book: Change Order

Changes the order of registered names.

You can rearrange the order of items on the same page, but you cannot move items to another page.

For example, you cannot move an item from "PLANNING" (**[OPQ]**) to "DAILY" (**[CD]**).

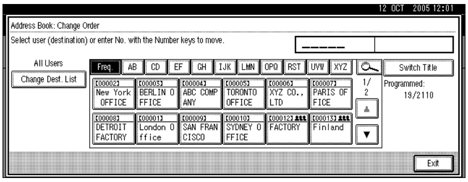
① Press **[System Settings]**.

② Press **[Administrator Tools]**.

③ Press **[▼Next]**.

④ Press **[Address Book: Change Order]**.

⑤ Press the name key to be moved.

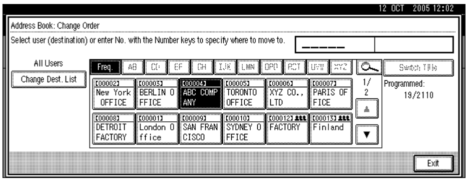


Address Book: Change Order

Select user (destination) or enter No. with the Number keys to move.

You can select a name using the number keys.

⑥ Press the name key in the place you want to move it to.



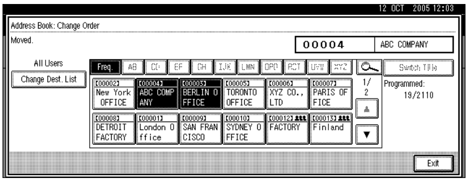
Address Book: Change Order

Select user (destination) or enter No. with the Number keys to specify where to move to.

The user key is moved to the selected position, and the user key currently at the selected position is moved forward or backward.

If you move the selected user key forward, the user key currently at the selected position is moved backward.

If you move the selected user key backward, the user key currently at the selected position is moved forward.



12 OCT 2005 12:03

Address Book: Change Order

Moved.

00004 ABC COMPANY

Programmed: 19/2110

You can also select a name using the number keys.

❖ Print Address Book: Destination List

You can print the destination list registered in the Address Book.

- Print in Title 1 Order
  Prints the Address Book in Title 1 order.
- Print in Title 2 Order
  Prints the Address Book in Title 2 order.
- Print in Title 3 Order
  Prints the Address Book in Title 3 order.
- Print Group Dial List
  Prints the group Address Book.

① Press **[System Settings]**.

② Press **[Administrator Tools]**.

③ Press **[▼Next]**.

④ Press **[Print Address Book: Destination List]**.

⑤ Select the print format.

⑥ To print the list on two-sided pages, select **[Print on 2 Sides]**.

⑦ Press the **【Start】** key.
The list prints out.

❖ Address Book: Edit Title

You can edit the title to easily find a user.

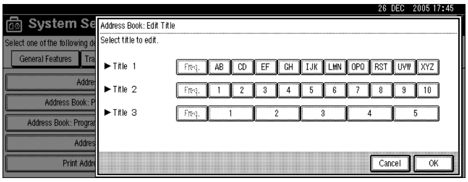
① Press **[System Settings]**.

② Press **[Administrator Tools]**.

③ Press **[▼Next]**.

④ Press **[Address Book: Edit Title]**.

⑤ Press the title key you want to change.



26 DEC 2005 17:45

Address Book: Edit Title

Select title to edit.

⑥ Enter the new name, and then press **[OK]**.

⑦ Press **[OK]**.

❖ Address Book: Select Title

Specifies the title to select a name.
The default setting is **Title 1**.

❖ Auto Delete File in Document Server

Specify whether documents stored in the Document Server will or will not be deleted after a specified period of time.
The default setting is **Yes**, **After 3 day(s)**.
If you select **[Yes]**, documents stored subsequently are deleted after the specified period.
If you select **[No]**, documents are not automatically deleted.
If you select **[Yes]**, enter a number of days from 1 to 180 (in 1 day increments).
The default is 3 days, this means documents are deleted 3 days (72 hours) after they are stored.

❖ Delete All Files in Document Server

You can delete files stored in the Document Server, including files stored for Sample Print, Locked Print, Hold Print, and Stored Print under the printer function.
Even if a password is always set, all documents are deleted.
A confirmation message appears. To delete all documents, select **[Yes]**.

❖ Program / Change / Delete LDAP Server

Program the LDAP server to find up e-mail destinations in the LDAP server Address Book directly. This function is possible when sending scan files by e-mail using the scanner or fax function.
To start an LDAP search, make sure that the items listed below are set. For other items, check your environment and make any necessary changes.

- Server Name
- Search Base
- Port No.
- Search Conditions
- Authentication method selection

To use the LDAP server in Administrator Tools, select **[On]** under LDAP server.
This function supports LDAP Version 2.0 and 3.0. Ver 2.0 does not support High Security authentication.

❖ Use LDAP Server

Specify whether or not to use the LDAP server for searching.
The default setting is **Off**.
When Use LDAP Server is set to Off, **[Search LDAP]** will not appear on the searching display.

❖ AOF (Always On)

Specify whether or not to use Auto Off.
The default setting is **On**.

❖ Firmware Version

You can check the version of the software installed in this machine.

❖ Network Security Level

For details about this function, consult your administrator.

❖ Reduce Recovery Time

You can specify whether or not to shorten the recovery time.
The default setting is **Off**.
If you press **[On]**, the recovery time is shortened.
If you press **[Off]**, the recovery time is lengthened and the machine's power consumption is reduced.
This setting appears only if the copier unit and hard disk are installed in the machine.

❖ Delete All Logs

For details about this function, consult your administrator.

❖ Transfer Log Setting

For details about this function, consult your administrator.

❖ Data Security for Copying

For details about this function, consult your administrator.

Reference

p.3 “Accessing User Tools”

p.181 “Address Book”

p.195 “Printing the Counter for Each User”

p.244 “Registering the Transfer Request”

p.257 “Counter”

Program / Change / Delete LDAP Server

This section describes how to specify the LDAP server settings.

To program / change the LDAP server

This section describes how to program / change the LDAP server.

1. **Press [System Settings].**
2. **Press [Administrator Tools].**
3. **Press [Program / Change / Delete LDAP Server].**
4. **Check that [Program / Change] is selected.**
5. **Select the LDAP server you want to program or change.**

   When programming the server, select **[*Not Programmed]**.
6. **Set each item as necessary.**
7. **Press [OK] after setting each item.**

   For details about LDAP server, see "Programming the LDAP server".
8. **Press [Exit].**
9. **Press the 【User Tools/Counter】 key.**

   Reference

   p.67 “Programming the LDAP server”

To delete the programmed LDAP server

This section describes how to delete the programmed LDAP server.

1. **Press [System Settings].**
2. **Press [Administrator Tools].**
3. **Press [Program / Change / Delete LDAP Server].**
4. **Press [Delete].**
5. **Select the LDAP server you want to delete.**
6. **Press [Yes].**
7. **Press [Exit].**
8. **Press the 【User Tools/Counter】 key.**

Programming the LDAP server

This section describes how to specify the LDAP server settings.

To enter an identification name

This section describes how to enter a identification name.

1. **Press [Change] under "Name".**

   Register a name for the LDAP server that will appear on the server selection screen of the LDAP search operation.

2. **Enter the server's identification name.**

3. **Press [OK].**

To enter a server name

This section describes how to enter a server name.

1. **Press [Change] under "Server Name".**

   Register the LDAP server's host name or IP address.

2. **Enter the LDAP server name.**

3. **Press [OK].**

To enter the search base

This section describes how to enter the search base.

1. **Press [Change] under "Search Base".**

   Select a route folder to start the search from e-mail addresses registered in the selected folder are search targets.

2. **Enter the search base.**

   For example, if the search target is the sales department of ABC company, enter "dc=sales department, o=ABC". (In this example, the description is for an active directory. "dc" is for the organization unit, and "o" is for the company.)

   Search base registration may be required depending on your server environment. When registration is required, unspecified searches will result in error. Check your server environment and enter any required specifications.

3. **Press [OK].**

To enter a port number

This section describes how to enter a port number.

1. **Press [Change] under "Port No.".**

   Specify the port number for communicating with the LDAP server. Specify a port that is compliant with your environment.

2. **Enter the port number using the number keys, and then press the 【#】 key.**

   When SSL is set to **[On]**, the port number automatically changes to "636".

To start SSL communication

This section describes how to specify SSL communication.

1. **Press [On] under "Use Secure Connection (SSL).**

   Use SSL to communicate with the LDAP server.

   To use SSL, the LDAP server must support SSL.

   When SSL is set to **[On]**, the port number automatically changes to "636".

   SSL setting must be enabled on this machine. For details, consult your network administrator.

To set authentication

This section describes how to specify authentication.

1. **Press [▼Next].**

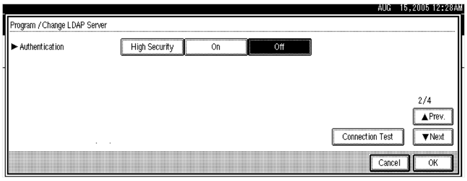
2. **Press [On] or [High Security] under "Authentication".**

   To make a search request to the LDAP server, use the administrator account for authentication.

   Authentication settings must comply with your server's authentication settings. Check your server settings before setting this machine.

   [High Security] is available only with LDAP Version 3.0.

   When **[High Security]** is selected, the administrator password is encrypted before it is sent to the network. When **[On]** is selected, the password is sent without encryption.



Program / Change LDAP Server

▶ Authentication: Off

To enter the user name and password

This section describes how to enter the user name and password.

1. **Press [▼Next].**

2. **Press [Change] under “User Name”.**

   When **[On]** or **[High Security]** is selected for the authentication setting, use the administrator account name and password. Do not enter the administrator account name and password when using authentication for each individual or each search.

3. **Enter the user name, and then press [OK].**

   Procedures for the user name setting differ depending on server environment. Check your server environment before making the setting.

   Example: Domain Name\User Name, User Name@Domain Name, CN=Name, OU=Department Name, DC=Server Name

4. **Press [Change] under “Password”.**

5. **Enter the password, and then press [OK].**

   The user name and password are required for administrator authentication to access the LDAP server.

   You can set the user name and password in this machine’s Address Book to allow individual authentication access to the LDAP server. Use Administrator Tools to select the user name and password you want to use.

To test the connection

This section describes how to test the connection.

1. **Press [Connection Test].**

   Access the LDAP server to check the proper connection is established. Check authentication works according to the authentication settings.

   A connection test is carried out.

2. **Press [Exit].**

   If the connection test fails, check your settings and try again.

   This function does not check search conditions or the search base.

To set search conditions

This section describes how to specify search conditions.

1. **Press [▼Next] twice.**

2. **Press [Change] for items you want to use as search conditions from the following: [Name], [E-mail Address], [Fax Number], [Company Name], and [Department Name].**

   You can enter an attribute as a typical search keyword. Using the entered attribute, the function searches the LDAP server's Address Book.

3. **Enter the attribute you want to use when searching for e-mail addresses, and then press [OK].**

   The attribute value may change depending on the server environment. Check the attribute value complies with your server environment before setting it.

   You can leave items blank, but you cannot leave attributes blank when searching for e-mail addresses from the LDAP server Address Book.

To set search options

This section describes how to specify search options.

1. **Press [▼Next] three times.**

2. **Press [Change] under "Attribute".**

3. **Enter the attribute you want to use when searching for e-mail addresses, and then press [OK].**

   To search the LDAP server data using a keyword other than prepared keywords such as Name, E-mail Address, FAX Number, Company Name, and Department Name, specify the attribute for the keyword registered in your LDAP server, and the name to be displayed on the control panel during the search. For example, to search e-mail addresses by employee number, enter "employeeNo." in the Attribute field, and "Employee No." in the key display field.

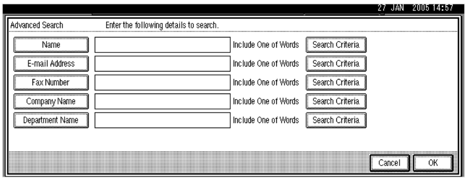
   The attribute value may change depending on the server environment. Check the attribute complies with your server environment before setting it.

4. **Press [Change] under "Key Display".**

5 Enter the key display, and then press [OK].

The registered “key display” appears as a keyword for searching LDAP.

- Without key display registration

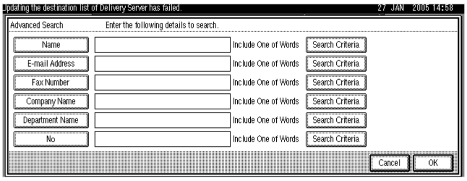


27 JAN 2005 14:57

Advanced Search

Enter the following details to search.

- With key display registration



Updating the destination list of Delivery Server has failed.

27 JAN 2005 14:58

Advanced Search

Enter the following details to search.

The key does not appear on the search screen unless both “Attribute” and “Key Display” are registered. Make sure you register both to use the optional search.

3. Copier / Document Server Features

This chapter describes user tools in the Copier / Document Server Features menu. For details on how to access Copier / Document Server Features, see "Accessing User Tools (System Settings)".

General Features

This section describes the user tools in the General Features menu under Copier / Document Server Features.

Default settings are shown in **bold type**.

❖ Auto Paper Select Priority

Auto Paper Select is the default setting. You can cancel this setting.
The default setting is **On**.

❖ Auto Tray Switching

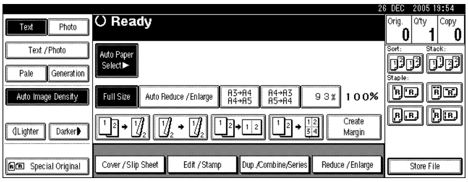
If you load paper of the same size in two or more trays, the machine automatically shifts to the other when the first tray runs out of paper (when Auto Paper Select is selected.) This function is called “Auto Tray Switching”. This setting specifies whether to use Auto Tray Switching or not.

- With Image Rotation
  Use to copy when using the Auto Tray Switching function.
- Without Image Rotation
  Only copies with Auto Tray Switching if you load paper of the same size and in the same orientation in two or more trays. If the paper is not the same size or in the same orientation, copying is interrupted and the message “Load paper.” is displayed.
- Off
  When a paper tray runs out of paper, copying is interrupted and the message “Load paper.” is displayed.

The default setting is **With Image Rotation**.

❖ Paper Display

You can choose to have the available paper trays and sizes shown on the initial display.
The default setting is **Display**.
If you select **[Hide]**, the display is shown as below. Press **[Auto Paper Select]** to display paper sizes.

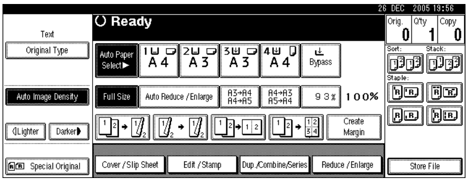


❖ Original Type Priority

You can select the original type effective when the power is turned on, or modes cleared.
The default setting is **Text**.

❖ Original Type Display

You can have the original types shown on the initial display.
The default setting is **Display**.
If you select **[Hide]**, the display is as below.



❖ Auto Image Density Priority

You can set whether Auto Image Density is "On" or "Off" when the machine is turned on, reset, or modes are cleared.
The default setting for "Text" is **On**.
The default setting for "Text/Photo" is **On**.
The default setting for "Photo" is **Off**.
The default setting for "Pale" is **On**.
The default setting for "Generation Copy" is **On**.

❖ Copy Quality

You can adjust the quality level of copies for each original type (Text, Text/Photo, Photo, Pale, Generation Copy).

- Text
  Adjust text sharpness.
  The default setting is **Normal**.
  "Custom Setting" is the value set during service setup.
  Choosing "Sharp" or "Sort" affects the outline sharpness of text.
- Text/Photo
  When there are photo(s) and text on the original, select which takes priority.
  The default setting is **Normal**.
  "Custom Setting" is the value set during service setup.
  "Normal" gives a balanced text and photo reproduction.
- Photo
  For a photo original, adjust the finish quality level to match the type of photo original.
  The default setting is **Print Photo**.
  "Custom Setting" is the value set during service setup.
  Select "Print Photo" for printed photo originals, and "Coarse Print" for a coarse dot finish, such as newspaper photos.
  Select "Glossy Photo" for printed photo and text originals.

- Pale
  Adjust the quality level for the finish of a pale original with normal density.
  The default setting is **Normal**.
  "Custom Setting" is the value set during service setup.
- Generation Copy
  Adjust the quality level so as not to thicken the lines of the finish image.
  The default setting is **Normal**.
  "Custom Setting" is the value set during service setup.

❖ Image Density

You can select one of seven original image density levels for each original type (Text, Text/Photo, Photo, Pale, Generation Copy).
The default setting for "Text" is **Normal**.
The default setting for "Text/Photo" is **Normal**.
The default setting for "Photo" is **Normal**.
The default setting for "Pale" is **Normal**.
The default setting for "Generation Copy" is **Normal**.

❖ Duplex Mode Priority

You can select the type of the Duplex function effective when the power is turned on, or modes cleared.
The default setting is **1 Sided→1 Sided** (Metric version) / **1 Sided→2 Sided** (Inch version)

❖ Copy Orientation in Duplex Mode

You can set the copy orientation when making two-sided copies.
The default setting is **Top to Top**.

❖ Original Orientation in Duplex Mode

You can set the original orientation when making two-sided copies.
The default setting is **Top to Top**.

❖ Change Initial Mode

You can select standard mode or Program No.10 as the mode effective when power is turned on, or modes cleared.
The default setting is **Standard**.

❖ Max. Copy Quantity

The maximum copy quantity can be set between 1 and 999.
The default setting is **99 sheet(s)**.

❖ Tone: Original Remains

The beeper (key tone) sounds if you forget to remove originals after copying.
The default setting is **On**.
If Panel Tone of User Tools (System Settings) is **[Off]** the beeper does not sound irrespective of the Tone: Original Remains setting.

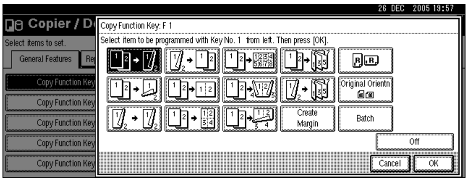
❖ Job End Call

You can choose whether or not the beeper sounds when copying is complete. The default setting is **On**.

If Panel Tone of User Tools (System Settings) settings is **[On]**, the machine beeps to notify you that it did not complete a job for reasons such as copying was interrupted, the paper tray ran out of paper, or a paper jam occurred.

❖ Copy Function Key: F1-F5

You can assign frequently used functions to function keys F1 to F5.



26 DEC 2005 19:57

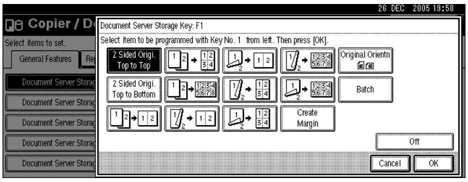
Copy Function Key: F 1

Select item to be programmed with Key No. 1 from left. Then press [OK].

The default setting for "Copy Function Key: F1" is **1 Sided→2 Sided: T to T**.
The default setting for "Copy Function Key: F2" is **2 Sided: T to T→2 Sided: T to T**.
The default setting for "Copy Function Key: F3" is **1 Sided→1 Sided Combine**.
The default setting for "Copy Function Key: F4" is **1 Sided→1 Sided Combine: 4 originals**.
The default setting for "Copy Function Key: F5" is **Create Margin**.

❖ Document Server Storage Key: F1-F5

You can assign frequently used functions to function keys F1 to F5. You can also change assigned functions.



26 DEC 2005 19:58

Document Server Storage Key: F1

Select item to be programmed with Key No. 1 from left. Then press [OK].

The default setting for "Document Server Storage Key: F1" is **2 Sided Original Top to Top**.
The default setting for "Document Server Storage Key: F2" is **1 Sided→1 Sided Combine**.
The default setting for "Document Server Storage Key: F3" is **1 Sided→1 Sided Combine: 4 originals**.
The default setting for "Document Server Storage Key: F4" is **1 Sided→1 Sided Combine: 8 originals**.
The default setting for "Document Server Storage Key: F5" is **Create Margin**.

Reference

p.3 “Accessing User Tools”

p.39 “Warm Up Notice (copier/Document Server)”

"Selecting the Original Type Setting", Copy/ Document Server Reference

"Adjusting Copy Image Density", Copy/ Document Server Reference

"Selecting Copy Paper", Copy/ Document Server Reference

Reproduction Ratio

This section describes the user tools in the Reproduction Ratio menu under Copier / Document Server Features.

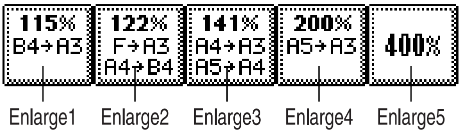
Default settings are shown in **bold type**.

❖ Shortcut R / E

You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change registered Reduce/Enlarge ratios.
If no Reduce/Enlarge ratio has been set when selecting **[Shortcut R / E 1]**, **[Shortcut R / E 2]**, or **[Shortcut R / E 3]**, enter the ratio using the number keys.

❖ Enlarge 1-5

You can customize available enlargement ratios by pressing **[Reduce / Enlarge]**, followed by **[Enlarge]**.



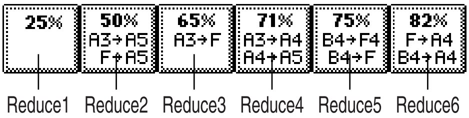
The default setting for "Enlarge 1" is **115%** (Metric version) / **121%** (Inch version).
The default setting for "Enlarge 2" is **122%** (Metric version) / **129%** (Inch version).
The default setting for "Enlarge 3" is **141%** (Metric version) / **155%** (Inch version).
The default setting for "Enlarge 4" is **200%** (Metric version) / **200%** (Inch version).
The default setting for "Enlarge 5" is **400%** (Metric version) / **400%** (Inch version).
When selecting **[User Enlrg. Ratio]**, enter a ratio using the number keys (in the range of 101 to 400%).

❖ Priority Setting: Enlarge

You can set the ratio with priority when **[Reduce / Enlarge]** is pressed, followed by **[Enlarge]**.
The default setting is **141%** (Metric version) / **155%** (Inch version).

❖ Reduce 1-6

You can customize available reduction ratios by pressing **[Reduce / Enlarge]**, followed by **[Reduce]**.



The default setting for "Reduce 1" is **25%** (Metric version) / **25%** (Inch version).
The default setting for "Reduce 2" is **50%** (Metric version) / **50%** (Inch version).
The default setting for "Reduce 3" is **65%** (Metric version) / **65%** (Inch version).
The default setting for "Reduce 4" is **71%** (Metric version) / **73%** (Inch version).
The default setting for "Reduce 5" is **75%** (Metric version) / **78%** (Inch version).
The default setting for "Reduce 6" is **82%** (Metric version) / **85%** (Inch version).
When selecting **[User Redc.Ratio]**, enter a ratio using the number keys (in the range of 25 to 99%).

❖ Priority Setting: Reduce

You can set the ratio with priority when **[Reduce / Enlarge]** is pressed, followed by **[Reduce]**.
The default setting is **71%** (Metric version) / **73%** (Inch version).

❖ Ratio for Create Margin

You can set a Reduce/Enlarge ratio when registering Create Margin in a shortcut key.
The default setting is **93%**.
Enter a ratio using number keys (in the range of 90 to 99%).

❖ R / E Priority

Specifies which tab has priority on the display panel when **[Reduce / Enlarge]** is pressed.
The default setting is **Reduce**.

Reference

p.3 "Accessing User Tools"

Edit

This section describes the user tools in the Edit menu under Copier / Document Server Features.

Default settings are shown in **bold type**.

Enter the width of the binding margin with the number keys as follows:

- Metric version: 0–30 mm (in increments of 1 mm)
- Inch version: 0"-1.2" (in increments of 0.1 inch)

Enter the width of the erased margin with the number keys as follows:

- Metric version: 2–99 mm (in increments of 1 mm)
- Inch version: 0.1"-3.9" (in increments of 0.1 inch)

An image of approximately 1.5 mm (0.06”) will not be displayed as the width of the separation line, when specifying solid or broken lines.

❖ Front Margin: Left / Right

Specify left and right margins on the front side of copies in Margin Adjustment mode.
The default setting is **Left 5 mm** (Metric version) / **Left 0.2"** (Inch version).

❖ Back Margin: Left / Right

Specify left and right margins on the back side of copies in Margin Adjustment mode.
The default setting is **Right 5 mm** (Metric version) / **Right 0.2"** (Inch version).

❖ Front Margin: Top / Bottom

Specify top and bottom margins on the front side of copies in Margin Adjustment mode.
The default setting is **T / B 0mm** (Metric version) / **T / B 0.0"** (Inch version).

❖ Back Margin: Top / Bottom

Specify top and bottom margins on the back side of copies in Margin Adjustment mode.
The default setting is **T / B 0mm** (Metric version) / **T / B 0.0"** (Inch version).

❖ 1 Sided→2 Sided Auto Margin: TtoT

When using the 1 sided → 2 sided Duplex function, you can specify margins on the back side.
The margin is set to the same value of “Back Margin: Left/Right".
The default setting is **Right 5 mm** (Metric version) / **Right 0.2"** (Inch version).

❖ 1 Sided→2 Sided Auto Margin: TtoB

When using the 1 sided → 2 sided Duplex function, you can specify margins on the back side.
The value set for "Back Margin: Top/Bottom" is used.
The default setting is **T / B 0 mm** (Metric version) / **T / B 0.0"** (Inch version).

❖ Erase Border Width

Specify the width of erased border margins using this function.
The default setting is **10 mm** (Metric version) / **0.4"** (Inch version).

❖ Erase Original Shadow in Combine

In Combine Copy or Booklet/Magazine Copy mode, you can specify whether to erase a 3mm, 0.1" bounding margin around all four edges of each original.
The default setting is **Yes**.

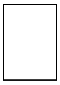
❖ Erase Centre Width

Specify the width of the erased centre margins with this function.
The default setting is **10 mm** (Metric version) / **0.4"** (Inch version).

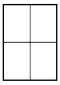
❖ Image Repeat Separation Line

You can select a separation line using the Image Repeat function from: None, Solid, Broken A, Broken B, or Crop Marks.

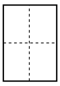
- None



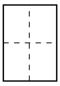
- Solid



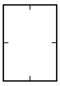
- Broken A



- Broken B



- Crop Marks

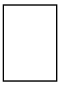


The default setting is **None**.
Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06") in width along the separation line.

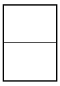
❖ Double Copies Separation Line

You can select a separation line using the Double Copies function from: None, Solid, Broken A, Broken B, or Crop Marks.

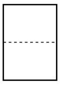
- None



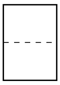
- Solid



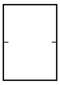
- Broken A



- Broken B



- Crop Marks

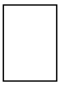


The default setting is **None**.
Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06") in width along the separation line.

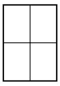
❖ Separation Line in Combine

You can select a separation line using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks.

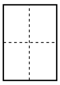
- None



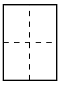
- Solid



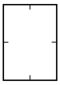
- Broken A



- Broken B



- Crop Marks



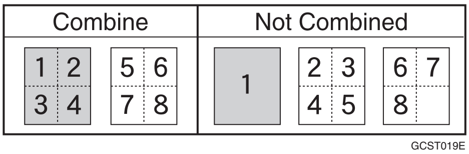
The default setting is **None**.
Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06") in width along the separation line.

❖ Copy on Designating Paper

Specify whether to copy onto slip sheets.
The default setting is **Yes**.

❖ Front Cover Copy in Combine

You can make a combined copy on the front cover sheet when you select Front Cover mode.



The default setting is **Combine**.

❖ Copy on Designating Page in Combine

Specify whether to make a combined copy on the inserted slip sheets in Desig./Chapter mode.
The default setting is **Combine**.

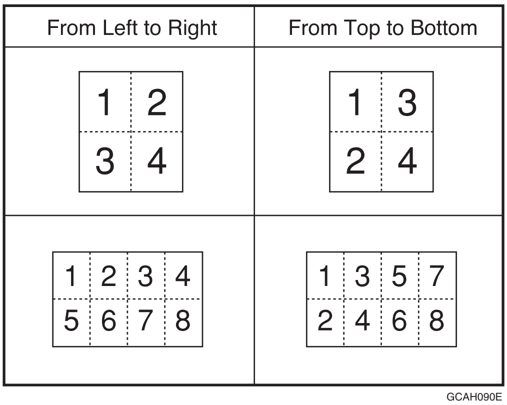
❖ Orientation: Booklet, Magazine

You can select the opening orientation of copies when using Booklet or Magazine mode.

The default setting is **Open to Left**.

❖ Copy Order in Combine

You can set the copy order in Combine mode to Left to Right or Top to Bottom.



The default setting is **From Left to Right**.

🔎 Reference

p.3 “Accessing User Tools”

"Booklet/Magazine", Copy/ Document Server Reference

Stamp

This section describes the user tools in the Stamp menu under Copier / Document Server Features.

Default settings are shown in **bold type**.

Background Numbering

This section describes the user tools in the Background Numbering menu under Stamp.

❖ **Size**

You can set the size of the numbers.
The default setting is **Normal**.

❖ **Density**

You can set the density of the numbers.
The default setting is **Normal**.

Preset Stamp

This section describes the user tools in the Preset Stamp menu under Stamp.

❖ **Stamp Priority**

You can select the stamp type given priority when **[Preset Stamp]** is pressed.
The default setting is **Copy**.

❖ **Stamp Language**

You can select the language of the message printed in Stamp mode.
The default setting is **English**.

❖ **Stamp Position**

You can set the position where the stamp is printed.
Press the arrow keys to adjust the position.
The default setting for "Position" is **Top Right**.
The default setting for "Top Margin" is **24 mm** (Metric version) / **1.0"** (Inch version).
The default setting for "Right Margin" is **24 mm** (Metric version) / **1.0"** (Inch version).

❖ Stamp Format

You can adjust the stamp's size, density, and print page.

- Size
  You can set the size of the stamp.
  The default setting is **1X**.
- Density
  You can set the pattern used to print the stamp.
  The default setting is **Normal**.
  Normal: The stamp is printed on the image. You cannot check which parts will overlap.
  Lighter: The image can be seen through the stamp.
  Lightest: You can see the image even clearer than in the Lighter setting.
- Page to Stamp
  You can have the stamp printed on the first page or all pages.
  The default setting is **All Pages**.

Reference

"Preset Stamp", Copy/ Document Server Reference

User Stamp

This section describes the user tools in the User Stamp menu under Stamp.

❖ Program / Delete Stamp

You can register, change, or delete user stamps.
You can register up to four custom stamps with your favourite designs.

❖ Stamp Position 1-4

Specify position where the stamp is printed.
Press the arrow keys to adjust the position.
The default setting for "Position" is **Top Right**.
The default setting for "Top Margin" is **24 mm** (Metric version) / **1.0"** (Inch version).
The default setting for "Right Margin" is **24 mm** (Metric version) / **1.0"** (Inch version).

❖ Stamp Format 1-4

You can adjust the print page for User Stamps 1 to 4 already registered.

- Page to Stamp
  Sets whether to print the stamp on all pages or only the first page.
  The default setting is **All Pages**.

Reference

"User Stamp", Copy/Document Server Reference

Date Stamp

This section describes the user tools in the Date Stamp menu under Stamp.

❖ Format

You can select the date format for the Date Stamp function.
The default setting is **YYYY.MM.DD** (Metric version) / **MM / DD / YYYY** (Inch version).

❖ Font

You can select the Date Stamp font.
The default setting is **Font 1**.
This setting is linked to the Page Numbering function.

❖ Stamp Position

You can set the position where the stamp is printed.
Press the arrow keys to adjust the position.
The default setting for "Position" is **Top Left**.
The default setting for "Top Margin" is **8 mm** (Metric version) / **0.3"** (Inch version).
The default setting for "Left Margin" is **32 mm** (Metric version) / **0.8"** (Inch version).

❖ Stamp Setting

You can have the date printed on the first page or all pages.
The default setting is **All Pages**.

❖ Size

You can set the Date Stamp size.
The default setting is **Auto**.

❖ Superimpose

You can have the Date Stamp printed in white when it overlaps black parts of the image.
The default setting is **No**.

Page Numbering

This section describes the user tools in the Page Numbering menu under Stamp.

❖ Stamp Format

You can select the page number format given priority when **[Page Numbering]** is pressed.
The default setting is **P1, P2**.

❖ Font

You can select the page number printed in Page Numbering mode.
The default setting is **Font 1**.

❖ Size

You can set the size of the stamp printed in Page Numbering mode.
The default setting is **Auto**.

❖ Duplex Back Page Stamping Position

You can set the position of the duplex back page number printed in Duplex mode.
The default setting is **Opposite Position**.

❖ Page Numbering in Combine

You can set page numbering when using the Combine function and the Page Numbering function together.
The default setting is **Per Original**.

❖ Stamp on Designating Slip Sheet

You can print the page number onto slip sheets when using the Designate function and the Page Numbering function together.
The default setting is **No**.

❖ Stamp Position

P1, P2... Stamp Position: 1/5, 2/5... Stamp Position: –1–, –2–... Stamp Position: P.1, P.2. Stamp Position: 1, 2... Stamp Position: 1–1, 1–2...
You can set the position where the stamp is printed.
Press the arrow keys to adjust the position.

❖ Superimpose

You can have page numbers printed in white when they overlap black parts of the image.
The default setting is **No**.

❖ Page Numbering Initial Letter

You can select the page numbering initial letter between”P1, P2.../ P.1, P.2...” and ”S1, S2.../ S.1, S.2...”
The default setting is **P1, P2.../ P.1, P.2...**.

Reference

p.3 “Accessing User Tools”

Input/Output

This section describes the user tools in the Input/Output menu under Copier / Document Server Features.

Default settings are shown in **bold type**.

❖ Switch to Batch

You can select to have Batch mode or SADF mode displayed when you press the **[Special Original]** key.
The default setting is **Batch**.

❖ SADF Auto Reset

When you set one original at a time in the ADF, the Auto Feed indicator lights for a specified time after an original is fed, to show the ADF is ready for another original.
You can adjust this time from 3 to 99 seconds in increments of 1 second.
The default setting is **5 seconds**.

❖ Rotate Sort: Auto Paper Continue

Specify to continue copying when paper of the required orientation has run out during rotate sort.
The default setting is **No**.

- Yes
  Copying continues using copy paper of a different orientation. The copy job will finish even if you have left the machine.
- No
  When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. After you have loaded paper, the machine will continue copying.

❖ Auto Sort

You can specify whether the Sort function is selected when the machine is turned on, or the functions are cleared.
The default setting is **No**.

❖ Memory Full Auto Scan Restart

When memory becomes full while scanning originals, the machine can make copies of scanned originals first, and then automatically proceed scanning remaining originals.
The default setting is **No**.

- Yes
  You can leave the machine unattended to make copies, but sorted pages will not be sequential.
- No
  When memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray.

❖ Select Stack Function

Specify whether Stack or Rotate Sort has priority on the initial display.
The default setting is **Stack**.
An optional finisher is required to use this function.

❖ Letterhead Setting

If you select **[Yes]** in this function, the machine rotates the image correctly. Orientation-fixed (top to bottom) or two-sided paper might not be printed correctly depending on how the originals and paper are placed.
The default setting is **No**.

Reference

p.3 “Accessing User Tools”

"Orientation-Fixed Paper or Two-Sided Paper", Troubleshooting

"Batch mode", Copy/ Document Server Reference

"Sort", Copy/ Document Server Reference

Settings for the Document Server

This section describes user tool settings for the Document Server.
For details, see "System Settings", and "Copier / Document Server Features".

❖ Copier / Document Server Features

Heading	items	Default
General Features	Document Server Storage Key: F1	**2 Sided Original Top to Top**
General Features	Document Server Storage Key: F2	**1 Sided→1 Sided Combine**
General Features	Document Server Storage Key: F3	**1 Sided→1 Sided Combine: 4 originals**
General Features	Document Server Storage Key: F4	**1 Sided→1 Sided Combine: 8 originals**
General Features	Document Server Storage Key: F5	**Create Margin**

❖ System Settings

Heading	Item	Default
General Features	Warm up Notice	**On**
General Features	Copy Count Display	**Up**
General Features	Output: Document Server	**Internal Tray 1**
Tray Paper Settings	Paper Tray Priority: Copier	**Tray 1**
Tray Paper Settings	Cover Sheet Tray	**Off**
Tray Paper Settings	Slip Sheet Tray	**Off**
Timer Settings	Copier/Document Server Auto Reset Timer	**60 seconds**
Administrator Tools	Auto Delete File in Document Server	**Yes, After 3 day(s)**
Administrator Tools	Delete All Files in Document Server	-

Reference

p.39 “System Settings”

p.73 “Copier / Document Server Features”

4. Facsimile Features

This chapter describes user tools in the Facsimile Features menu. For details on how to access Facsimile Features, see "Accessing User Tools (System Settings)".

General Settings/Adjustment

This section describes the user tools in the General Settings/Adjustment menu under Facsimile Features.

❖ Memory / Immed. Transmission Switch

Specify the Transmission Mode for document transmission.
The default setting is **Memory Transmission**.

❖ Text Size Priority

Specify the character size of your originals for scanning.
The default setting is **Standard**.

❖ Original Type Priority

Specify the type of originals for scanning.
The default setting is **Text**.

❖ Auto Image Density

Use this function to prioritize automatic Image Density for scanning your originals.
The default setting is **On**.

❖ Adjust Scan Density

Specify the scan density of your originals.
The default setting is **Level 4**.

❖ Select Title

Use this function for selecting the title to be shown on the destination list.
The default setting is **Title 1**.

❖ Change Initial Mode

Select whether contents registered in program No.1 are to be used as the initial settings after the power is turned on or the **【Clear Modes】** key is pressed:
The default setting is **Standard**.
You cannot select Program No.1 if program No.1 has not been programmed with priority functions.

❖ Adjust Sound Volume

Adjust the sound volume during On Hook Mode and Immediate Transmission.
The default settings for each sound volume are **Level 2**.

❖ Program Fax Information

Program information to be shown on the display of the other machine and printed as a report. Own Name, Own Fax Number, and Fax Header can be programmed.
For details about how to program Fax Information, see "Registering Fax Information".

❖ Scan End Reset

Use this function to return to the initial settings each time an original is scanned.
The default setting is **On**.

❖ TX Stamp Priority

Use this function to press a TX stamp.
The default setting is **Off**.

❖ Line Priority Setting

Specify the line to be used.
The display may differ depending on the line type you have.

❖ Program Economy Time

Specifying a time for transmission when call charges are low.
You can program only one Economy Time.
The default setting is 23:00.
If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

❖ On Hook Mode Release Time

Specify a time to cancel On Hook mode after you transmit using On Hook dialing.
The default setting is **3 minute(s)**.

❖ Quick Operation Key1-3

Frequently used functions programmed as Quick Operation keys are shown on the menu immediately after the power is turned on.
The Quick Operation keys can be programmed with the following functions:

- Journal
- TX File Status (Transmission File Status)
- Print Conf. RX (Print Confidential Reception)
- Print Memory Lock
- Stored File
- Send Later
- Auto Document
- 2 Sided Original
- Closed Network
- Polling TX (Polling Transmission)
- Polling RX (Polling Reception)

- Fax Header Print
- Label Insertion
- RX File Status (Reception File Status)
- Forwarding
- Transfer Request
- Switch RX Mode (Reception Mode Switch)
- Manual E-mail RX
  (when the Internet Fax is set to ON.)
- TX Status Report (Transmission Status Report)
- Sender Settings
- E-mail TX Results (E-mail Transmission Results)

Up to three functions can be programmed to a Quick Operation keys.
The default setting for Quick Operation key 1 has not been set.
The default setting for Quick Operation key 2 is **TX File Status**.
The default setting for Quick Operation key 3 is **RX File Status**.

① Press **[Facsimile Features]**.

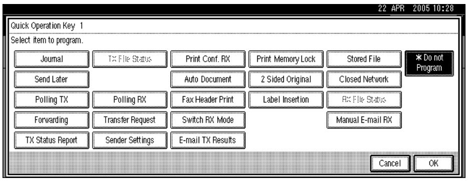
② Press **[Gen. Settings/ Adjust]**.

③ Press **[▼Next]**.

④ Press **[Quick Operation Key]**.

⑤ Select the Quick Operation Key you want to program.

⑥ Select the function you want to program to the Quick Operation Key.



22 APR 2005 10:28

Quick Operation Key 1

Select item to program.

Functions that appear dimmed have already been set.

⑦ Press **[OK]**.

⑧ Press the **【User Tools/Counter】** key.

Reference

p.3 “Accessing User Tools”

p.110 “Registering Fax Information”

"Adjusting the Volume", Troubleshooting

"Sending at a Specific Time (Send Later)", Facsimile Reference

"Fax Header Print", Facsimile Reference

"Reading the Display", Facsimile Reference

Reception Settings

This section describes the user tools in the Reception Settings menu under Facsimile Features.

❖ Switch Reception Mode

Specify the method for receiving fax documents.
The default setting is **Auto Reception**.

❖ Authorized RX (Authorized Reception)

Specify whether or not unwanted fax documents are to be screened out.
The default setting is **Off**.

❖ Forwarding

Specify whether or not received fax documents are to be forwarded to a programmed receiver.
The default setting is **Off**.

❖ RX File Print Qty (Reception File Print Quantity)

Specify the number of copies to be printed for each fax document received.
The default setting is **1 set(s)**.

- 1 to 10 set(s)

❖ 2 Sided Print

Specify whether or not received fax documents are to be printed on both sides of the paper.
The default setting is **Off**.

❖ RX Reverse Printing (Reception Reverse Printing)

Specify whether or not received fax documents are to be printed from the last page received.
The default setting is **Off**.

❖ Paper Tray

Use this function to print fax documents received from programmed senders and fax documents from other senders, using different paper trays.
The default setting is **Auto Select**.
Display of tray names may differ depending on the options installed.

❖ Specify Tray for Lines

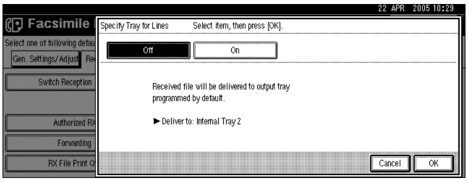
Specify a paper tray for each line (telephone, Internet Fax, IP-Fax).
The default setting is **Off**.

① Press **[Facsimile Features]**.

② Press **[Reception Settings]**.

③ Press **[Specify Tray for Lines]**.

④ Select **[On]** to select a paper tray.



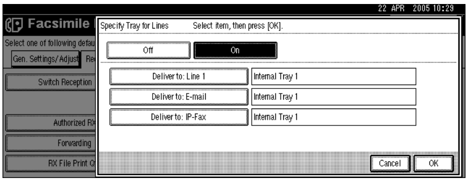
Select item, then press [OK].

Received file will be delivered to output tray programmed by default.

▶Deliver to: Internal Tray 2

If you select **[Off]**, the received fax is delivered to a default tray.

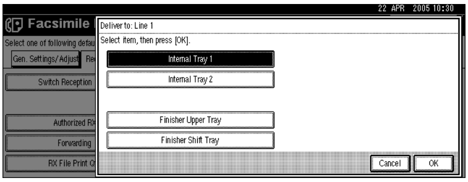
⑤ Select the line type.



Select item, then press [OK].

Deliver to: Line 1 — Internal Tray 1
Deliver to: E-mail — Internal Tray 1
Deliver to: IP-Fax — Internal Tray 1

⑥ Select a tray to deliver the received paper onto, and then press **[OK]**.



Select item, then press [OK].

If you want to specify another line type, repeat from step ②.

⑦ Press the 【**User Tools/Counter**】 key.

❖ Checkered Mark

Specify whether or not a checkered mark is to be printed on the first page of received fax documents.
The default setting is **On**.

❖ Centre Mark

Specify whether or not a centre mark is to be printed halfway down the left side and at the top centre of each page received.
The default setting is **On**.

❖ Print Reception Time

Specify whether or not the received date, time, and file number are printed at the bottom of received fax documents.
The default setting is **Off**.

Reference

p.3 "Accessing User Tools"

p.40 "Output: Facsimile (facsimile)"

E-mail Settings

This section describes the user tools in the E-mail Settings menu under Facsimile Features.

❖ **Internet Fax Settings**

You can select to display ☎ or not. When you want to send an Internet Fax, set On to display the icon.
The default setting is **Off**.

❖ **Max. E-mail Size**

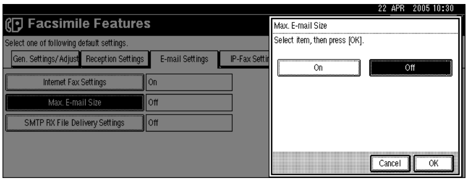
When the other party has a limit on the size of e-mail messages that can be received, or sending data heavy e-mail causes problems, you can make settings to limit the size of sent e-mail. When this function is set to on, transmission of e-mail that exceeds the set size is aborted.
The default setting is **Off**.
When e-mail exceeds the maximum file size, an Error Report is output, and the e-mail is deleted.
Even when e-mail does not exceed the size limit, it may be rejected if it does not meet the requirements of the server settings.

① Press **[Facsimile Features]**.

② Press **[E-mail Settings]**.

③ Press **[Max. E-mail Size]**.

④ Press **[On]**.

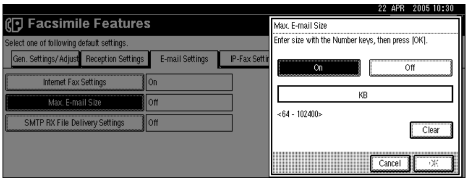


Select one of following default settings.

Internet Fax Settings On
Max. E-mail Size Off
SMTP RX File Delivery Settings Off

Max. E-mail Size
Select item, then press [OK].

⑤ Enter the maximum e-mail size using the number keys.



Select one of following default settings.

Internet Fax Settings On
Max. E-mail Size Off
SMTP RX File Delivery Settings Off

Max. E-mail Size
Enter size with the Number keys, then press [OK].
KB
<64 - 102400>

Maximum e-mail size can be between 64 and 102,400 KB.
If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key, and then enter again.

⑥ Press **[OK]**.

⑦ Press the **【User Tools/Counter】** key.

❖ SMTP RX File Delivery Settings (SMTP Reception File Delivery Settings)

This function is available on systems that allow routing of e-mail received via SMTP.
When an authorized e-mail address is set, e-mail received from addresses that do not match the authorized address is discarded, and an error message is returned to the SMTP server.
The authorized e-mail address is compared with the addresses of e-mail originators, as illustrated by the following examples.

- When the authorized e-mail address is set to “@aaa.abcd.com”:
  abc@aaa.abcd.com - accepted
  def@aaa.xyz.com - not accepted
  abc@abcd.com - not accepted

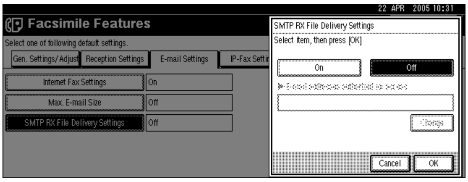
No Error Report is output even when e-mail is discarded.
The default setting is **Off**.

① Press **[Facsimile Features]**.

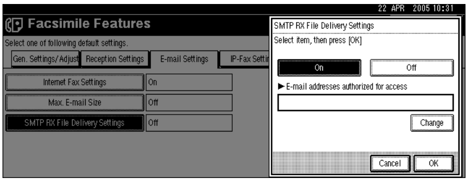
② Press **[E-mail Settings]**.

③ Press **[SMTP RX File Delivery Settings]**.

④ Press **[On]**.


22 APR 2005 10:31
Facsimile Features
Select one of following default settings.
Gen. Settings/Adjust
Reception Settings
E-mail Settings
IP-Fax Settin
Internet Fax Settings
On
Max. E-mail Size
Off
SMTP RX File Delivery Settings
Off
SMTP RX File Delivery Settings
Select item, then press [OK]
On
Off
E-mail addresses authorized for access
Change
Cancel
OK

⑤ Press **[Change]**, and then enter the sending e-mail address to be authorized.


22 APR 2005 10:31
Facsimile Features
Select one of following default settings.
Gen. Settings/Adjust
Reception Settings
E-mail Settings
IP-Fax Settin
Internet Fax Settings
On
Max. E-mail Size
Off
SMTP RX File Delivery Settings
Off
SMTP RX File Delivery Settings
Select item, then press [OK]
On
Off
▶E-mail addresses authorized for access
Change
Cancel
OK

If you make a mistake, press **[Backspace]** or **[Clear]**, and then enter again.

⑥ Press **[OK]** twice.

⑦ Press the **【User Tools/Counter】** key.

IP-Fax Settings

This section describes the user tools in the IP-Fax Settings menu under Facsimile Features.

❖ **Enable H.323**

Specify whether or not H.323 is used for IP-Fax transmission.
The default setting is **Off**.

❖ **Enable SIP**

Specify whether or not SIP is used for IP-Fax transmission.
The default setting is **Off**.

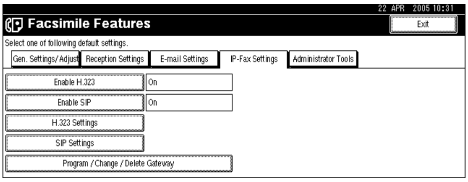
❖ **H.323 Settings**

Set the IP address or host name and alias telephone number.
If you select **[On]** using the User Parameters, you can use the gatekeeper server. See “Parameter Settings” (switch 34, bit 0).
You can use numbers, and symbols (“#” and “*”) for registration of the alias telephone number in H.323 Settings. Make sure you enter these characters correctly.

① Press **[Facsimile Features]**.

② Press **[IP-Fax Settings]**.

③ Press **[H.323 Settings]**.



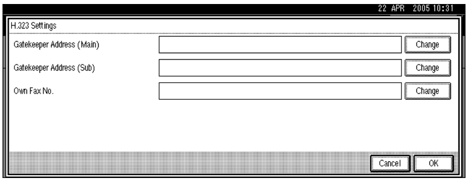
22 APR 2005 10:31

Select one of following default settings.

Enable H.323: On

Enable SIP: On

④ Press **[Change]** for each property.



22 APR 2005 10:31

⑤ Enter the IP address or host name, and alias telephone number and press **[OK]**.

⑥ Press **[OK]**.

⑦ Press the **【User Tools/Counter】** key.

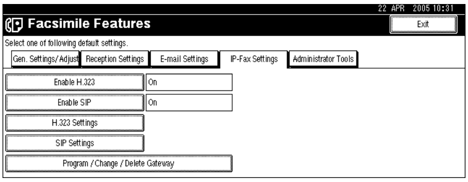
❖ SIP Settings

Set the SIP server's IP address or host name, and SIP user name.
If you select **[On]** using the User Parameters, you can use the SIP server. See "Parameter Settings" (switch 34, bit 1).
You can use alphanumeric symbols (lower and upper cases) and symbols (";", "?", ":", "&", "=", "+", "$", ",", "-", "_", ".", "!", "~", "*", "#", "‘", "(", ")", "%", "/", and "@") for registration of the SIP User Name in SIP Settings. Make sure you enter these characters correctly.
Use numbers and periods (".") to enter the correct IP addresses for the gatekeeper, SIP server, and gateway. To obtain the correct IP addresses, consult the administrator.

① Press **[Facsimile Features]**.

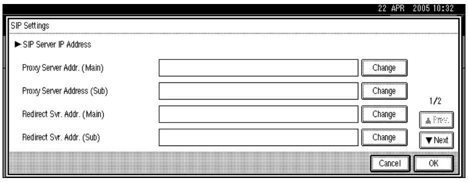
② Press **[IP-Fax Settings]**.

③ Press **[SIP Settings]**.



22 APR 2005 10:31
Facsimile Features
Select one of following default settings.
Enable H.323 On
Enable SIP On

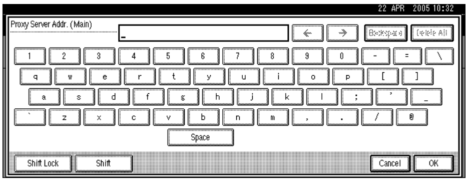
④ Press **[Change]** for each property.



22 APR 2005 10:32
SIP Settings
► SIP Server IP Address
Proxy Server Addr. (Main)
Proxy Server Address (Sub)
Redirect Svr. Addr. (Main)
Redirect Svr. Addr. (Sub)
1/2

A proxy server relays call requests and responses.
A redirect server processes request destination inquiries.
A register server registers location information of user agents (which correspond to telephones or facsimiles on public telephone lines) on an IP network.

⑤ Enter the IP address or host name, and SIP user name, and then press **[OK]**.



22 APR 2005 10:32
Proxy Server Addr. (Main)

⑥ Press **[OK]**.

⑦ Press the **【User Tools/Counter】** key.

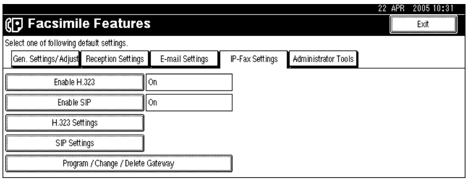
❖ Program / Change / Delete Gateway

Register, change, or delete the gateway used for transmission to IP-Fax.
Program / Change:

① Press **[Facsimile Features]**.

② Press **[IP-Fax Settings]**.

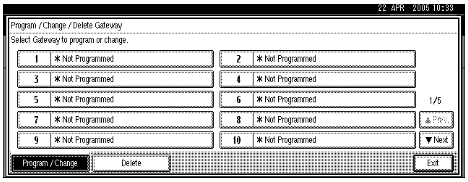
③ Press **[Program / Change / Delete Gateway]**.



Enable H.323: On
Enable SIP: On

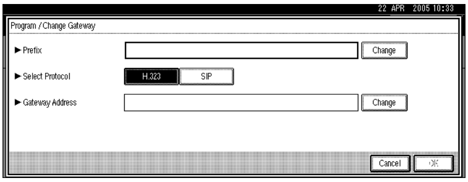
④ Check that **[Program / Change]** is selected.

⑤ Press a gateway to register.



When registering a new gateway, press **[*Not Programmed]**.

⑥ Press **[Change]** for “Prefix”.

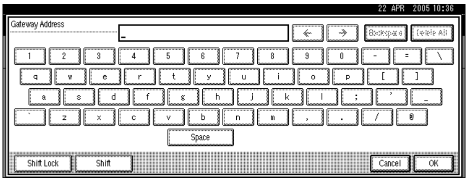


⑦ Enter the Prefix using the number keys, and then press **[OK]**.
To change the existing prefix, press **[Clear]**, and then enter a new prefix.
For documents sent using a gateway to G3 Fax, prefixes can be used. If the first several digits of IP-Fax number and the gateway- specific prefix are identical, documents can be transmitted using the registered digits of the gateway. For example, if both 03 and 04 have been registered as gateway number while 0312345678 is also specified, documents can be transmitted via a gateway for which 03 is used as a prefix.
When you wish to use the gateways regardless of the IP-Fax destination numbers, register only the gateway addresses without registering the prefix.

⑧ Select a protocol.

⑨ Press **[Change]** for Gateway Address.

⑩ Enter the gateway address, and then press **[OK]**.



⑪ Press **[OK]**.

⑫ Press the **【User Tools/Counter】** key.

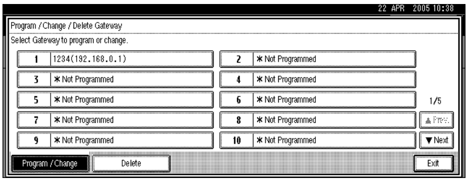
Delete:

① Press **[Facsimile Features]**.

② Press **[IP-Fax Settings]**.

③ Press **[Program / Change / Delete Gateway]**.

④ Press **[Delete]**, and then select a gateway to delete.



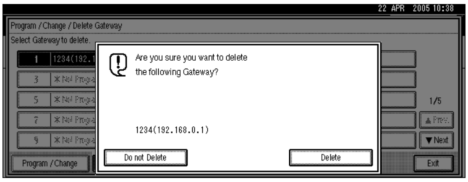
Program / Change / Delete Gateway

Select Gateway to program or change.

1 1234(192.168.0.1)
2 ＊Not Programmed
3 ＊Not Programmed
4 ＊Not Programmed
5 ＊Not Programmed
6 ＊Not Programmed
7 ＊Not Programmed
8 ＊Not Programmed
9 ＊Not Programmed
10 ＊Not Programmed

1/5

⑤ Press **[Delete]** on the confirmation message.



Program / Change / Delete Gateway

Select Gateway to delete.

Are you sure you want to delete the following Gateway?

1234(192.168.0.1)

If you do not want to delete the gateway you have selected, press **[Do not Delete]**.

⑥ Press **[Exit]**.

⑦ Press the **【User Tools/Counter】** key.

Administrator Tools

This section describes the user tools in the Administrator Tools menu under Facsimile Features.

❖ **Program / Change / Delete Standard Message**

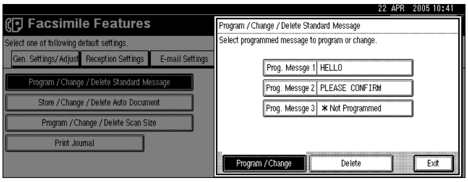
Use this function to program standard messages to be printed at the top of the first page of the original. It is useful for personalizing messages such as sending greetings.
You can program three standard messages. You cannot change the "Confidential", "Urgent", "Please phone.", or "Copy to corres. section" messages.
Use the same procedure to program and change your messages.
Program / Change:

① Press **[Facsimile Features]**.

② Press **[Administrator Tools]**.

③ Press **[Program / Change / Delete Standard Message]**.

④ Check **[Program / Change]** is selected.


22 APR 2005 10:41
Facsimile Features
Select one of following default settings.
Gen. Settings/Adjust
Reception Settings
E-mail Settings
Program / Change / Delete Standard Message
Store / Change / Delete Auto Document
Program / Change / Delete Scan Size
Print Journal
Program / Change
Delete
Exit

Program / Change / Delete Standard Message
Select programmed message to program or change.
Prog. Messge 1 HELLO
Prog. Messge 2 PLEASE CONFIRM
Prog. Messge 3 ✱Not Programmed

⑤ Program or change the message.
Select the message you want to program or change.

⑥ Enter a new message.

⑦ Press **[OK]**.

⑧ Press the **【User Tools/Counter】** key.

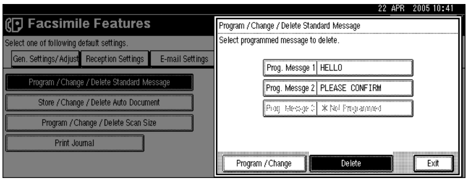
Delete:

① Press **[Facsimile Features]**.

② Press **[Administrator Tools]**.

③ Press **[Program / Change / Delete Standard Message]**.

④ Press **[Delete]**, and then select the message you want to delete.


22 APR 2005 10:41
Facsimile Features
Select one of following default settings.
Gen. Settings/Adjust
Reception Settings
E-mail Settings
Program / Change / Delete Standard Message
Store / Change / Delete Auto Document
Program / Change / Delete Scan Size
Print Journal
Program / Change
Delete
Exit

Program / Change / Delete Standard Message
Select programmed message to delete.
Prog. Messge 1 HELLO
Prog. Messge 2 PLEASE CONFIRM
Prog. Messge 3 ✱Not Programmed

⑤ Press **[Delete]**.
To delete another message, repeat from step④.
To cancel a deletion, press **[Do not Delete]**.

⑥ Press **[Exit]**.

⑦ Press the **【User Tools/Counter】** key.

❖ **Store / Change / Delete Auto Document**

You can program, change, or delete pages stored as auto documents.
For details about Store / Change Delete Auto Document, see "Storing, Changing, Deleting an Auto Document".

❖ **Program / Change / Delete Scan Size**

You can program, change, or cancel frequently used sizes.
For details about programming Scan Size, see "Program / Change / Delete Scan Size".

❖ **Print Journal**

The Journal allows you to check a maximum of the last 50 communications (receptions and transmissions) performed by the machine. You can also print the Journal using the Information menu. See "Printing the Journal", Facsimile Reference.

❖ **Transmission Page Count**

This function allows you to check the total number of pages transmitted and received.

❖ **Forwarding**

This function allows you to have documents printed on the machine, and sent to a specified End Receiver.
The default setting is **Off**.
For details about Forwarding, see "Forwarding".

❖ **Memory Lock RX**

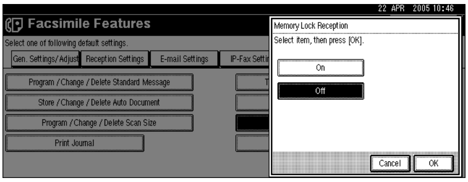
When you switch Memory Lock on, received documents are stored in memory and not printed automatically. When a document is received in the Memory Lock mode, the Confidential File indicator blinks.
To print this document, enter the Memory Lock ID. A user without the ID cannot print the document. This prevents unauthorized users from accessing the document.
To use Memory Lock, program the Memory Lock ID, and then switch Memory Lock on.
To store incoming documents from Special Senders only in Memory Lock, program each sender with “Special Senders to Treat Differently".
This function is not available with Internet Fax.
The default setting is **On**.

① Press **[Facsimile Features]**.

② Press **[Administrator Tools]**.

③ Press **[Memory Lock RX]**.

④ Select **[On]** or **[Off]**, and then press **[OK]**.



Select one of following default settings.

Memory Lock Reception

Select item, then press [OK].

④ Off

⑤ Press the 【**User Tools/Counter**】 key.

❖ ECM (Error Correction Mode)

If part of a transmission fails because of a line problem, the lost data is automatically resent. For this function to work, the other machine must have ECM. You can turn this function on or off through the following procedure.
This function is not available with Internet Fax.
If you turn ECM off, you cannot use the following functions:

- JBIG Transmission
- Super G3 Communication

The default setting is **On**.

❖ Parameter Setting

User Parameters allow you to customize various settings to suit your needs.
For details about Parameter Setting, see "Parameter Settings".

❖ Program Special Sender

By programming particular receivers as Special Sender in advance, you can have Special Senders treated differently.
For details about how to program Special Sender, see "Special Senders to Treat Differently".

❖ Box Setting

The following functions are for delivery and transfer of documents:

- Personal Box
- Information Box
- Transfer Box

For details about Box Setting, see "Box Settings".

❖ Transfer Report

For the Requesting Party to be able to receive Transfer Result Reports from the Transfer Station, the Requesting Party must program the number of the telephone line that is connected to their own machine.
Be sure to insert a pause after the area code.
For example, if you are in the United States and your fax number is 1212-1234567, program the following:

- 1212-1234567

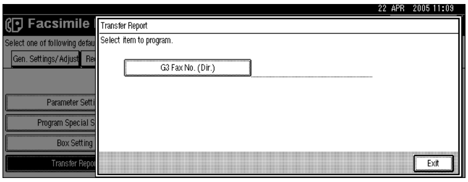
You can program the fax number for the G3 line.
You cannot program or edit a Transfer Report when using a line (during communication). Program or edit after communication.
You cannot use Transfer Request if the telephone number of their machine is not programmed into that machine.
Up to 16 digits are available for G3.

① Press **[Facsimile Features]**.

② Press **[Administrator Tools]**.

③ Press **[Transfer Report]**.

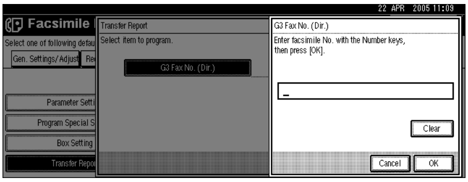
④ Press **[G3 Fax No. (Dir.)]** to program a G3 fax number.



Transfer Report

Select item to program.

⑤ Enter your facsimile number using the number keys, and then press **[OK]**.



Transfer Report

Select item to program.

G3 Fax No. (Dir.)

Enter facsimile No. with the Number keys,
then press [OK].

If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key, and then try again.

⑥ Press **[Exit]**.

⑦ Press the **【User Tools/Counter】** key.

❖ **Program Confidential ID**

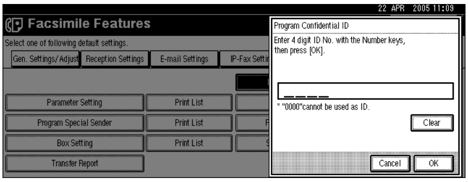
Program a Confidential ID to print a Confidential Reception.
If you do not program a Confidential ID, you cannot receive a Confidential Transmission.
A Confidential ID can be any four-digit number, except 0000.

① Press **[Facsimile Features]**.

② Press **[Administrator Tools]**.

③ Press **[Program Confidential ID]**.

④ Enter an ID using the number keys, and then press **[OK]**.



Select one of following default settings.

Program Confidential ID

Enter 4 digit ID No. with the Number keys, then press [OK].

* "0000"cannot be used as ID.

If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

⑤ Press the **【User Tools/Counter】** key.

❖ **Program Polling ID**

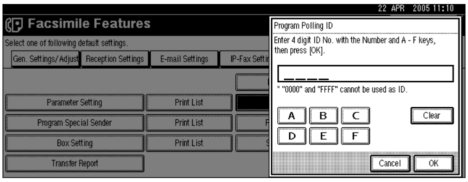
Program a Polling ID to use the Transfer Request, Transfer Station, Default ID Polling Transmission, and Default ID Polling Reception functions. When you use ID Transmission, program the same ID as the one programmed on the sender's machine.
Register a four-digit number using 0 through 9 and A through F (expect for 0000 and FFFF).

① Press **[Facsimile Features]**.

② Press **[Administrator Tools]**.

③ Press **[Program Polling ID]**.

④ Enter an ID using the number keys and **[A]** to **[F]**, and then press **[OK]**.



Select one of following default settings.

Program Polling ID

Enter 4 digit ID No. with the Number and A - F keys, then press [OK].

* "0000" and "FFFF" cannot be used as ID.

If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

⑤ Press the **【User Tools/Counter】** key.

❖ Program Memory Lock ID

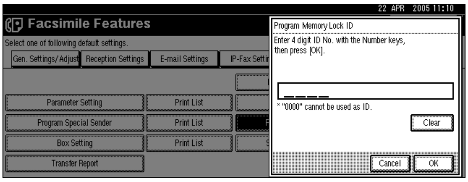
Program a Memory Lock ID to be entered before printing documents when the Memory Lock function is activated.
A Memory Lock ID can be any four-digit number, except 0000.

① Press **[Facsimile Features]**.

② Press **[Administrator Tools]**.

③ Press **[Program Memory Lock ID]**.

④ Enter an ID using the number keys, and then press **[OK]**.



Select one of following default settings.

Enter 4 digit ID No. with the Number keys, then press [OK].

* "0000" cannot be used as ID.

If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

⑤ Press the **【User Tools/Counter】** key.

❖ Select Dial / Push Phone

Use this function to select a line type when the machine is connected to a G3 analog line.
Dial and Push lines are available for selection.
The default setting is **Push Button Phone**.
If the optional extra G3 interface unit is installed, settings for the extra G3 lines appear.
This function is not available in some regions.

① Press **[Facsimile Features]**.

② Press **[Administrator Tools]**.

③ Press **[Select Dial / Push Phone]**.

④ Press **[Push Button Phone]** or **[Dial Phone (10PPS)]** to select the line, and then press **[OK]**.

⑤ Press the **【User Tools/Counter】** key.

❖ Reception File Setting

Selects whether received documents are saved on the hard disk to be printed later or printed immediately without being saved.
The default setting is **Print**.
For details about Reception File Setting, see "Storing or Printing Received Documents".

❖ Stored RX File User Setting

The administrator can be specified for managing documents stored on the machine after fax documents are received. To specify the administrator, enter the administrator user code for managing documents using Web Image Monitor or DeskTopBinder.
You must register the administrator's User Code to the destination list in advance.
This function is only available when **[Store]** is selected in "Reception File Setting".
It is recommended that you use a Web Image Monitor operating under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.
If the programmed user code was deleted using the Address Book Management function under System Settings, you cannot view received and saved documents using a Web Image Monitor. Select **[Off]** in step ④ or reprogram the user code.

① Press **[Facsimile Features]**.

② Press **[Administrator Tools]**.

③ Press **[Stored RX File User Setting]**.

④ If you want to use a user code, press **[On]**.
To disable user codes, press **[Off]**, and then press **[OK]**.

⑤ Press the Destination key of the user you wish to specify, and then press **[OK]**.

⑥ Check the selected user, and then press **[OK]**.

⑦ When a programmed user is deleted from the destination list, a message “Destinations are invalid” is displayed. Re-enter the user.

⑧ Press the **【User Tools/Counter】** key.

❖ Folder Transfer Result Report

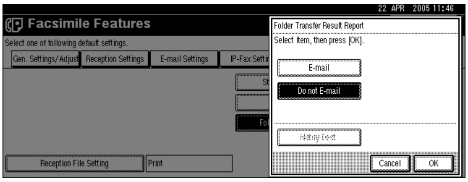
You can set whether the Folder Transfer Result Report is transmitted to the specified e-mail address, when folders are programmed as the forwarding destinations to which documents are sent from all senders or Special Senders. You must first register the destination for the Folder Transfer Result Report in the destination list. See "Registering a Fax Destination".
Specify a group destination to transfer documents to multiple destinations. A maximum of 500 parties can be specified in a group. See "Registering Names to a Group".
Even if the Folder Transfer Result Report is not successfully transmitted, the report is not printed on this machine.
The default setting is **Off**.

① Press **[Facsimile Features]**.

② Press **[Administrator Tools]**.

③ Press **[Folder Transfer Result Report]**.

④ To send the Folder Transfer Result Report, press **[E-mail]**.

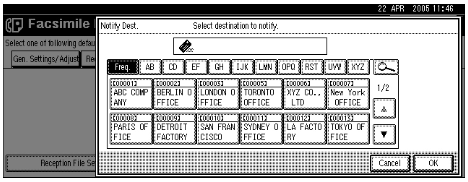


Select one of following default settings.

Select item, then press [OK].

To not send the Folder Transfer Result Report, press **[Do not E-mail]**, and then press **[OK]**. Proceed to step ⑦.
To cancel the selection, press **[Cancel]**.

⑤ Press the Destination key of the e-mail address for notification, and then press **[OK]**.



Select one of following defau

Select destination to notify.

⑥ Check the selected destination, and then press **[OK]**.

⑦ Press the **【User Tools/Counter】** key.

Reference

p.3 “Accessing User Tools”

p.115 “Storing, Changing, and Deleting an Auto Document”

p.124 “Parameter Settings”

p.135 “Memory Lock”

p.159 “Storing or Printing Received Documents”

Registering Fax Information

This section describes Fax Information.

You can send information to the other party when transmitting or receiving a fax document. This information is shown on the display of the other machine and printed as a report. The following information can be sent.

Important

- ❒ You can confirm programmed settings from the User Parameter List. It is recommended that you print and keep the User Parameter List when you program or change settings. See “Parameter List”.

❖ **Fax Header**

The Fax Header is printed as the header of every fax you send. You should include your name in the Fax Header.
You can program Fax Header1 or Fax Header2. When you send originals using the destination list, you can select which Fax Header is printed on the document received by the other party.
You can register “Fax Header” using up to 32 alphanumeric characters and symbols.
You can use characters, symbols, numbers, and spaces.
You can set whether or not to print a Fax Header using **[Fax Header Print]** under Options . See “Fax Header Print”, Facsimile Reference.

❖ **Own Name**

The Own Name is sent to the other party when you send or receive a fax . This name should include your name. The Own Name is shown on the display of the other machine and printed in a report.
Own Name can be used only if the other machine is of the same manufacturer and has the Own Name function.
You can register “Own Name” using up to 20 alphanumeric characters and symbols.

❖ **Own Fax Number**

The sender's Own Fax Number is sent to the other party when sending a fax. The received facsimile number is shown on the display of the other machine and printed in a report.
This function is available regardless of the manufacturer of the other party's machine.
You can register “Own Fax Number” using up to 20 numbers, space, and “+”symbol.

Reference

"Fax Header Print", Facsimile Reference

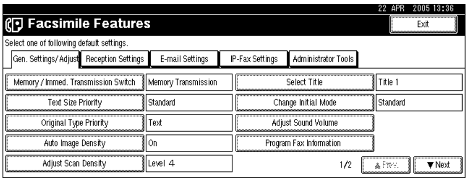
Registering Fax Information

This section described how to register Fax Information.

1 **Press [Facsimile Features].**

2 **Press [Gen. Settings/ Adjust].**

3 **Press [Program Fax Information].**



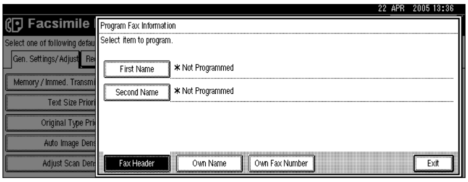
22 APR 2005 13:36

Facsimile Features

Select one of following default settings.

Memory / Immed. Transmission Switch	Memory Transmission
Text Size Priority	Standard
Original Type Priority	Text
Auto Image Density	On
Adjust Scan Density	Level 4
Select Title	Title 1
Change Initial Mode	Standard

4 **Select the Fax Information you want to register or change.**



22 APR 2005 13:36

Program Fax Information

Select item to program.

First Name	✱Not Programmed
Second Name	✱Not Programmed

5 **Register the name and facsimile number.**

6 **Press [Exit].**

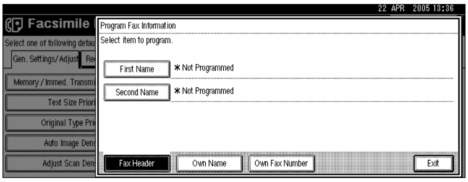
7 **Press the 【User Tools/Counter】 key.**

Registering a Fax Header

This section describes how to register a Fax Header.

1 Check that [Fax Header] is selected.

2 Press [First Name] or [Second Name].



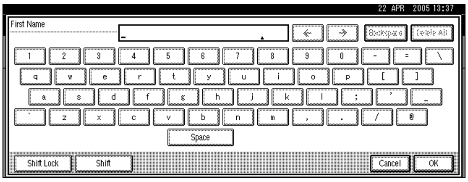
Program Fax Information

Select item to program.

First Name ✱ Not Programmed

Second Name ✱ Not Programmed

3 Enter fax header including your Own Name and Fax Number, and then press [OK].

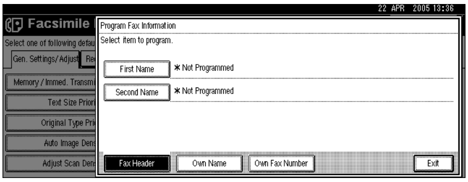


First Name

Registering an Own Name

This section describes how to register an Own Name

1 Press [Own Name].



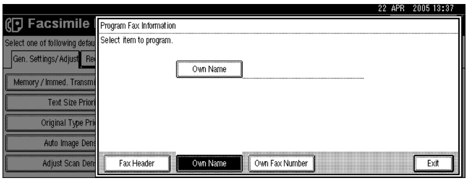
Program Fax Information

Select item to program.

First Name ✱ Not Programmed

Second Name ✱ Not Programmed

2 Press [Own Name].



Program Fax Information

Select item to program.

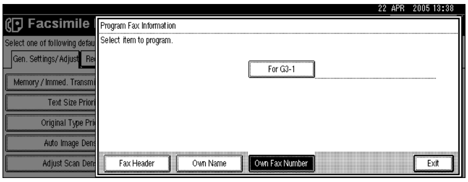
3 Enter your own name and then press [OK].

Registering an Own Fax Number

This section describes how to register an Own Fax Number.

1. **Press [Own Fax Number].**

2. **Select line type to program.**



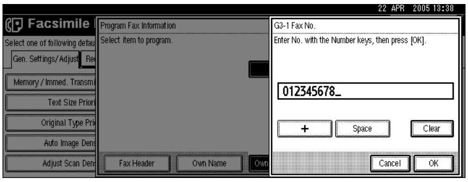
22 APR 2005 13:38

Program Fax Information

Select item to program.

The display differs depending on the optional units installed on the machine.

3. **Enter your own facsimile's number using the number keys, and then press [OK].**



22 APR 2005 13:38

G3-1 Fax No.

Enter No. with the Number keys, then press [OK].

012345678_

To enter a + sign or a space, press **[+]** or **[Space]**.

Changing Fax Information

This section describes how to change Fax Information.

1. **Press [Facsimile Features].**

2. **Press [Gen. Settings/ Adjust].**

3. **Press [Program Fax Information].**

4. **Press [Fax Header], [Own Name], or [Own Fax Number] to change.**

5. **Press the item you want to change.**

   To change a Fax Header, see "Registering a Fax Header".

   To change Own Name, see "Registering an Own Name".

   To change Own Fax Number, see "Registering an Own Fax Number".

6. **Press [OK].**

7. **Press [Exit].**

8 **Press the 【User tools/Counter】 key.**

Reference

p.112 "Registering a Fax Header"

p.112 "Registering an Own Name"

p.113 "Registering an Own Fax Number"

Deleting Fax Information

This section describes how to delete Fax Information.

1 **Press [Facsimile Features].**

2 **Press [Gen. Settings/ Adjust].**

3 **Press [Program Fax Information].**

4 **Press [Fax Header], [Own Name], or [Own Fax Number] to delete.**

5 **Press the item you want to delete.**

6 **Press [Backspace] or [Delete All], and then press [OK].**

When deleting your own facsimile's number, press **[Clear]** or the **【Clear/Stop】** key, and then press **[OK]**.

7 **[Exit].**

8 **Press the 【User tools/Counter】 key.**

Storing, Changing, and Deleting an Auto Document

This section describes how to store, change, and delete an Auto Document.

If you often have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), you can store that page in memory as an Auto Document. This saves rescanning the original every time you want to send it.

Use the following procedure to program a new Auto Document or overwrite an existing one.

You can store the following items in an Auto Document:

- Originals (6 documents maximum, only one page per file)
- Scan settings (resolution, original type, and image density)
- Irregular scan area
- Document name (16 characters maximum)

Storing and Changing an Auto Document

This section describes how to store and change an Auto Document.

Important

❒ When about one hour passes after power to the machine is turned off, all fax documents stored in memory are lost. If any documents have been lost for this reason, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to identify lost documents.

1 Press [Facsimile Features].

2 Press [Administrator Tools].

3 Press [Store / Change / Delete Auto Document].

4 Store a file, or change stored file.

To store a file, see "Storing a file".

To change stored file, see "Changing a file".

To change stored file's name, see "Changing only a file name".

5 Press [Exit].

6 Press the 【User Tools/Counter】 key.

Reference

p.116 “Storing a file”

p.116 “Changing a file”

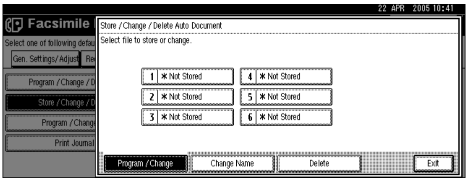
p.117 “Changing only a file name”

Storing a file

This section describes how to store a file.

1 Check [Program / Change] is selected.

2 Select [*Not Stored].



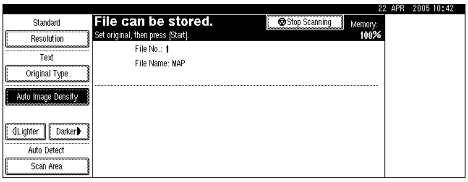
22 APR 2005 10:41

Store / Change / Delete Auto Document

Select file to store or change.

3 Enter a file name, and then press [OK].

4 Place the original, and then select any scan settings you require.



22 APR 2005 10:42

File can be stored.

Set original, then press [Start].

File No.: 1

File Name: MAP

Memory: 100%

5 Press the 【Start】 key.

The machine starts to scan and completes scanning.

To cancel scanning, press **[Stop Scanning]**.

Changing a file

This section describes how to change the stored file.

1 Check that [Program / Change] is selected.

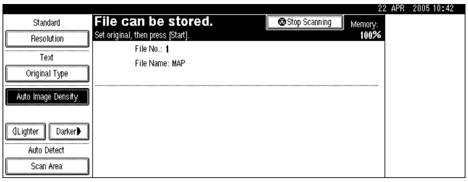
2 Select the file you want to change.

The "`A file is already stored. If another file is stored, previous one will be deleted. Is it OK?`" message is shown.

3 Press [Store].

If you want to cancel storing, press **[Do not Store]**.

4 Place the original, and then select any scan settings you require.



22 APR 2005 10:42

File can be stored.

Set original, then press [Start].

File No.: 1

File Name: MAP

Memory: 100%

5 Press the 【Start】 key.

The machine starts to scan and completes scanning.

To cancel scanning, press **[Stop Scanning]**.

Changing only a file name

This section describes how to change the stored file's name.

1 Press [Change Name].

2 Select the file whose name you want to change.

3 Enter a file name, and then press [OK].

Deleting an Auto Document

This section describes how to delete stored Auto Document.

You cannot delete an Auto Document waiting to be transmitted. Delete it after the transmission or cancel the transmission, and then delete the Auto Document.

1 Press [Facsimile Features].

2 Press [Administrator Tools].

3 Press [Store / Change / Delete Auto Document].

4 Press [Delete], and then select the file you want to delete.

5 Press [Delete].

To cancel deleting, press **[Do not Delete]**.

6 Press [Exit].

7 Press the 【User Tools/Counter】 key.

Programming Changing and Deleting a Scan Size

This section describes how to program, change, and delete a Scan Size.

When you select a scan size to scan a custom size original, two custom sizes are available (Program Size 1 and Program Size 2). Use these functions to program a custom size in advance.

To change an existing scan size, just use the same procedure.

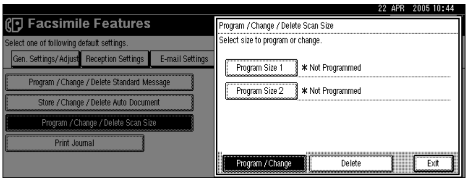
Important

- ❒ When programming or changing a scan size, it is recommended that you make a record of the new size.

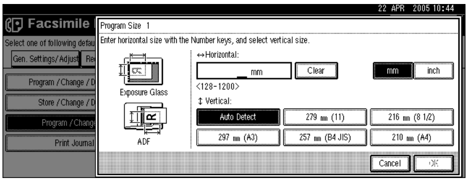
You can program up to two sizes.

Specify a horizontal length from 128 to 1200 mm, or from 5.5 to 47 inches.

1. **Press [Facsimile Features].**
2. **Press [Administrator Tools].**
3. **Press [Program / Change / Delete Scan Size].**
4. **Select [Program Size 1] or [Program Size 2].**


22 APR 2005 10:44
Facsimile Features
Select one of following default settings.
Gen. Settings/Adjust
Reception Settings
E-mail Settings
Program / Change / Delete Standard Message
Store / Change / Delete Auto Document
Program / Change / Delete Scan Size
Print Journal
Program / Change / Delete Scan Size
Select size to program or change.
Program Size 1
✱ Not Programmed
Program Size 2
✱ Not Programmed
Program / Change
Delete
Exit

5. **Enter a horizontal size using the number keys.**

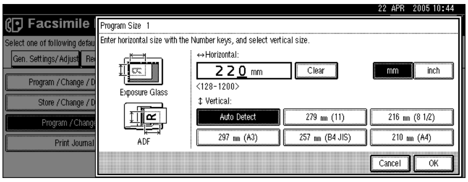


Each time you press **[mm]** or **[inch]**, the units switch between “mm" and “inch". If you enter a length and press **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off). For example, when you enter **【2】**, **【2】**, and **【0】** in millimeters and change to “inch", the length “8.7 inch" is shown on the display. If you press **[mm]** or **[inch]** again, “221 mm" is displayed.

If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key, and then try again.

To cancel a scan size, press **[Cancel]**.

6 **Select a vertical size, and then press [OK].**



Program Size 1

Enter horizontal size with the Number keys, and select vertical size.

↔Horizontal: 220 mm

<128-1200>

↕ Vertical: Auto Detect

The displayed vertical size differs depending on the selected unit. When **[mm]** is selected, **[Auto Detect]**, **[210 mm (A4)]**, **[257 mm (B4 JIS)]**, **[297 mm (A3)]**, **[216 mm (8 1/2)]**, and **[279 mm (11)]** are shown. When **[inch]** is selected, **[Auto Detect]**, **[8.3 inch (A4)]**, **[10.1 inch (B4 JIS)]**, **[11.7 inch (A3)]**, **[8.5 inch]**, and **[11.0 inch]** are shown.

To cancel a scan size, press **[Cancel]**.

7 **Press [Exit].**

8 **Press the 【User Tools/Counter】 key.**

Deleting a Scan Size

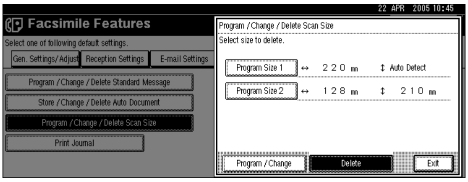
This section describes how to delete the programmed Scan Size.

1 **Press [Facsimile Features].**

2 **Press [Administrator Tools].**

3 **Press [Program / Change / Delete Scan Size].**

4 **Press [Delete], and then select [Program Size 1] or [Program Size 2].**



Select one of following default settings.

Program / Change / Delete Scan Size

Select size to delete.

Program Size 1 ↔ 220 mm ↕ Auto Detect

Program Size 2 ↔ 128 mm ↕ 210 mm

5 **Press [Yes].**

To cancel deleting, press **[No]**. The display returns to that of step **4**.

6 **Press [Exit].**

7 **Press the 【User Tools/Counter】 key.**

Forwarding

This section describes Forwarding settings.

This function allows you to have documents printed on the machine, and sent to a specified End Receiver. This is useful if, for example, you are visiting another office and would like a copy of your documents to be sent to that office.

You can also specify a “folder" as the forwarding destination.

Important

❒ To use this function, set Forwarding under Reception Settings to On (enable).

❒ You can select end receivers only from among destinations programmed in the Address Book. You cannot specify programmed transfer stations as end receivers.

❒ The Forwarding function does not forward documents received with Confidential Reception, Memory Lock, Polling Reception mode, or documents received by Transfer Request.

A fax number, e-mail address, IP-Fax destination, and folder can be set as the forwarding destination.

Even when **[On]** is selected for “Forwarding" in “Reception Settings", if **[Off]** is selected for the forwarding destination in this function, only printing is performed, not forwarding. See "Reception Settings".

When you wish to change the end receivers depending on the senders, specify the end receivers by the senders, at “Program Special Sender". Documents not received from specified senders are sent to the destination specified in this function.

You can specify whether or not to print forwarded documents. See "Parameter Settings"(switch 11, bit 6).

Deleting a destination specified as a forward destination from the destination list causes the settings of the forward destination to be deleted, so they must be registered again. When a destination is changed, a document is transmitted to the new destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See "Parameter Settings" (switch 32, bit 0).

You can program one of the Quick Operation keys with operations for this function.

If you have specified a folder for forwarding, you can specify the file format used for forwarding. See "Parameter Settings" (switch 21, bit 3).

Reference

p.91 “General Settings/Adjustment”

p.124 “Parameter Settings”

p.131 “Special Senders to Treat Differently”

p.94 “Reception Settings”

Programming an End Receiver

This section describes how to program an End Receiver.

Important

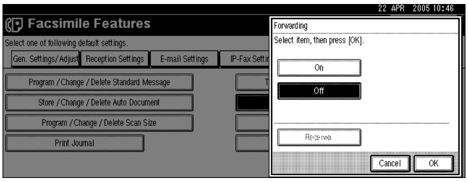
- ❒ One end receiver can be registered for each special sender. To register two or more end receivers, use group destination. However, a maximum of 500 destinations can be specified in a group.

1 Press [Facsimile Features].

2 Press [Administrator Tools].

3 Press [Forwarding].

4 Press [On].



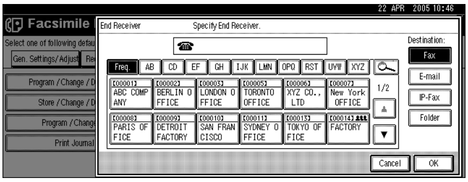
Select one of following default settings.

Select item, then press [OK].

If there is an End Receiver already programmed, a receiver name is shown. If you want to change the receiver, press **[Receiver]** and proceed to step **5**.

To cancel Forwarding, press **[Off]**and proceed to step **6**.

5 Specify an End Receiver using the destination list, and then press [OK].



Specify End Receiver.

The receiver name is shown to the right of **[Receiver]**.

Press the key on the right of the display to switch the destination between fax number, e-mail address, IP-Fax destination, and folder.

Set a folder destination in Address Book Management under Administrator Tools in the System Settings menu. See “Registering Folders".

If you have specified a folder for forwarding, you can specify the file format used for forwarding. See “Parameter Settings” (switch 21, bit 3).

If you make a mistake, press **[Clear]** before pressing **[OK]**, and then try again.

6 Press [OK].

7 **Press the 【User Tools/Counter】 key.**

Reference

p.124 “Parameter Settings”

p.215 “Registering Folders”

Quitting the Forwarding Function

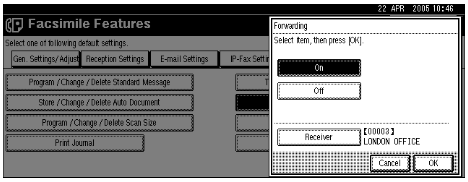
This section describes how to quit the Forwarding function.

1 **Press [Facsimile Features].**

2 **Press [Administrator Tools].**

3 **Press [Forwarding].**

4 **Press [Off], and then press [OK].**



22 APR 2005 10:46

Select one of following default settings.

Select item, then press [OK].

Receiver 【00003】 LONDON OFFICE

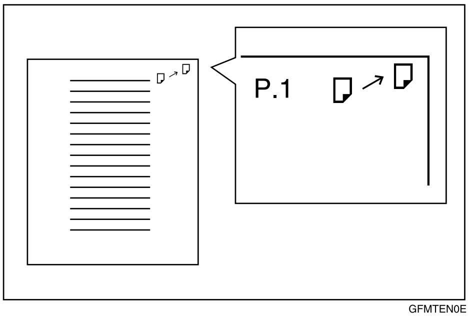
5 **Press the 【User Tools/Counter】 key.**

Forwarding Mark

This section describes Forwarding Mark.

You can print a Forwarding Mark on receiver's documents that have been forwarded.

The receiver can distinguish between forwarded and normally received documents.



This function is not available when memory forwarding is performed to a folder destination.

You can specify whether or not to print a Forwarding Mark in the User Parameters. See "Parameter Settings".

Reference

p.124 “Parameter Settings”

Parameter Settings

This section describes Parameter Settings.

User Parameters allow you to customize various settings to suit your needs. To change function settings, set the User Parameter Switches.

❖ Switches and Bits

Each User Parameter has a set of switches, and each of the switches consist of eight bits, whose values are “0" or “1". The right most bit is bit 0 and the left most is bit 7. You can adjust the settings to match your needs by switching the value of bits between “0" and “1".
Switch 02:

0	0	1	1	1	0	1	1
↓	↓	↓	↓	↓	↓	↓	↓
7	6	5	4	3	2	1	0

❖ User Parameter List

User Parameter Switches are outlined in the following table.

Switch	**Bit**	**Item**	**0**	**1**
02	0	Forwarding Mark	Off	On
02	3	TSI Print	Off	On
03	0	Automatic printing of the Communication Result Report	Off	On
03	2	Automatic printing of the Memory Storage Report	Off	On
03	3	Automatic printing of the Polling RX Reserve Report	Off	On
03	4	Automatic printing of the Polling RX Result Report	Off	On
03	5	Automatic printing of the Immediate TX Result Report	Off	On
03	6	Automatic printing of the Polling TX Clear Report	Off	On
03	7	Automatic printing of the Journal	Off	On
04	0	Automatic printing of the Confidential File Report	Off	On
04	1	Automatic printing of Communication Failure Report and Transfer Result Report	Off	On
04	4	Indicates the parties	Off	On
04	5	Include sender's name on reports	Off	On
04	7	Include a portion of the image on reports	Off	On

Switch	Bit	Item	0	1
05	0	Receive Service Call (SC) Condition (Substitute Reception during service call)	Possible (Substitute RX)	Not possible (Reception off)
05	2,1	Substitute the reception when the machine cannot print (because paper is jammed, all paper trays have run out of paper, toner is empty, or all paper trays are out of order)	00: Enabled unconditionally (Free) 01: Enabled when Own Name/ Own Fax Number is received 10: Enabled for Closed Network Code match 11: Disabled (Reception off)	-
05	5	Print sheet is limited to that which has highest priority.	Off	On
05	7	Empty tray alert (Paper Empty Warning) even when one paper tray is empty	Off	On
06	6	First page scanned for book originals	From the left page	From the right page
07	2	Parallel Memory Transmission	Off	On
08	2	Authorized Reception Type	Receive from specified senders only.	Receive all documents except from specified senders.
10	1	Combine two originals	Off	On
10	3	Page reduction when printing	Off	On
10	5	Reception file setting	Off	On
10	6	Use both e-mail notification and printed reports to confirm the transmission results	Off	On
11	6	Local print when forwarding	Off	On
11	7	Polling file after sending (Polling transmission standby time)	Delete (Use Once)	Standby (Save)

Switch	Bit	Item	0	1
14	0	Print documents received with Auto Power-On Reception (Night Printing mode)	Immediate printing (On)	When turning on the operation switch (Off)
14	1	Long Document Transmission (Well Log)	Off	On
14	2	Batch Transmission	Off	On
14	3	Reset when function changed	Off	On
17	2	Whether you need to press **[Add]** after specifying a destination with the Destination key when broadcasting	Not necessary	Necessary
17	7	Receive documents by pressing the **【Start】** key when originals are not set.	Off (no documents received after pressing the **【Start】** key)	On (documents received after pressing the **【Start】** key)
18	0	Print date with Fax Header	Off	On
18	1	Print transmitter origin with Fax Header	Off	On
18	2	Print file number with Fax Header	Off	On
18	3	Print page number with Fax Header	Off	On
19	0	Use paper delivery shift function (Offset Print)	Off	On
19	1	Sort Journal by line type	Off	On
20	0	Automatic printing of the LAN-Fax Result Report.	Off	On

Switch	Bit	Item	0	1
20	5,4,3,2	Reprinting time of stored documents in memory that could not be printed using LAN-Fax Driver	0000: 0 minutes 0001: 1 minutes 0010: 2 minutes 0011: 3 minutes 0100: 4 minutes 0101: 5 minutes 0110: 6 minutes 0111: 7 minutes 1000: 8 minutes 1001: 9 minutes 1010: 10 minutes 1011: 11 minutes 1100: 12 minutes 1101: 13 minutes 1110: 14 minutes 1111: 15 minutes	-
21	0	Print results of sending Reception Notice Request message	Off (print only when an error occurs)	On
21	1	Respond to e-mail reception acknowledgment request	Off	On
21	3	File format for files forwarded to folder destinations	TIFF	PDF
21	4	Transmit Journal by E-mail	Off	On
21	6	Display Network error	Display (On)	Not display (Off)
21	7	Transmit Error Mail Notification	On	Off
22	0	Detect a dial tone before sending faxes when using the telephone line (LINE)	Not detect (Off)	Detect (On)

Switch	**Bit**	**Item**	**0**	**1**
22	1	Detect a dial tone before sending faxes when using the telephone line (LINE2)	Not detect (Off)	Detect (On)
22	2	Detect a dial tone before sending faxes when using the telephone line (LINE3)	Not detect (Off)	Detect (On)
24	0	Store documents that could not be transmitted in memory	Off	On
24	1	Length of time documents that could not be transmitted are stored in memory	24 hours	72 hours
25	4	RDS	Off	On
32	0	Select which order of priority to be used to select an alternative destination when there is no destination of the specified type.	Paper Output Priority <Priority Order> 1. IP-Fax destination 2. Fax number 3. E-mail address 4. Folder	Electronic Output Priority <Priority Order> 1. E-mail address 2. Folder 3. IP-Fax destination 4. Fax number
34	0	Use gatekeeper server with IP-Fax	Off	On
34	1	Use SIP server with IP-Fax	Off	On

Changing the User Parameters

This section describes how to set parameters.

Important

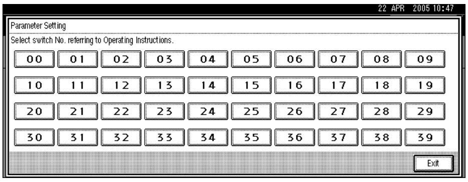
- ❒ Access to some User Parameter Settings may require options, or other settings may need to be made beforehand.
- ❒ It is recommended that you print and keep a User Parameter list when you program or change a User Parameter.
- ❒ Do not change any bit switches other than those shown on the previous pages.

1 **Press [Facsimile Features].**

2 **Press [Administrator Tools].**

3 **Press [Parameter Setting].**

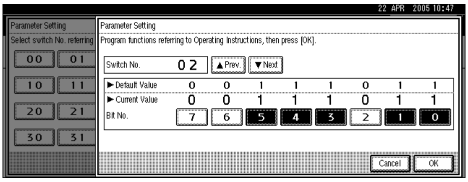
4 **Select the switch number you want to change.**



Parameter Setting

Select switch No. referring to Operating Instructions.

5 **Select the bit number you want to change.**



Parameter Setting

Program functions referring to Operating Instructions, then press [OK].

Switch No. 02

► Default Value	0	0	1	1	1	0	1	1
► Current Value	0	0	1	1	1	0	1	1
Bit No.	7	6	5	4	3	2	1	0

When the bit number is pressed, the current value switches between 1 and 0.

Repeat from step 5 to change another bit number for the same switch.

6 **Press [OK].**

To cancel these settings, press **[Cancel]**. The display returns to that of step 4.

7 **Repeat step 4 through step 5 to change the switch settings.**

8 **After all the settings are finished, press [Exit].**

9 **Press the 【User Tools/Counter】 key.**

Printing the User Parameter List

This section describes how to print the User Parameter List.

Print this list to see the current User Parameter settings. However, only items of importance or often-used items are included in the list.

1. **Press [Facsimile Features].**
2. **Press [Administrator Tools].**
3. **Press [Print List] next to "Parameter Setting".**
4. **Press the 【Start】 key.**

   To cancel printing a list before pressing the **【Start】** key, press **[Cancel]** or the **【Clear/Stop】** key.

   To cancel printing a list after pressing the **【Start】** key, press **[Stop Printing]**.
5. **Press the 【User Tools/Counter】 key.**

Special Senders to Treat Differently

This section describes Special Senders settings.

By programming particular senders in advance, you can set the following function for each sender:

- Authorized RX
- Forwarding
- Reception File Print Qty
- Print 2 Sided
- Memory Lock
- Paper Tray

Use the Own Name or Own Fax Number to program your senders. If the sender has a machine of the same manufacturer, program an Own Name that has already been programmed as a sender. If the machine is not of the same manufacturer, use Own Fax Number.

You can apply the same settings to all programmed numbers. You can then customize the settings for individual numbers as necessary using the Special Sender Registration function.

The following items can be programmed.

❖ Special Senders

Up to 30 Special Senders can be registered. A maximum of 20 characters can be used for each name when using G3.

❖ Full/Partial agreement

When you program own names and facsimile names for multiple destinations, you can program a common sequence of characters to identify destinations using Partial agreement.
Using Full agreement :

Destination to be programmed (Own Name)	**Number of programmed identifications**
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

Using Partial matching:

Destination to be programmed (Own Name)	**Number of programmed identifications**
BRANCH	1

You can program up to 30 wild cards.
Spaces are ignored when identifications are compared.
You can use wild cards for the following functions:

- Forwarding
- Special Senders
- Authorized RX (Authorized Reception)

When using Partial agreement, you can enter up to the first 24 characters of an e-mail address to use it as an own name or facsimile name.

Note

- ❒ You cannot program senders as Special Senders if they do not have Own Name or Own Fax Number programmed.
- ❒ The machine cannot differentiate between Polling Reception and Free Polling documents from Special Senders.
- ❒ You cannot use the following functions with Internet Fax receptions.
  - Authorized RX
  - Reception File Print Qty
  - Memory Lock
- ❒ You can program up to 24 characters for the sender.
- ❒ You can check Own Name and Own Fax Number using the Journal. You can check programmed Special Senders using the specified sender list.
- ❒ To use Forwarding, Print 2 Sided, or Paper Tray with Internet Fax reception, program the sender's e-mail address.
- ❒ If you select "Off" for the Special Sender function in "Initial Set Up", the settings will be the same as the Reception Settings.

Reference

p.94 “Reception Settings”

p.136 “Programming/Changing Special Senders”

p.137 “Authorized RX (Authorized Reception)”

p.137 “Forwarding”

Authorized Reception

Use this function to limit incoming senders.

The machine only receives faxes from programmed Special Senders, and therefore, it helps you screen out unwanted documents, such as junk mail, and saves wasting fax paper.

Note

❒ To use this function, program the Special Senders function, and then select “On" in “Authorized RX" with “Reception Settings". See "Reception Settings", and Parameter Settings" (switch 08, bit 2).

❒ Without programming Special Senders, the Authorized RX function will not work, even if you select “On".

❒ You can select to receive only from programmed senders or receive only from senders other than those programmed in User Parameters. See "Parameter Settings" (switch 08, bit 2).

❒ If you select “Off" for “Authorized RX" in “Initial Set Up", settings are the same as the Reception Settings.

❒ You can change Special Senders in the same way as you program them.

Reference

p.94 “Reception Settings”

p.124 “Parameter Settings”

Forwarding

Print received documents, and then transfer them to those receivers programmed beforehand.

Folder destination can be registered.

It is also possible to forward faxes sent only by senders programmed as Special Senders.

Note

- ❒ To use this function, program your Special Senders, and then select “On" for “Forwarding" in “Reception Settings" See "Reception Settings".
- ❒ If you specify “On" in “Forwarding" and select **[Same as Basic Settings]**, the fax document is forwarded to the receivers programmed in “Specify End Receiver". See "Forwarding".
- ❒ If you do not program any Special Senders, the machine transfers all incoming documents to the other end receivers specified in “Specify End Receiver".
- ❒ You can set the fax destination, Internet fax destination, IP-Fax destination or folder destination, as a forward destination.
- ❒ Set folder destinations using the Address Book Management function under System Settings. See “Registering Folders".
- ❒ If you have specified a folder for forwarding, you can specify the file format used for forwarding. See "Parameter Settings" (switch 21, bit 3).

Reference

p.120 “Forwarding”

p.124 “Parameter Settings”

p.215 “Registering Folders”

Reception File Print Quantity

Print the specified number of copies of documents received from programmed senders (Special Senders).

If you do not program any Special Senders, the machine prints the specified number of copies for all received documents.

Note

- ❒ You cannot use multi-copy printing with Polling Reception, Confidential Reception, or Memory Lock.
- ❒ you can specify up to 10 copies.

Print 2 Sided

Print on both sides of the paper.

The optional duplex unit and HDD are required.

Note

- ❒ If you select the bypass tray for “Paper Tray", duplex printing is disabled.

Memory Lock

Use this function to store incoming documents from programmed senders (Special Senders) in memory without printing them. People without the Memory Lock ID cannot print the documents, and therefore this function is useful for receiving confidential documents. If you do not program any senders, the machine receives fax document from all senders using Memory Lock reception.

Important

- ❒ You must register Memory Lock ID in advance. See "Administrator Tools".
- ❒ If you program the same sender in Memory Lock and Forwarding, Forwarding is disabled.

Reference

p.102 “Administrator Tools”

Paper Tray

Print documents received from programmed senders (Special Senders) and the documents from other senders on different types of paper.

For example, if blue paper is in Tray 1 and white paper is in Tray 2, the machine prints the documents from Special Senders on the blue paper and prints the documents from other senders on the white paper, making it easy for you to separate the two.

If you do not program any Special Senders, the machine outputs documents received from all senders using the default paper tray.

Important

- ❒ For Polling Reception, you cannot select the paper tray.

Note

- ❒ If the machine receives a document that has a different size from the paper in the specified tray, the machine prints it after splitting it or minimizing its size.
- ❒ Selection of the bypass tray enables you to specify the paper size in “Scan Area".

Reference

"Placing Originals", Facsimile Reference

Programming/Changing Special Senders

This section describes how to program and change Special Senders.

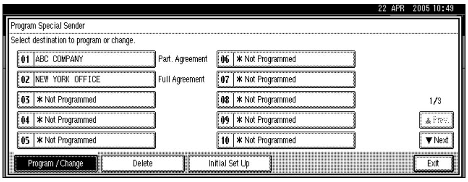
1 Press [Facsimile Features].

2 Press [Administrator Tools].

3 Press [Program Special Sender].

4 Check [Program / Change] is selected.

5 Select the destination to program or change.



22 APR 2005 10:49

Program Special Sender

Select destination to program or change.

01 ABC COMPANY Part. Agreement

02 NEW YORK OFFICE Full Agreement

03 ∗ Not Programmed

04 ∗ Not Programmed

05 ∗ Not Programmed

06 ∗ Not Programmed

07 ∗ Not Programmed

08 ∗ Not Programmed

09 ∗ Not Programmed

10 ∗ Not Programmed

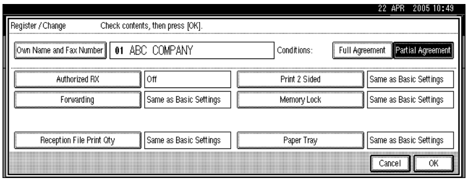
1/3

When programming a new Special Sender, press **[*Not Programmed]**.

6 Enter a destination name, and then press [OK].

Enter a destination name using Own Name or Own Fax Number.

7 Press [Full Agreement] or [Partial Agreement].



22 APR 2005 10:49

Register / Change Check contents, then press [OK].

Own Name and Fax Number: 01 ABC COMPANY

Conditions: Partial Agreement

Authorized RX: Off

Forwarding: Same as Basic Settings

Reception File Print Qty: Same as Basic Settings

Print 2 Sided: Same as Basic Settings

Memory Lock: Same as Basic Settings

Paper Tray: Same as Basic Settings

8 Select the item you want to program.

You must select only the item you want to program.

To cancel these settings, press **[Cancel]**. The display returns to that of step5.

9 Press [OK].

A Special Sender is programmed.

To program another sender, repeat the procedure from step5.

10 Press [Exit].

11 Press the 【User Tools/Counter】 key.

Reference

p.131 “Using Full agreement :”

p.137 “Authorized RX (Authorized Reception)”

p.137 “Forwarding”

p.139 “Reception File Print Qty”

p.139 “Print 2 Sided”

p.140 “Memory Lock”

p.140 “Paper Tray”

Authorized RX (Authorized Reception)

This section describes how to specify Authorized RX (Authorized Reception).

Specify when programming a Special Sender.

1 Select [Authorized RX].

2 Press [On] or [Off], and then press [OK].

Note

❒ After you perform step 10 on "Reception Settings", set "Authorized RX" of "Reception Settings" to **[On]**. See "Reception Settings".

Reference

p.94 “Reception Settings”

Forwarding

This section describes how to specify Forwarding.

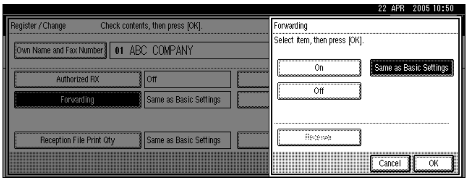
Specify when programming a Special Sender.

Important

❒ One forward destination can be registered for each Special Sender. To register two or more forward destinations, use group destinations. However a maximum of 500 destinations can be specified in a group.

1 Select [Forwarding].

2 Select [On] or [Off].



22 APR 2005 10:50

Register / Change — Check contents, then press [OK].

Own Name and Fax Number: 01 ABC COMPANY

Authorized RX: Off

Forwarding: Same as Basic Settings

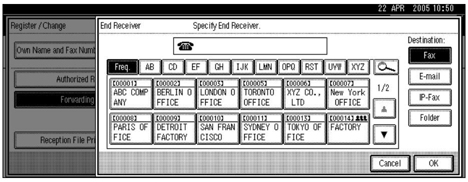
Reception File Print Qty: Same as Basic Settings

Forwarding — Select item, then press [OK].

If you select **[Off]**, proceed to step **4**.

Selecting **[Same as Basic Settings]** will result in the same setting made for “Forwarding" under “Administrator Tools". See "Administrator Tools".

3 Press the Destination key of a forward destination, and then press [OK].



22 APR 2005 10:50

Register / Change

End Receiver — Specify End Receiver.

Destination: Fax

[00001] ABC COMPANY, [00002] BERLIN OFFICE, [00003] LONDON OFFICE, [00005] TORONTO OFFICE, [00006] XYZ CO., LTD, [00007] New York OFFICE, [00008] PARIS OFFICE, [00009] DETROIT FACTORY, [00010] SAN FRANCISCO, [00011] SYDNEY OFFICE, [00013] TOKYO OFFICE, [00014] FACTORY

4 Press [OK].

Note

- ❒ Press the key on the right of the display to switch the destination between fax number, e-mail address, IP-Fax destination, and folder.
- ❒ Set folder destinations using the "Address Book Management" function under "System Settings". See "Registering Folders".
- ❒ When a folder is specified as the forward destination, you can set a file format for forwarding. See "Parameter Settings" (switch 21, bit 3).
- ❒ Deleting a destination specified as a forward destination from the destination list causes the settings of the forward destination to be deleted, so they must be registered again. When a destination is changed, a document is transmitted to the new destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See "Parameter Settings" (switch 32, bit 0).
- ❒ After you perform step **10**, set “Forwarding" of “Reception Settings" to “On". See "Reception Settings".

Reference

p.94 “Reception Settings”

p.102 “Administrator Tools”

p.124 “Parameter Settings”

p.215 “Registering Folders”

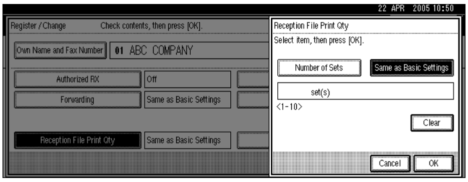
Reception File Print Qty

This section describes how to specify Reception File Print Qty.

Specify when programming a Special Sender.

1 Select [Reception File Print Qty].

2 Press [Number of Sets].



22 APR 2005 10:50

Register / Change Check contents, then press [OK].

Own Name and Fax Number: 01 ABC COMPANY

Authorized RX: Off

Forwarding: Same as Basic Settings

Reception File Print Qty: Same as Basic Settings

Reception File Print Qty

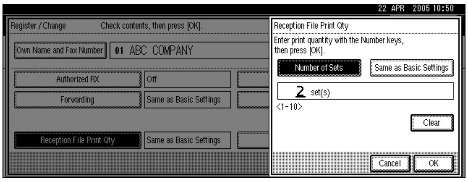
Select item, then press [OK].

set(s)

<1-10>

Selecting **[Same as Basic Settings]** will result in the same setting made for "RX File Print Qty" of "Reception Settings". See "Reception Settings".

3 Enter the print quantity using the number keys, and then press [OK].



22 APR 2005 10:50

Register / Change Check contents, then press [OK].

Own Name and Fax Number: 01 ABC COMPANY

Authorized RX: Off

Forwarding: Same as Basic Settings

Reception File Print Qty: Same as Basic Settings

Reception File Print Qty

Enter print quantity with the Number keys, then press [OK].

2 set(s)

<1-10>

Note

- ❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

Reference

p.94 “Reception Settings”

Print 2 Sided

This section describes how to specify Print 2 Sided.

Specify when programming a Special Sender.

1 Select [Print 2 Sided].

2 Press [On] or [Off], and then press [OK].

Note

- ❒ Selecting **[Same as Basic Settings]** will result in the same setting made for "2 Sided Print" of "Reception Settings". See "Reception Settings".

Reference

p.94 “Reception Settings”

Memory Lock

This section describes how to specify Memory Lock.

Specify when programming a Special Sender.

1 Select [Memory Lock].

2 Press [On] or [Off], and then press [OK].

Note

- ❒ Selecting **[Same as Basic Settings]** will result in the same setting made for "Program Memory Lock ID" under "Administrator Tools". See "Administrator Tools".

Reference

p.102 "Administrator Tools"

Paper Tray

This section describes how to specify Paper Tray.

Specify when programming a Special Sender.

1 Select [Paper Tray].

2 Select the tray you want to use, and then press [OK].

Note

- ❒ Selecting **[Same as Basic Settings]** will result in the same setting made for "Paper Tray" of "Reception Settings". See "Reception Settings".

Reference

p.94 "Reception Settings"

Programming Initial Set Up of a Special Sender

This section describes how to program Initial Set Up of a Special Sender.

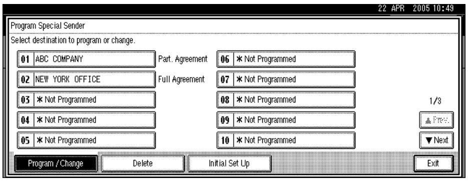
Program the "Initial Set Up" of a Special Sender. You can also specify the Bypass Tray Paper Size.

1 **Press [Facsimile Features].**

2 **Press [Administrator Tools].**

3 **Press [Program Special Sender].**

4 **Press [Initial Set Up].**



22 APR 2005 10:49

Program Special Sender

Select destination to program or change.

01 ABC COMPANY Part. Agreement

02 NEW YORK OFFICE Full Agreement

03 ∗ Not Programmed

04 ∗ Not Programmed

05 ∗ Not Programmed

06 ∗ Not Programmed

07 ∗ Not Programmed

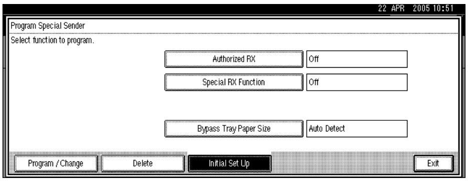
08 ∗ Not Programmed

09 ∗ Not Programmed

10 ∗ Not Programmed

1/3

5 **Select the function you want to program.**



22 APR 2005 10:51

Program Special Sender

Select function to program.

Authorized RX: Off

Special RX Function: Off

Bypass Tray Paper Size: Auto Detect

In this feature, "Authorized RX" has the same settings as "Reception Settings". See "Reception Settings".

6 **Press [Exit].**

7 **Press the 【User Tools/Counter】 key.**

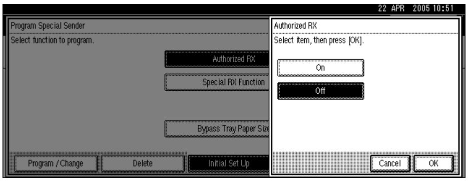
Reference

p.94 "Reception Settings"

Programming Authorized RX and Special RX Function

1 **Select [Authorized RX] or [Special RX Function].**

2 **Select [On] or [Off], and then press [OK].**



22 APR 2005 10:51

Program Special Sender

Select function to program.

Authorized RX

Select item, then press [OK].

The illustration shows the "Authorized RX" display as an example.

Programming Bypass Tray Paper Size

This section describes how to program Bypass tray Paper Size.

1 **Press [Bypass Tray Paper Size].**

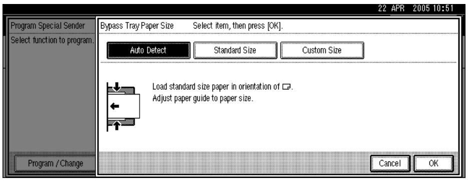
You can select a size from **[Auto Detect]**, **[Standard Size]**, or **[Custom Size]**.

If you select **[Auto Detect]**, proceed to steps **2** and **7**.

If you select **[Standard Size]**, proceed to steps **2**, **3** and **7**.

If you select **[Custom Size]**, proceed to steps **2** and **4** to **7**.

2 **Select the size you want to program.**



Select item, then press [OK].

Load standard size paper in orientation of ▭.
Adjust paper guide to paper size.

If you select **[Auto Detect]**, the machine recognizes the paper size automatically.

The machine will detect the paper size for the bypass tray as the short edge of the paper is inserted into the machine. Even if you place an A4 size sheet in the ▯ orientation, the machine will detect it as A3▭.

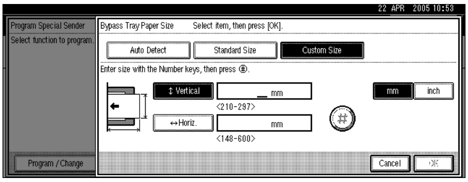
If you select **[Standard Size]**, select a paper size displayed, and then proceed to step **7**.

If you select **[Custom Size]**, proceed to step **4**.

3 **Select the size you want to program from the sizes shown.**

4 **Make sure that [Vertical] is selected.**

5 **Enter the vertical size of the paper using the number keys, and then press the 【#】 key.**



Select item, then press [OK].

Enter size with the Number keys, then press ⊕.

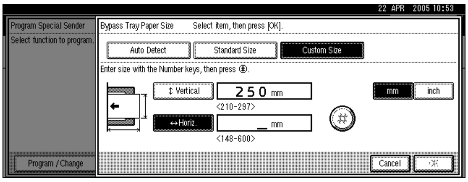
Vertical: _ mm <210-297>

Horiz.: mm <148-600>

Specify a vertical size from 210 mm (8.3") to 297 mm 11.6"). You cannot enter a size smaller than 210 mm or larger than 297 mm.

Each time you press **[mm]** or **[inch]**, the units switch between “mm” and “inch”. If you enter a length and change the units by pressing **[mm]** or **[inch]**, it is converted automatically (fractions are rounded off).

6 Enter the horizontal size of the paper using the number keys, and then press the 【#】 key.



22 APR 2005 10:53

Program Special Sender

Select function to program.

Bypass Tray Paper Size   Select item, then press [OK].

Enter size with the Number keys, then press #.

Vertical: 250 mm <210-297>

Horiz.: _ mm <148-600>

Specify a horizontal size from 148 mm (5.9") to 600 mm (23.7"). You cannot enter a size smaller than 148 mm or larger than 600 mm.

Each time you press **[mm]** or **[inch]**, the units switch between “mm” and “inch”. If you enter a length and change the units by pressing **[mm]** or **[inch]**, it is converted automatically (fractions are rounded off).

7 Press [OK].

Deleting a Special Sender

This section describes how to delete a Special Sender.

Use this function to delete "Initial Set Up" of a Special Sender. The Bypass Tray Paper Size can also be deleted.

1 Press [Facsimile Features].

2 Press [Administrator Tools].

3 Press [Program Special Sender].

4 Press [Delete], and then select the Special Sender you want to delete.

5 Press [Delete].

To cancel deleting a special sender, press **[Do not Delete]**. The display returns to that of step 4.

6 Press [Exit].

7 Press the 【User Tools/Counter】 key.

Printing the Special Sender List

This section describes how to print the Special Sender List.

1. **Press [Facsimile Features].**
2. **Press [Administrator Tools].**
3. **Press [Print List] next to "Program Special Sender".**
4. **Press the 【Start】 key.**

   To cancel printing a list before pressing the 【Start】 key, press **[Cancel]** or the 【Clear/Stop】 key.

   To cancel printing a list after pressing the 【Start】 key, press **[Stop Printing]**.
5. **Press the 【User Tools/Counter】 key.**

Box Settings

This section describes Box Settings.

The following functions are for delivery and transfer of documents:

- Personal Box
- Information Box
- Transfer Box

❖ SUB Code and SEP Code

SUB Code and SEP Code are IDs consisting of up to 20 digits, and can include numbers, #, *, and spaces.
To use this function, you must program a box and SUB/SEP Code beforehand. The other party can send documents to, and retrieve stored documents from, this box using the code.

Note

❒ The combined total of items that can be stored using the Personal Box, Information Box, and Transfer Box functions is 150.

❒ You cannot set the same Box code on two different boxes.

❒ Transmission or programming may not be allowed if there is not enough free memory left. The amount of free memory left differs depending on the optional equipment installed.

Reference

p.146 “Programming/Changing Personal Boxes”

p.150 “Programming/Changing Information Boxes”

p.153 “Programming/Changing Transfer Boxes”

Programming/Changing Personal Boxes

This section describes how to program and change Personal Boxes.

You can program the following items:

- Box name (required)
  Up to 20 characters long
- SUB Code (required)
  Up to 20 characters long and can be composed of digits 0-9, "#", "*", and spaces (the first character cannot be a space).
- Password (optional)
  Up to 20 characters long and can be composed of digits 0-9, "#", "*", and spaces (the first character cannot be a space).
  When programming a password, a mark is displayed before the Box name.
- Receiver (optional)
  You can program one delivery destination for each Personal Box. Specify a delivery destination programmed in Destination key.

1. **Press [Facsimile Features].**

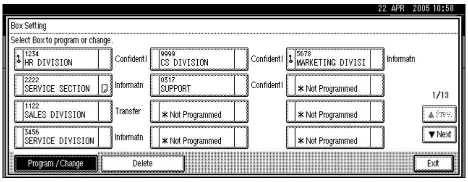
2. **Press [Administrator Tools].**

3. **Press [Box Setting].**

4. **Check that [Program / Change] is selected.**

5. **Select a box to program.**

   When programming a new box, press **[*Not Programmed]**.



22 APR 2005 10:58

Box Setting

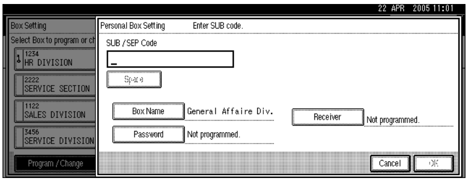
Select Box to program or change.

To change a box already programmed, press it and proceed to step 8.

6. **Press [Personal Box].**

7. **Enter a box name, and then press [OK].**

8. **Enter a SUB Code.**



22 APR 2005 11:01

Personal Box Setting Enter SUB code.

SUB / SEP Code: _

Box Name: General Affaire Div.

Password: Not programmed.

Receiver: Not programmed.

To change the SUB Code, press **[Clear]** or the **【Clear/Stop】** key, and then try again. To change a Box name, press **[Box Name]**, and then repeat from step 7.

9 **Specify the settings you require.**

To program a password, see "Programming a password".

To program an End Receiver, see "Programming an End Receiver".

If you do not want to program a password or receiver, proceed to step 10.

10 **Press [OK].**

11 **Press [Exit].**

12 **Press the 【User Tools/Counter】 key.**

Note

- ❒ you can specify a fax number, Internet Fax destination and IP-Fax destination as the transmission destination.
- ❒ The Fax Header is not printed on delivered documents.
- ❒ If a document cannot be delivered, a Communication Failure Report is printed and the document is saved as a Confidential Reception document.
- ❒ You can edit boxes in the same way you program them. However, boxes that are being used cannot be edited.
- ❒ If a destination in the destination table is deleted after being registered, delivery is not performed and the settings of the delivery destination are also deleted. Also, when a delivery destination is changed, a document is sent to the changed destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See "Parameter Settings" (switch 32, bit 0).

Reference

p.124 "Parameter Settings"

p.148 "Programming a password"

p.148 "Programming an End Receiver"

"Personal Boxes", Facsimile Reference

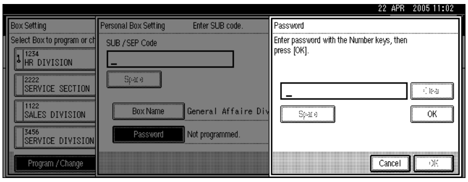
"Entering Text", About This Machine

Programming a password

This section describes how to program a password for the Personal Box.

1. **Press [Password].**

2. **Enter a password, and then press [OK].**



Enter SUB code.

Box Name General Affaire Div

Password Not programmed.

Password

Enter password with the Number keys, then press [OK].

If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

3. **Re-enter the password, and then press [OK].**

To change the password after pressing **[OK]**, press **[Change]** and repeat steps 2 and 3, or press **[Cancel]** and repeat from step 1.

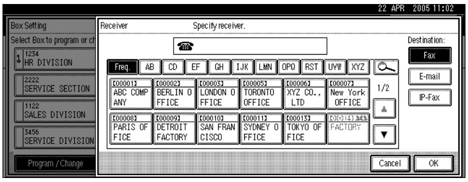
4. **Press [OK].**

Programming an End Receiver

This section describes how to program an End Receiver of the Personal Box.

1. **Press [Receiver].**

2. **Select a destination using the destination list, and then press [OK].**



Specify receiver.

Press the key shown on the right side of the screen to switch the destination among fax number, Internet Fax address and IP-Fax address.

Deleting Personal Boxes

This section describes how to delete Personal Boxes.

Important

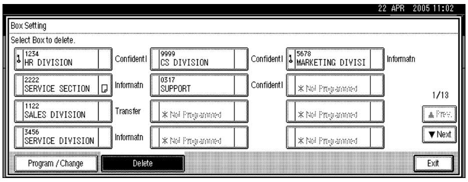
- ❒ If there are documents in the box, you cannot delete the box.

1 Press [Facsimile Features].

2 Press [Administrator Tools].

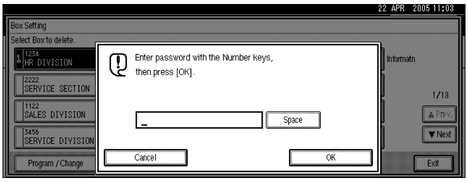
3 Press [Box Setting].

4 Press [Delete], and then select the box you want to delete.



Select Box to delete.

5 If the password is programmed, enter a password using the number keys, and then press [OK].



Enter password with the Number keys, then press [OK].

If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key, and then try again.

6 Press [Delete].

To cancel deleting a box, press **[Do not Delete]**.

7 Press [Exit].

8 Press the 【User Tools/Counter】 key.

Programming/Changing Information Boxes

This section describes how to program and change Information Boxes.

You can store the following items:

- Box name (required)
  Up to 20 characters long
- SEP Code (required)
  Up to 20 characters long and can be composed of digits 0-9, “#", “*", and spaces (the first character cannot be a space).
- Password (optional)
  Up to 20 characters long and can be composed of digits 0-9, “#", “*", and spaces (the first character cannot be a space).
  When programming a password, a mark is displayed before the Box name.

1 **Press [Facsimile Features].**

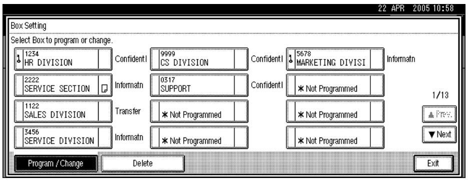
2 **Press [Administrator Tools].**

3 **Press [Box Setting].**

4 **Check that [Program / Change] is selected.**

5 **Select the box to program.**

When programming a new box, press **[*Not Programmed]**.

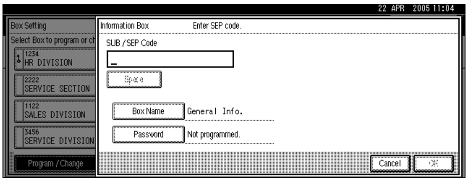


To change a box already programmed, press it, and then proceed to step 8. If a password is programmed, enter the password, press **[OK]**, and then proceed to step 8.

6 **Press [Information Box].**

7 **Enter a box name, and then press [OK].**

8 **Enter the SEP Code.**



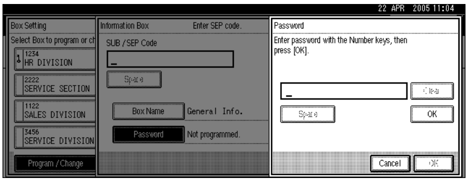
Box Name: General Info.
Password: Not programmed.

To change the SEP Code, press **[Clear]** or the **【Clear/Stop】** key, and then try again. To change the box name, press **[Box Name]**, and then repeat the procedure from step 7.

9 **Press [Password].**

If you do not want to program a password, proceed to step 12.

10 **Enter a password, and then press [OK].**



Box Name: General Info.

Password: Not programmed.

Password

Enter password with the Number keys, then press [OK].

If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

11 **Re-enter the password, and then press [OK].**

If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

To change the password after pressing **[OK]**, press **[Change]** and repeat steps 10 and 11, or press **[Cancel]** and repeat from step 9.

12 **Press [OK].**

13 **Press [Exit].**

14 **Press the 【User Tools/Counter】 key.**

Note

- ❒ You can edit boxes in the same way you program them. However, boxes that are being used cannot be edited.
- ❒ If a destination in the destination list is deleted after being registered, delivery is not performed and the settings of the delivery destination are also deleted. Also, when a delivery destination is changed, a document is sent to the changed destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See "Parameter Settings" (switch 32, bit 0).

Reference

p.124 “Parameter Settings”

"Information Boxes", Facsimile Reference

"Entering Text", About This Machine

Deleting Information Boxes

This section describes how to delete Information Boxes.

Important

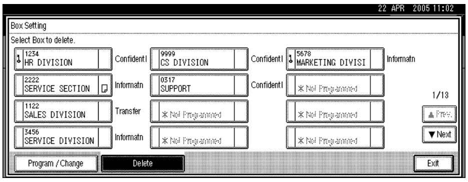
- ❒ If there are documents in the box, you cannot delete the box.

1 Press [Facsimile Features].

2 Press [Administrator Tools].

3 Press [Box Setting].

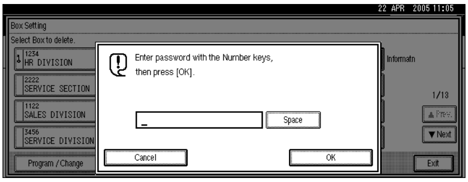
4 Press [Delete], and then select the box you want to delete.



Box Setting

Select Box to delete.

5 If the password is programmed, enter a password using the number keys, and then press [OK].



Enter password with the Number keys, then press [OK].

If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key, and then try again.

6 Press [Delete].

To cancel deleting a box, press **[Do not Delete]**. The display returns to that of step **4**.

7 Press [Exit].

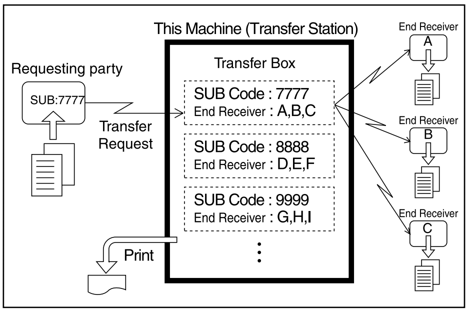
8 Press the 【User Tools/Counter】 key.

Programming/Changing Transfer Boxes

This section describes how to program and change Transfer Boxes.

This function turns the machine into a fax relay station. Documents sent with a SUB Code that matches the SUB Code programmed as a Transfer Box are received, and then relayed to a programmed receiver.

Since documents can be sent to multiple destinations in a single transfer request, you can economize on call charges when sending to distant destinations.



GFCYUB0N

Inform the Requesting Party of the SUB Code assigned to the Transfer Box. When they want to have a document transferred by your machine, ask them to send the document using SUB Code Transmission and specifying this SUB Code. If a password has also been programmed, inform them of this too, and ask them to enter it as the SID code.

You can store the following items:

- Box name (required)
  Up to 20 characters
- SUB Code (required)
  Up to 20 characters long and can be composed of digits 0-9, “#", “*", and spaces (the first character cannot be a space).
- End Receiver (required)
  You can store five End Receivers (destinations to which documents are forwarded) for each box. Specify End Receivers using a single or group destination programmed in the destination list beforehand.
- Password (optional)
  Up to 20 characters long and can be composed of digits 0-9, “#", “*", and spaces (the first character cannot be a space).
  When programming a password, a mark is displayed in front of the Box name.

1 Press [Facsimile Features].

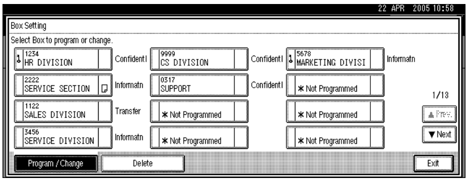
2 Press [Administrator Tools].

3 Press [Box Setting].

4 Check that [Program / Change] is selected.

5 Select the box to program.

When programming a new box, press **[*Not Programmed]**.

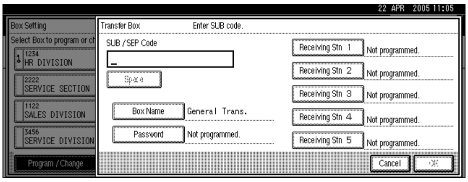


To change a box already programmed, press it, and then proceed to step 8.

6 Press [Transfer Box].

7 Enter a Box name, and then press [OK].

8 Enter a SUB Code.



Box Name: General Trans.

Password: Not programmed.

Receiving Stn 1: Not programmed.

Receiving Stn 2: Not programmed.

Receiving Stn 3: Not programmed.

Receiving Stn 4: Not programmed.

Receiving Stn 5: Not programmed.

To change the SUB Code, press **[Clear]** or the **【Clear/Stop】** key, and then try again. To change Box name, press **[Box Name]**, and then repeat from step 7.

9 Specify the condition of registration.

To program End Receivers, see "Programming End Receivers".

To program a password, see "Programming a password".

10 Press [OK].

11 Press [Exit].

12 Press the 【User Tools/Counter】 key.

Note

- ❒ After documents are transferred, Transfer Result Reports are not sent back to the sender.
- ❒ Specify the Internet fax destination and IP-Fax destination as a reception station.
- ❒ After documents are transferred, they are deleted.
- ❒ When this function is set to on, the machine prints out the received documents it transfers and a Transfer Result Report after the transfer has finished. If you do not want it to print, contact your service representative.
- ❒ When the programmed receiver is a group destination for Multi-step Transfer, Multi-step Transfer takes place. For more information, contact your service representative.
- ❒ You can edit boxes in the same way you program them.
- ❒ If you delete a destination specified as a reception destination using the destination list, the settings of the reception destination are also deleted, so they must be registered again. When a destination is changed, a document is transmitted to the new destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See "Parameter Settings" (switch 32, bit 0).

Reference

p.124 “Parameter Settings”

p.156 “Programming a password”

p.156 “Programming End Receivers”

"Entering Text", About This Machine

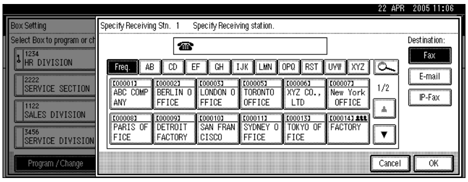
Programming End Receivers

This section describes how to program End Receivers of Transfer Box.

1. **Select an End Receiver.**

   You can store five Receiving Station.

2. **Specify End Receivers with Destination keys, and then press [OK].**



22 APR 2005 11:06

Box Setting

Select Box to program or ch

Specify Receiving Stn. 1 Specify Receiving station.

You can change the display to the fax destination, Internet fax destination, and IP-Fax destination using the key on the left side of the display.

A reception station can also be registered as a group destination. In such a case, a maximum of 500 parties including End Receivers 1-5 can be specified in a group.

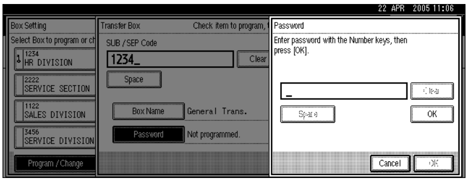
To register another End Receiver, repeat from step 1.

Programming a password

This section describes how to program a password for the Transfer Box.

1. **Press [Password].**

2. **Enter a password, and then press [OK].**



22 APR 2005 11:06

Box Setting

Select Box to program or ch

Transfer Box Check item to program,

SUB / SEP Code: 1234_

Box Name: General Trans.

Password: Not programmed.

Password

Enter password with the Number keys, then press [OK].

   If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

3. **Re-enter the password, and then press [OK].**

   If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

   To change the password after pressing **[OK]**, press **[Change]** and repeat steps 2 and 3, or press **[Cancel]** and repeat from step 1.

Deleting Transfer Boxes

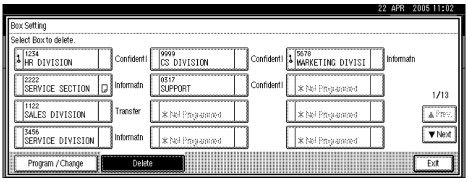
This section describes how to delete Transfer Boxes.

1 Press [Facsimile Features].

2 Press [Administrator Tools].

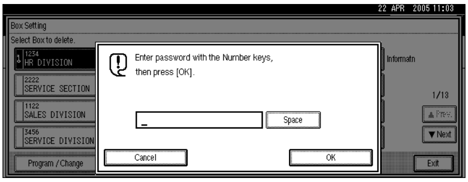
3 Press [Box Setting].

4 Press [Delete], and then select the box you want to delete.



Select Box to delete.

5 If the password is programmed, enter a password using the number keys, and then press [OK].



Select Box to delete.

Enter password with the Number keys, then press [OK].

If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key, and then try again.

6 Press [Delete].

To cancel deleting a special sender, press **[Do not Delete]**.

7 Press [Exit].

8 Press the 【User Tools/Counter】 key.

Printing the Box List

This section describes how to print the Box List.

Print a list showing the currently programmed Personal Boxes, Information Boxes, and Transfer Boxes.

1. **Press [Facsimile Features].**
2. **Press [Administrator Tools].**
3. **Press [Print List] next to "Box Setting".**
4. **Press the 【Start】 key.**

   After printing the list, you can then start from step 3.

   To cancel printing a list before pressing the 【Start】 key, press **[Cancel]** or the 【**Clear/Stop**】 key. The display returns to that of step 3.

   To cancel printing a list after pressing the 【Start】 key, press **[Stop Printing]**. The display returns to that of step 3.
5. **Press the 【User Tools/Counter】 key.**

Storing or Printing Received Documents

This section describes how to store and print received documents.

Specify whether received documents are to be saved on the hard disk or printed immediately without being saved. You can print stored documents repeatedly or download them as images to a computer using a Web Image Monitor or DeskTopBinder. If you select printing without saving, documents are printed each time they are received.

If using System Settings you have set the machine to distribute received faxes to the delivery server, the documents cannot be saved on the hard disk.

You can use "Parameter Settings" (switch 10, bit 5) to set whether or not to print stored received document. See "Parameter Settings".

If Store is selected and a destination for notification is specified, notification of document reception can be sent to the specified e-mail address.

Documents saved on the hard disk are categorized as received and stored documents. For details about printing saved documents, see "Printing/Deleting Received and Stored Documents (Print/Delete Stored RX File)", Facsimile Reference.

You cannot switch the setting if received documents have been stored on the hard disk. To switch the setting, print documents stored on the hard disk if necessary, and then delete them.

Received confidential documents are stored in memory. Use the Print Confidential RX File function to print them.

With **[Store]** selected, more memory space is used as the number of saved documents increases. After memory space becomes insufficient, no more documents are saved on the hard disk. When this happens, the machine starts printing then overwriting old documents.

You can store received documents up to a total of approximately 320 pages or 2,240 (when the optional expansion memory is installed) of A4 size Standard <ITU-T#1Chart>.

You cannot send received documents.

You cannot manage documents stored on the Document Server display.

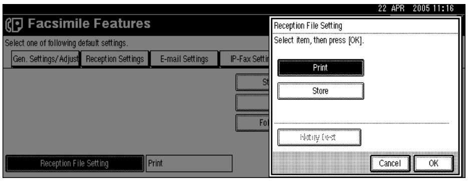
It is recommended that you use a Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.

1 Press [Facsimile Features].

2 Press [Administrator Tools].

3 Press [Reception File Setting].

4 Select [Print] or [Store], and then press [OK].



Select one of following default settings.

Reception File Setting: Print

Select item, then press [OK].

To cancel your selection, press **[Cancel]**.

When **[Store]** is selected, you can select whether or not to send notice of reception to a specific e-mail address. To notify of reception, press **[Notify Dest.]** and select an e-mail address from the Internet Fax destinations programmed in the address book. Further, you can register a group destination. In such a case, a maximum of 500 parties can be specified in a group.

5 Press the 【User Tools/Counter】 key.

Reference

"Printing/Deleting Received and Stored Documents (Print/Delete Stored RX File)", Facsimile Reference.

Reception Report e-mail

When a received document is stored, this report is sent to the e-mail address set as the destination for notification.

5. Printer Features

This chapter describes user tools in the Printer Features menu. For details on how to access Printer Features, see "Accessing User Tools (System Settings)".

List / Test Print

This section describes the user tools in the Test Print menu under Printer Features.

❖ Multiple Lists

You can print the configuration page and error log.

❖ Config. Page

You can print the machine's current configuration values.

❖ Error Log

You can print error logs listing all errors that occurred during printing.
The most recent 30 errors are stored in the error log. If a new error is added when there are 30 errors already stored, the oldest error is deleted. However, if the oldest error belongs to one of the following types of print jobs, it is not deleted. Instead, it will be stored separately in error logs for each job type, up to a maximum of 30 for each log. You can check any of these print jobs for error log information.

- Sample Print
- Locked Print
- Hold Print
- Stored Print

The records of Auto Job Cancel and jobs canceled manually from the control panel can be printed.

❖ Menu List

You can print a Menu List showing the machine's function menus.

❖ PCL Config. / Font Page

You can print the current configuration and installed PCL font list.
This menu can be selected only when the PCL option is installed.

❖ PS Config. / Font Page

You can print the current configuration and installed PostScript font list.
This menu can be selected only when the PostScript 3 option is installed.

❖ PDF Config. / Font Page

You can print the current configuration and installed PDF font list.
This menu can be selected only when the PostScript 3 option is installed.

❖ Hex Dump

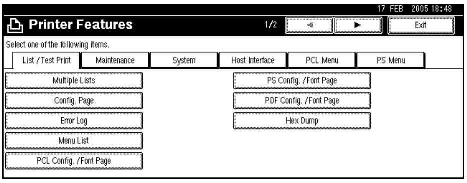
You can print in the Hex Dump mode.

Printing the Configuration Page

This section describes how to print the Configuration Page.

1 Press [Printer Features].

2 Press [Config. Page] on the [List / Test Print].



Select one of the following items.

The configuration page is printed.

3 Press the 【User Tools/Counter】 key.

Interpreting the Configuration Page

This section describes the Configuration Page.

❖ System Reference

- Unit Number
  Displays the serial number assigned to the board by its manufacturer.
- Total Memory
  Displays the total amount of memory (SDRAM) installed on the printer.
- Firmware Version
  Printer: Displays the version number of the printer firmware.
  System: Displays the version number of the system firmware.
  Engine: Displays the version number of the printer engine.
  LCDC: Displays the version number of the panel display.
  NIB: Displays the version number of the Network interface.
- Device Connection
  This item(s) appears when the device option(s) is installed.
- HDD: Font / Macro Download
  Displays the capacity of the hard disk drive.
- Printer Language
  Displays the version number of the printer driver language.
- Connection Equipment
  Displays the installed optional equipments.

❖ Paper Input

Displays settings made under Tray Paper Settings menu.

❖ System

Displays settings made under the System menu.

❖ **PCL Menu**
Displays settings made under PCL Menu.

❖ **PS Menu**
Displays settings made under PS Menu.

❖ **PDF Menu**
Displays settings made under PDF Menu.

❖ **Host Interface**
Displays settings made under the Host Interface menu.
When DHCP is active on the network, the actual IP address, subnet mask and gateway address appear in parentheses on the configuration page.

❖ **Interface Information**
Displays the interface information.

Reference
p.3 “Accessing User Tools”

Maintenance

This section describes the user tools in the Maintenance menu under Printer Features.

Default settings are shown in **bold type**.

❖ **List / Test Print**

You can lock the **[List / Test Print]** menu.
The default setting is **Off**.

❖ **Delete All Temporary Print Jobs**

You can delete all print jobs temporarily stored in the machine.

❖ **Delete All Stored Print Jobs**

You can delete all print jobs stored in the machine.

Reference

p.3 "Accessing User Tools"

p.39 "System Settings"

System

This section describes the user tools in the System menu under Printer Features.

Default settings are shown in **bold type**.

❖ Print Error Report

Select this to have an error report printed when a printer or memory error occurs.
The default setting is **Off**.

❖ Auto Continue

You can select this to enable Auto Continue. When it is On, printing continues after a system error occurs.
The default setting is **Off**.

❖ Memory Overflow

Select this to have a memory overflow error report printed.
The default setting is **Do not Print**.

❖ Job Separation

You can enable Job Separation.
The default setting is **Off**.
This menu can be selected only when a finisher (optional) is installed.

❖ Auto Delete Temporary Print Jobs

You can select to automatically delete print jobs temporarily stored in the machine.
The default setting is **Off**.
If you select **[On]**, you can set up to 200 hours for auto file deleting.

❖ Auto Delete Stored Print Jobs

You can select to automatically delete print jobs stored in the machine.
The default setting is **On**, **3 day(s)**.
If you select **[On]**, you can set up to 180 days for auto file deleting.

❖ Initial Print Job List

You can set the desired type of print job list that appears on the screen when you press **[Print Jobs]**.

- Complete List
  Displays the list of print jobs stored in the machine.
- List Per User ID
  Displays the list of the User ID who stored a file in the machine.

The default setting is **Complete List**.

❖ Memory Usage

You can select the amount of memory used in Font Priority or Frame Priority, according to paper size or resolution.

- Font Priority
  This setting uses memory for registering fonts.
- Frame Priority
  This setting uses frame memory for high speed printing.

The default setting is **Frame Priority**.

❖ Duplex

You can select to have print on both sides of each page.
The default setting is **Off**.

❖ Copies

You can specify the number of print sets. This setting is disabled if the number of pages to print has been specified with the printer driver or another command.
The number of copies can be specified from 1 to 999 by increments of one.
The default setting is **1**.

❖ Blank Page Print

You can select whether or not to print blank pages.
The default setting is **On**.
The printer does not identify pages with white-coloured images as blank.
Pages that match one of the following conditions are identified as blank.

- There are no images.
- There are images but they are outside the printable area.
- There are only blank characters.

❖ Edge Smoothing

You can set to smoothen the edges of printed characters.
The default setting is **On**.
If you print either photo or halftone graphic images, select "Off".

❖ Toner Saving

You can save toner.
The default setting is **Off**.

❖ Printer Language

Specify the printer language.
The default setting is **Auto**.
This menu will appear under the following conditions:

- The PostScript 3 option is installed.
- Both the PostScript 3 and PCL options are installed.

❖ Sub Paper Size

You can enable the Auto Substitute Paper Size (A4, LT) feature.
The default setting is **Off**.

❖ Page Size

You can select the default paper size.

- The paper size you can select is as follows:
  A3, A4, A5, A6, B4JIS, B5JIS, 11×17, $8^1/_2$×14, $8^1/_2$×13, $8^1/_2$×11, $8^1/_4$×13, 8×13, $7^1/_4$×$10^1/_2$, $5^1/_2$×$8^1/_2$, 8K, 16K, Custom Size

The default setting is **A4** (Metric version) / **$8^1/_2$×11** (Inch version).

❖ Letterhead Setting

You can rotate original images when printing.
When printing, original images are always rotated by 180 degrees. Therefore, output might not be as expected when printing onto letterhead or preprinted paper requiring orientation. Using this function, you can specify image rotation.
The default setting is **Off**.
When set to "Off", original images are rotated by 180 degrees.
When set to Auto Detect, the machine detects a letterhead or preprinted paper automatically, and does not rotate the image.
When set to On (Always), the machine does not rotate the image.
This function reduces printing speed.

❖ Bypass Tray Setting Priority

Specify whether (Printer) Driver / Command or Machine Settings, has priority for determining the paper size for the bypass tray.
The default setting is **Driver / Command**.

❖ Edge to Edge Print

You can select whether or not to print on the entire sheet.
The default setting is **Off**.
The 5 mm margin along the edges may not be printed properly.

❖ Default Printer Language

You can set the default printer language if the machine cannot find the printer language automatically.
This menu will appear under the following conditions:

- The PostScript 3 option is installed.
- Both the PostScript 3 and the PCL options are installed.

When the PostScript 3 option is installed, the default setting is **PS**.
When both the PostScript 3 and the PCL options are installed, the default setting is **PCL**.

❖ Tray Switching

You can set to switch the paper tray.
The default setting is **Off**.

Reference

p.3 “Accessing User Tools”

"Loading paper", Troubleshooting

Host Interface

This section describes the user tools in the Host Interface menu under Printer Features.

Default settings are shown in **bold type**.

❖ **I/O Buffer**

You can set the size of the I/O Buffer. Normally it is not necessary to change this setting.
The default setting is **128KB**.

❖ **I/O Timeout**

You can set how many seconds the machine should wait before ending a print job. If data from another port usually arrives in the middle of a print job, you should increase this timeout period.
The default setting is **15 seconds**.

Reference

p.3 “Accessing User Tools”

PCL Menu

This section describes the user tools in the PCL Menu under Printer Features.

Default settings are shown in **bold type**.

This menu appears only when the PCL option is installed.

❖ Orientation

You can set the page orientation.
The default setting is **Portrait**.

❖ Form Lines

You can set the number of lines per page.
The number of lines can be specified from 5 to 128 by increments of one.
The default setting is **64** (Metric version) / **60** (Inch version).

❖ Font Source

You can set the storage location of the default font.
The default setting is **Resident**.
RAM, HDD and SD can be selected only when fonts have been downloaded to the machine.

❖ Font Number

You can set the ID of the default font you want to use.
The number of font numbers can be specified from 0 to 63 by increments of one.
The default setting is **0**.

❖ Point Size

You can set the point size you want to use for the selected font.
The number of point sizes can be specified from 4.00 to 999.75 by increments of 0.25.
The default setting is **12.00**.
This setting is effective only with variable-space fonts.

❖ Font Pitch

You can set the number of characters per inch for the selected font.
The number of characters per inch can be specified from 0.44 to 99.99 by increments of 0.01.
The default setting is **10.00 pitches**.
This setting is effective only with fixed-space fonts.

❖ Symbol Set

Specify the character set of the selected font. The available options are as follows:
Roman-8, ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC8-TK, Win L1, Win L2, Win L5, Desktop, PS Text, VN Intl, VN US, MS Publ, Math-8, PS Math, VN Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0
The default setting is **PC-8**.

❖ Courier Font

You can select a courier font type.
The default setting is **Regular**.

❖ Extend A4 Width

You can extend the printing area width (when printing on A4 size paper with PCL).
The default setting is **Off**.
When the setting is "On", the width will be $8^1/_2$ inches.

❖ Append CR to LF

When set to On, a carriage return will follow each line feed: CR=CR, LF=CR–LF, FF=CR–FF.
The default setting is **Off**.

❖ Resolution

You can set the print resolution in dots per inch.
The default setting is **600 dpi**.

Reference

p.3 “Accessing User Tools”

PS Menu

This section describes the user tools in the PS Menu under Printer Features.

Default settings are shown in **bold type**.

This menu appears only when the PostScript 3 option is installed.

❖ Data Format

You can select a data format.
The default setting is **TBCP**.
This setting is not effective when operating the machine with a parallel or EtherTalk connection.
When operating the machine with a parallel connection, and also if the binary data is sent from the printer driver, the print job is canceled.
When operating the machine with an Ethernet connection, the print job is canceled under the following conditions:

- The printer driver data format is TBCP, and the data format selected on the display panel is Binary Data.
- The printer driver data format is binary, and the data format selected on the display panel is TBCP.

❖ Resolution

You can set the print resolution in dots per inch.
The default setting is **600 dpi**.

Reference

p.3 "Accessing User Tools"

PDF Menu

This section describes the user tools in the PDF Menu under Printer Features.

Default settings are shown in **bold type**.

This menu appears only when the PostScript 3 option is installed.

❖ Change PDF Password

Set the password for the PDF file executing PDF Direct Print.
The default setting has not been set.

- Current Password
- New Password
- Confirm New Password

A password can be set using the Web Image Monitor, but in this case the password information is sent through the network. If security is a priority, set the password using this menu from the Control Panel.

❖ PDF Group Password

Set the group password already specified with DeskTopBinder.
The default setting has not been set.

- Current Password
- New Password
- Confirm New Password

A password can be set using the Web Image Monitor, but in this case the password information is sent through the network. If security is a priority, set the password using this menu from the Control Panel.

❖ Resolution

You can set the print resolution in dots per inch.
The default setting is **600 dpi**.

Reference

p.3 “Accessing User Tools”

6. Scanner Features

This chapter describes user tools in the Scanner Features menu. For details on how to access Scanner Features, see "Accessing User Tools (System Settings)".

Scan Settings

This section describes the user tools in the Scan Settings menu under Scanner Features.

Default settings are shown in **bold type**.

❖ Default Scan Settings

Various basic settings (scan type, resolution, image density, and scan size) can be set. You can register the scan settings in the same way as specifying them.
The default setting for "Scan Type" is **Text (Print)**.
The default setting for "Resolution" is **200 dpi**.
The default setting for "Image Density" is **Auto Image Density (Medium)**.
The default setting for "Scan Size" is **Auto Detect**.

❖ Wait Time for Next Orig.: Exposure Glass

To divide originals and scanning them individually with the exposure glass to form a single file, select **[Off]**, **[Set Wait Time]**, or **[Continuous Wait]** for the waiting status.
The default setting is **Set Wait Time**.
The default setting time is **60 sec.**.
If you select **[SADF]** in **[Original Feed Type]** on the Scan to Folder screen, the **[Wait Time for Next Orig.: Exposure Glass]** setting becomes invalid.
If you select **[Batch]** in **[Original Feed Type]** on the Scan to Folder screen, the **[Wait Time for Next Orig.: Exposure Glass]** setting becomes invalid, and the machine waits for an additional original to be placed.
If **[Set Wait Time]** is selected, enter the wait time in seconds (3-999) for placing additional originals with the number keys. Scanning will start if additional originals are placed and the **【Start】** key is pressed within this time. You can end scanning and begin transmission by pressing the **【#】** key within this time. Once the specified time has elapsed, transmission starts automatically.
If **[Continuous Wait]** is selected, the machine will wait for additional originals until the **【#】** key is pressed. Scanning will start when additional originals are placed and the **【Start】** key is pressed. You can end scanning and begin sending by pressing the **【#】** key.
If originals are placed in the ADF (automatic document feeder), transmission will start without waiting for additional originals after all originals in the ADF have been scanned, regardless of the specified settings.

If a paper misfeed occurs or any of the following operations are performed while the machine is waiting for additional originals, the countdown stops and does not start again until the 【#】 key is pressed.

- Changing the settings such as the scan settings
- Opening the upper cover of the ADF
- Pressing the 【**Interrupt**】 key to activate the copy mode

❖ Wait Time for Next Original(s): SADF

When dividing originals and scanning them separately with the ADF to form a single file, select **[Set Wait Time]** or **[Continuous Wait]** for the waiting status.
The default setting is **Set Wait Time**.
The default setting time is **60 sec.**.
This setting is valid if **[SADF]** is specified for **[Original Feed Type]** when scanning.
If **[Set Wait Time]** is selected, enter the wait time in seconds (3-999) for placing additional originals with the number keys. Scanning will start automatically if additional originals are placed within this time. You can end scanning and begin transmission by pressing the 【#】 key within this time. Once the specified time has elapsed, transmission starts automatically.
If **[Continuous Wait]** is selected, the machine will wait for the additional originals until the 【#】 key is pressed. Scanning will start when additional originals are placed and the 【**Start**】 key is pressed. You can end scanning and begin sending by pressing the 【#】 key.
Even if originals are placed on the exposure glass, the machine will operate according to the specified settings. However, every time originals are placed on the exposure glass, you must press the 【**Start**】 key to start scanning.
If a paper misfeed occurs or any of the following operations are performed while the machine is waiting for additional originals, the countdown stops and does not start again until the 【#】 key is pressed.

- Changing the settings such as the scan settings
- Opening the upper cover of the ADF
- Pressing the 【**Interrupt**】 key to activate the copy mode

❖ Original Setting

Set the default for whether originals are one-sided or two-sided and if two-sided, the relationship between those sides. When the originals are always the same, set this for the default to make operation easier. You can select **[1 Sided Original]**, **[2 Sided Orig.: T to T]** (Top to Top), or **[2 Sided Orig.: T to B]** (Top to Bottom).
The default setting is **1 Sided Original**.

❖ Switch to Batch

Select **[SADF]** or **[Batch]** as the scanning mode that appears as **[Original Feed Type]** in the initial display of the scanner mode.
The default setting is **SADF**.

❖ **Mixed Original Sizes Priority**

This setting determines whether the original size is to be automatically detected when originals of different sizes are inserted in the ADF. You can select **[On]** or **[Off]**.

The default setting is **Off**.

If the original size is specified when scanning, this setting is ignored.

When **[Off]** is selected and **[Auto Detect]** is selected for scan size, if originals of different sizes are placed in the ADF, the maximum size will be detected as the scan size.

❖ **Original Orientation Priority**

Select the default for original placement orientation. When originals are always positioned the same way, select that orientation as the default to make operation easier.

The default setting is **Top to top original**.

❖ **Change Initial Mode**

Select **[Standard]** to use the standard settings as the initial mode which is the mode of the machine immediately after the operation switch is turned on or modes are cleared or reset.

Select **[Program No.10]** to use the settings stored in Program No.10 as the initial mode.

The default setting is **Standard**.

Reference

p.3 “Accessing User Tools”

Destination List Settings

This section describes the user tools in the Destination List Settings menu under Scanner Features.

Default settings are shown in **bold type**.

❖ **Destination List Display Priority 1**

Select a destination list to be displayed when the machine is in the initial state.
You can select either **[E-mail / Folder]** or **[Delivery Server]**.
The default setting is **Delivery Server**.

❖ **Destination List Display Priority 2**

In the machine's address book, select which address book appears by default.
You can select either **[E-mail Address]** or **[Folder]**.
The default setting is **E-mail Address**.

❖ **Select Title**

Select the titles for destinations and group destinations of e-mail and Scan to Folder. Selected titles appear in the e-mail and Scan to Folder destination list to be used for searching for destinations. Select **[Title 1]** (ten titles), **[Title 2]** (ten titles), or **[Title 3]** (five titles).
The default setting is **Title 1**.

❖ **Update Delivery Server Destination List**

To update the delivery server destination list, press **[Update Delivery Server Destination List]**.
Normally, the delivery server destination list is automatically updated. This function allows manual updating at any time.

Reference

p.3 "Accessing User Tools"

"Batch, SADF", Scanner Reference

"Items for Specifying Scan Settings", Scanner Reference

"Setting Items for Original Feed Type", Scanner Reference

"Scanning Multiple Pages of Originals as One File", Scanner Reference

Send Settings

This section describes the user tools in the Send Settings menu under Scanner Features.

Default settings are shown in **bold type**.

❖ TWAIN Standby Time

When the machine is being used to send e-mail or a file, or functioning as Document Server or a network delivery scanner, a scanning request to the machine as a TWAIN scanner will switch the machine to the network TWAIN scanner function. This setting determines the delay until the machine switches to the network TWAIN scanner function.
When **[Off]** is selected, the machine will switch to the network TWAIN scanner function at once.
When **[On]** is selected, you can enter the delay time with the number keys (3-30 seconds). The machine will switch to the network TWAIN scanner function when the time set here passes after the last key operation.
The default setting is **On**, **10 sec.**.

❖ File Type Priority

Select whether to send the scanned originals as single-page files or a multiple-page file.
For single-page files, select either TIFF/JPEG or PDF. For multi-page files, select either TIFF or PDF.
The default setting is **Multi-page: TIFF**.
You cannot select multi-page TIFF format for an image stored in JPEG format.

❖ Compression (Black & White)

Select whether or not to compress black and white scan files.
The default setting is **On**.
The actual time required for file transfer will vary depending on the file size and network load.
Compression reduces the time required for transferring the scan file.

❖ Compression (Gray Scale)

Specify whether or not to compress multi-level (grayscale) scan files.
The default setting is **On**.
If you select **[On]**, you can specify the compression level between one and five.
The image quality is better for lower compression, but the time required for file transfer increases accordingly.
The actual time required for file transfer will vary depending on the file size and network load.

❖ Print & Delete Scanner Journal

Up to 100 transmission/delivery results can be checked on this machine. If the stored transmission/ delivery results reach 100, select whether to print the delivery journal.
The default setting is **Print and Delete All**.

- Print and Delete All
  The transmission/delivery journal is printed automatically. The printed journal is deleted.
- Do not Print: Delete Oldest
  Transmission/delivery results are deleted one by one as new results are stored.
- Do not Print: Disable Send
  Transmission/delivery cannot be performed when the journal is full.

When printed, all records are deleted after printing. When not printed, records over the limit are automatically deleted in succession from the oldest record.
While the journal is being printed, files with the status waiting cannot be sent.

❖ Print Scanner Journal

The scanner journal is printed and deleted.

❖ Delete Scanner Journal

The scanner journal is deleted without being printed.

❖ Max. E-mail Size

Select whether or not to limit the size of an e-mail to which an image is attached.
The default setting is **On**.
The default size limit is **2048 KB**.
When **[On]** is selected, enter the size limit (128-102400 KB) with the number keys.
When the SMTP limits the size, match that setting.

❖ Divide & Send E-mail

This function is effective only when **[On]** is selected for **[Max. E-mail Size]**.
The default setting is **Yes (per Max. Size)**.
Select whether or not an image exceeding the size specified in **[Max. E-mail Size]** should be divided and sent using more than one e-mail.
When **[Yes (per Max. Size)]** is selected, enter the Max. Number of Divisions (2-500) with the number keys.
When **[Yes (per Max. Size)]** is selected, some received files may not be able to be restored, depending on the type of e-mail software.
When **[Multi-page: TIFF]** or **[Multi-page: PDF]** is selected, the image will not be divided.
When **[No]** is selected, the e-mail is not sent if its size exceeds the limit, and an error message appears. The scan file is discarded.
Set the maximum e-mail size within the capacity of the SMTP server.

❖ E-mail Information Language

Select the language in which e-mail information such as title, document name, and sender's name is sent.
Select one of the following 20 languages:
British English, American English, German, French, Italian, Spanish, Dutch, Portuguese, Polish, Czech, Swedish, Finnish, Hungarian, Norwegian, Danish, Japanese, Simplified Chinese, Traditional Chinese, Russian, and Hangul.
The e-mail text which is a template cannot be changed.
The default setting is **British English**.

❖ Store File Priority

Select **[Send & Store]**, **[Store Only]**, or **[Off]** as the default that is displayed when modes are cleared or reset, or immediately after the operation switch is turned on.
The default setting is **Off**.
If you select **[Send & Store]**, "Send & Store" appears in **[Scanner Features]**, and files are stored and sent simultaneously.
If you select **[Store Only]**, "Store Only" appears in **[Scanner Features]**, and files are only stored.
If you select **[Off]**, **[Scanner Features]** shows that nothing has been selected. If you want to store files, specify **[Store File]** for scanning.

❖ Stored File E-mail Method

Specify the e-mail setting for sending stored files. You can select **[Send File]** or **[Send URL Link]**. This setting can be used for the following:
The default setting is **Send File**.

- Sending Stored Files by E-mail
- Simultaneous Storage and Sending by E-mail

If you select **[Send File]**, actual files are attached to e-mails.
If you select **[Send URL Link]**, URL Links to file locations are attached to e-mails.

Reference

p.3 “Accessing User Tools”

7. Registering Addresses and Users for Facsimile/Scanner Functions

This chapter describes how to register destinations and users in the Address Book. For details on how to access System Settings see "Accessing User Tools (System Settings)".

Address Book

This section describes Address Book settings.

Registering information such as the names of users and their e-mail addresses in the Address Book allows you to manage them easily.

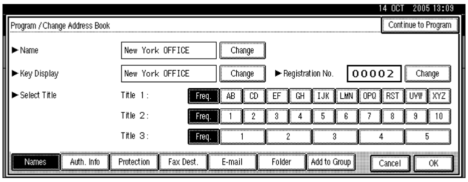
Important

- ❒ Address Book data is stored on the hard disk. It can be lost if there is some kind of hard disk failure. The manufacturer shall not be responsible for any damages resulting data loss.

You can register and manage the following items in the Address Book:

❖ Names

You can register the name of the user and the key display. This is the basic information required for managing user of the machine.
To register a fax number or e-mail address in the address book, you must register information such as the user name and destination name in advance.



14 OCT 2005 13:09

Program / Change Address Book

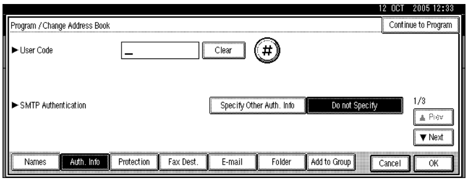
▶ Name: New York OFFICE

▶ Key Display: New York OFFICE

▶ Registration No.: 00002

❖ Auth. Info

You can register user codes in order to restrict particular functions to certain users, and to check their use of each function. You can also register login user names and login passwords to be used when sending e-mail, sending to folders, or accessing an LDAP server.



12 OCT 2005 12:33

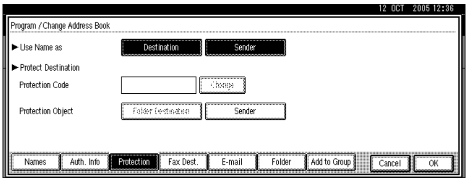
Program / Change Address Book

▶ User Code: _

▶ SMTP Authentication: Do not Specify

❖ Protection

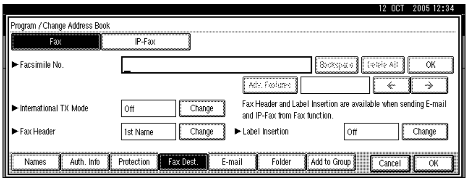
You can set protection codes to stop sender's name from being used or folders from being accessed without authorization.



❖ Fax Dest.

You can register fax numbers, line, fax header and select label insertion. When using IP-Fax, you can register the IP-Fax destination and select the protocol.

- Fax Destination



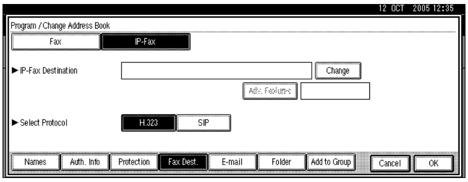
International TX Mode: Off

Fax Header: 1st Name

Label Insertion: Off

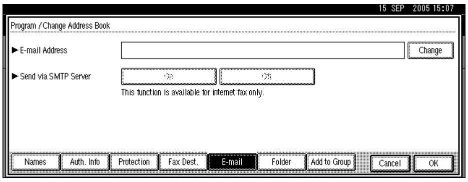
Fax Header and Label Insertion are available when sending E-mail and IP-Fax from Fax function.

- IP-Fax Destination



❖ E-mail Address

You can register e-mail destinations in the Address Book.

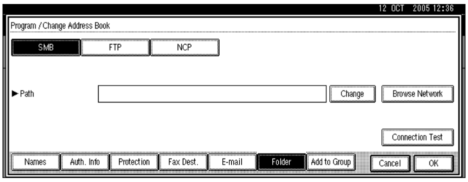


This function is available for internet fax only.

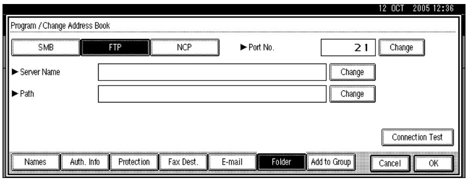
❖ Folder

You can register the protocol, path name and server name.

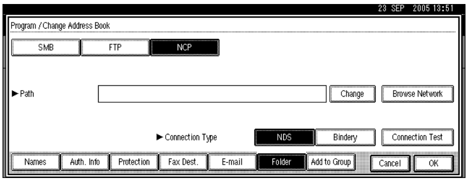
- SMB



- FTP

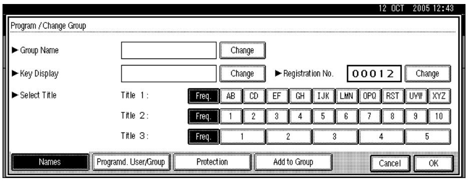


- NCP



❖ Add to Group

You can put registered e-mail and folder destinations into a group for easier management.



Note

- ❒ You can also use a Web Image Monitor to register names in the Address Book. With the SmartDeviceMonitor for Admin, you can register multiple names at the same time. For details about using Web Image Monitor, see the Web Image Monitor Help.
- ❒ Using Address Management Tool in SmartDeviceMonitor for Admin, you can backup Address Book data. We recommend backing up data when using the Address Book. For operating instructions, see SmartDeviceMonitor for Admin Help.

Managing names in the Address Book

By registering a name and key display beforehand, you can specify e-mail and folder destinations simply by selecting the name key.

Reference

p.186 “Registering Names”

Sending fax by Quick Dial

Register a fax number in the Address Book so you can specify it only by selecting the fax destination, shown on the fax initial display when sending a fax. When label insertion is set to “On", the receiver's name and standard messages are printed on the fax message when it is received at the other end.

By registering IP-Fax destinations in the Address Book, you can specify a destination simply by selecting it from the destinations that appear in the initial fax display. Registered IP-Fax numbers can be used and printed as sender’s IP-Fax numbers.

Reference

p.198 “Fax Destination”

Sending e-mail by Quick Dial

By registering e-mail addresses in the Address Book, you can specify e-mail destinations simply by selecting them from the fax initial display when sending a document by Internet fax.

You can also specify an e-mail address by selecting the destination shown on the initial scanner display when sending a document using the scanner function. A registered e-mail address can be used as the sender's address, and the sender's addresses are automatically entered in the “From" field of an e-mail header.

Reference

p.211 “E-mail Destination”

Sending scanned files to a shared folder directly

After registering the path name, user name and password, you can connect to a shared folder simply by selecting the destination shown on the initial scanner display whenever sending files using the scanner function to a shared folder.

To share the folder using Windows, select the SMB protocol.

To register the folder to the FTP server, select the FTP protocol.

To register the folder to the NetWare server, select the NCP protocol.

Reference

p.215 “Registering Folders”

Preventing unauthorized user access to shared folders from the machine

After registering a protection code, you can specify the object of protection to prevent an e-mail destination from being used without permission.

You can prevent unauthorized access to registered folders.

Reference

p.241 "Registering a Protection Code"

Managing users and machine usage

Register user codes to limit users to the following functions and check their use of each function:

- Copier
- Document Server
- Facsimile
- Scanner
- Printer

Reference

p.190 "Authentication Information"

Registering Names

This section describes names in Address Book.

Register user information including their names.

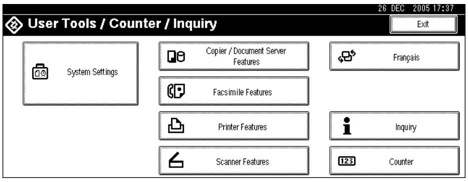
The user name is useful for selecting a destination when sending faxes or e-mail. You can also use it as a folder destination.

You can register up to 2000 names.

Registering Names

This section describes how to register names.

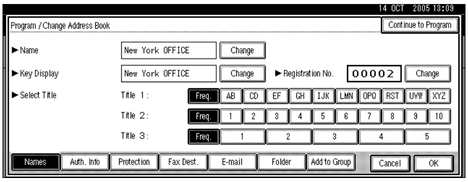
1. **Press [System Settings].**



2. **Press [Administrator Tools].**
3. **Press [▼Next].**
4. **Press [Address Book Management].**
5. **Check that [Program / Change] is selected.**
6. **Press [New Program].**
7. **Press [Change] on the right of the Name.**

   The name entry display appears.
8. **Enter the name, and then press [OK].**

9 Press the key for the classification you want to use under Select Title.



14 OCT 2005 13:09

Program / Change Address Book

Name: New York OFFICE

Key Display: New York OFFICE

Registration No. 00002

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]**, **[1]** to **[10]**: Added to the list of items in the selected title.

You can select **[Freq.]** and one more page for each title.

To continue registering the name, press **[Continue to Program]**, and then repeat the procedure from step **7**.

10 Press [OK] twice.

11 Press the 【User Tools/Counter】 key.

Note

- ❒ The name can be used for documents in the Document Server. For details about the Document Server, see "Using the Document Server", Copy/ Document Server Reference.
- ❒ You can register up to 2000 programs and allocate them registration numbers between 00001 and 50000.
- ❒ Registration numbers are initially assigned automatically, but you can change them afterward. To change a registration number, press **[Change]** to the right of “Registration No.”, and enter a new number using the number keys.

Reference

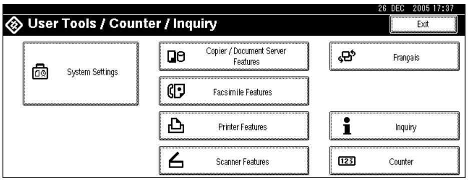
"Entering Text", About This Machine

"Using the Document Server", Copy/ Document Server Reference

Changing a Registered Name

This section describes how to change a registered name.

1. **Press [System Settings].**



2. **Press [Administrator Tools].**
3. **Press [▼Next].**
4. **Press [Address Book Management].**
5. **Check that [Program / Change] is selected.**
6. **Select the registered name you want to change.**

   Press the name key, or enter the registered number using the number keys.

   If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7. **To change the name or key display, press [Change] on the right of the name or key display.**
8. **Enter the name or key display, and then press [OK].**
9. **To change the title, press the key for the classification you want to use from Select Title.**
10. **To change the registration number, press [Change] to the right of Registration No..**
11. **Enter a new registration number using the number keys, and then press the 【#】 key.**

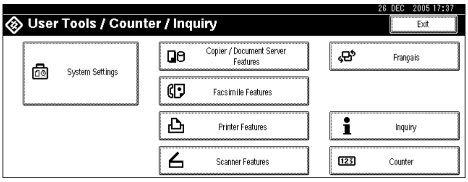
   Reference

   "Entering Text", About This Machine

Deleting a Registered Name

This section describes how to delete a registered name.

1. **Press [System Settings].**



2. **Press [Administrator Tools].**

3. **Press [▼Next].**

4. **Press [Address Book Management].**

5. **Press [Delete].**

6. **Select the name you want to delete.**

   Press the name key, or enter the registered number using the number keys.

   If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7. **Press [Yes].**

8. **Press [Exit].**

9. **Press the 【User Tools/Counter】 key.**

Authentication Information

This section describes the procedure for authenticating a user code.

Important

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

Register user codes to limit users to the following functions and check their use of each function:

Copier

Document Server

Facsimile

Scanner

Printer

Note

❒ You can register up to 100 user codes. If you add the optional user account enhance unit, you can register up to 500 user codes.

❒ The number of copies made of documents stored in the Document Server using the facsimile function is counted for each user code. This allows you to check each user's usage.

❒ The number of copies scanned using the scanner function is counted for each user code. This allows you to check each user's usage.

❒ To automatically register the printer driver user code, select **[Printer: PC Control]** for the printer in User Code Authentication. To use the user code set in User Tools, set the user codes registered in User Tools for the printer driver.

❒ For details about setting user codes for the printer driver, see Printer Driver Help.

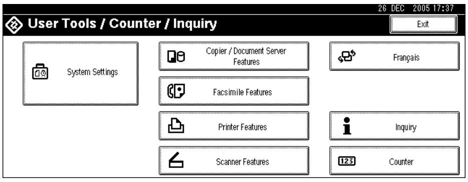
Reference

p.59 “User Authentication Management”

Registering a User Code

This section describes how to register a user code.

1 Press [System Settings].



2 Press [Administrator Tools].

3 Press [▼Next].

4 Press [Address Book Management].

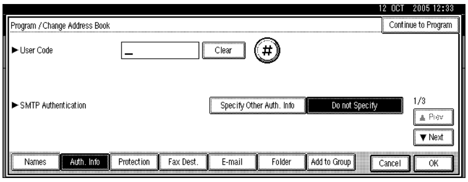
5 Check that [Program / Change] is selected.

6 Press the name whose code is to be registered, or enter the registered number using the number key.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [Auth. Info].

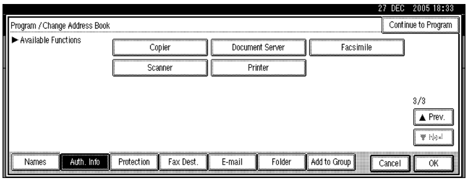
8 Enter the user code using the number keys, and then press the 【#】 key.



If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key.

9 Press [▼Next] twice.

10 Select the functions to be used with the user code from Available Functions.



11 Press [OK].

To continue registering user codes, repeat the procedure from step 6.

12 Press [Exit].

13 Press the 【User Tools/Counter】 key.

Note

- ❒ You can enter a one-to eight-digit user code.
- ❒ To register the name, see “Registering Names”.

Reference

p.186 “Registering Names”

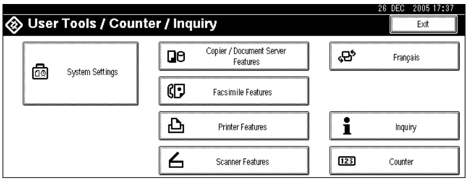
Changing a User Code

This section describes how to change a registered user code.

Important

- ❒ Even if you change a user code, the counter value will not be cleared.

1 Press [System Settings].



2 Press [Administrator Tools].

3 Press [▼Next].

4 Press [Address Book Management].

5 Check that [Program / Change] is selected.

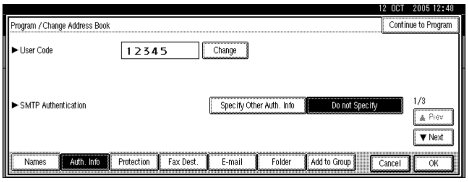
6 Select the user whose user code you want to change.

Press the name key, or enter the registered number using the number keys.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [Auth. Info].

8 Press [Change], and then enter the new user code using the number keys


▶ User Code 12345

▶ SMTP Authentication: Do not Specify

9 Press the 【#】 key.

10 To change the available functions, press [Auth. Info] and then press [▼Next] twice.

11 Press the key to select the functions to enable them.

Press the key to highlight it, and then the function is enabled. To cancel a selection, press the highlighted key.

12 Press [OK].

13 Press [Exit].

14 Press the 【User Tools/Counter】 key.

Note

- ❒ To change the name, key display and title, see "Changing a Registered Name".

Reference

p.188 "Changing a Registered Name"

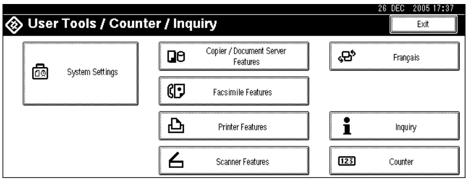
Deleting a User Code

This section describes how to delete registered user code.

Important

- ❒ After clearing the user code, the counter is automatically cleared.

1 Press [System Settings].



2 Press [Administrator Tools].

3 Press [▼Next].

4 Press [Address Book Management].

5 Check that [Program / Change] is selected.

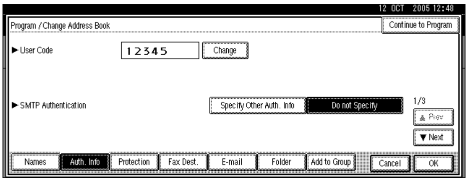
6 Select the name whose code is to be deleted.

Press the name key, or enter the registered number using the number keys.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [Auth. Info].

8 **Press [Change] to delete the user code, and then press the 【#】 key.**


User Code 12345

9 **Press [OK].**

10 **Press [Exit].**

11 **Press the 【User Tools/Counter】 key.**

Note

- ❒ To delete a name from the Address Book entirely, see "Deleting a Registered Name".

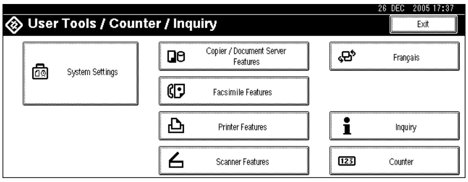
Reference

p.189 "Deleting a Registered Name"

Displaying the Counter for Each User

This section describes how to display the counter for each user.

1 **Press [System Settings].**



2 **Press [Administrator Tools].**

3 **Press [Display / Clear / Print Counter per User].**

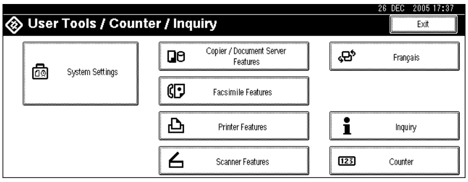
4 **Select the function usage you want to print from [Print Counter], [Transmission Counter] or [Scanner Counter].**

Counters for individual function usage under each user code appear.

Printing the Counter for Each User

This section describes how to print the counter for each user.

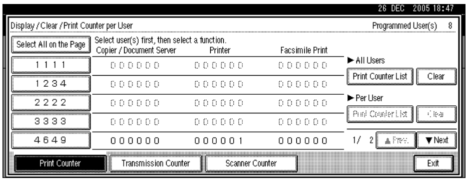
1. **Press [System Settings].**



2. **Press [Administrator Tools].**

3. **Press [Display / Clear / Print Counter per User].**

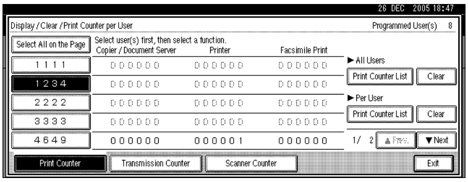
4. **Select a user code from the left side of the display.**



	Copier / Document Server	Printer	Facsimile Print
1111	000000	000000	000000
1234	000000	000000	000000
2222	000000	000000	000000
3333	000000	000000	000000
4649	000000	000001	000000

Press **[Select All on the Page]** to select all user codes on the page.

5. **Press [Print Counter List] under Per User.**



	Copier / Document Server	Printer	Facsimile Print
1111	000000	000000	000000
1234	000000	000000	000000
2222	000000	000000	000000
3333	000000	000000	000000
4649	000000	000001	000000

Enter the user code, and then press the **【#】** key if the User Code Authentication is specified.

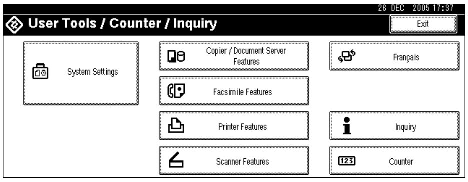
6. **Select the function usage you want to print from [Print Counter], [Transmission Counter], and [Scanner Counter].**

7. **Press [Print].**

Printing the Counter for All Users

This section describes how to print the counter for all users.

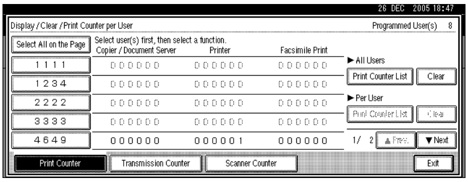
1 Press [System Settings].



2 Press [Administrator Tools].

3 Press [Display / Clear / Print Counter per User].

4 Press [Print Counter List] under All Users.



Select user(s) first, then select a function.

Select All on the Page	Copier / Document Server	Printer	Facsimile Print
1111	000000	000000	000000
1234	000000	000000	000000
2222	000000	000000	000000
3333	000000	000000	000000
4649	000000	000001	000000

Enter the user code, and then press the 【#】 key if the User Code Authentication is specified.

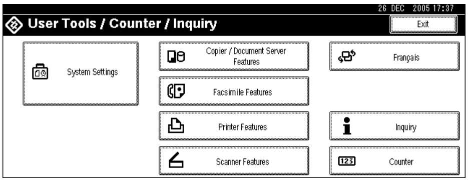
5 Select the function usage you want to print from [Print Counter], [Transmission Counter], and [Scanner Counter].

6 Press [Print].

Clearing the Number of Prints

This section describes how to clear the counter.

1. **Press [System Settings].**

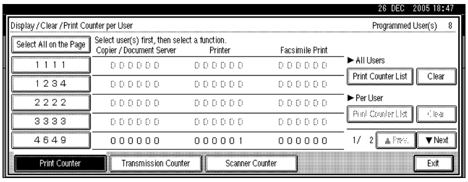


2. **Press [Administrator Tools].**

3. **Press [Display / Clear / Print Counter per User].**

4. **Select the user code to clear.**

5. **To clear the number of prints made under a user code, select the user code from the left side of the display.**



Select user(s) first, then select a function.

	Copier / Document Server	Printer	Facsimile Print
1111	000000	000000	000000
1234	000000	000000	000000
2222	000000	000000	000000
3333	000000	000000	000000
4649	000000	000001	000000

Press **[Select All on the Page]** to select all user codes on the page.

6. **Press [Clear] under Per User.**

7. **Select the function usage you want to clear from [Copy Counter], [Print Counter],[Transmission Counter], and [Scanner Counter].**

8. **Press [OK].**

9. **To clear the number of prints for all user codes, press [Clear] under All Users.**

10. **Select the function usage you want to clear from [Copy Counter], [Print Counter],[Transmission Counter], and [Scanner Counter].**

11. **Press [OK].**

12. **Press [Exit].**

13. **Press the 【User Tools/Counter】 key.**

Fax Destination

This section describes the procedure for registering, changing, and deleting Fax Destinations.

Register a fax destination so you do not need to enter fax numbers each time, and can send documents that have been scanned in using the facsimile function.

- It is easy to select the fax destination if you register “Name" and “Key Display" for the fax destination.
- You can register fax destinations as a group. For details about registering a group, see "Registering Names to a Group".
- You can register fax destinations by selecting them from redial function.
- Registered Fax numbers can be used as sender's Fax numbers.

There are two types of fax destination, as shown below:

- Fax Destination
  Select this to send the fax over the telephone network.
- IP-Fax
  Select this to send the fax to a machine on a TCP/IP network.
  You cannot send the fax to a machine on another network if that network is behind a firewall.

You can program the following items in a fax destination:

❖ Fax number

Registers the destination's fax number. You can enter a fax number using up to 128 digits. You must include every digit in the number.

❖ SUB Code

Registering a SUB Code allows you to use Confidential Transmission to send messages to the other fax machines which support a similar function called “SUB Code". See “SUB Code", Facsimile Reference.

❖ SEP Code

Registering a SEP Code allows you to use Polling Reception to receive faxes from the other fax machines which support Polling Reception. See “SEP Code", Facsimile Reference.

❖ Line

If the optional extra G3 interface unit is installed, you can select the line type per destination.

❖ International TX mode

When setting the International TX mode to **[On]**, the machine transmits more carefully by lowering transmission speed. However, communication times increase.

❖ Fax header

You can select to print a fax header on fax messages the other party receives. The default is “1st Name".

❖ Label insertion

Use label insertion to print information such as the destination name on the sheet printed out at the destination.
Data is printed as follows:

- Destination Name
  The destination name specified in **[Fax Destination]** is printed with “To" before it at the top of the sheet.
- Standard Message
  A registered two-line sentence is printed under “Destination Name".

To use this function, set Label Insertion to **[On]** when programming fax destinations and also press **[Label Insertion]** when sending fax documents.
Fax header and label insertion are also printed when sending by e-mail using the fax function.
You can program a standard message other than those registered in the machine. See “Programming, Changing, and Deleting Standard Messages", Facsimile Reference

You can program the following items in an IP-Fax Destination:

❖ IP-Fax

Register the IP-Fax destination. You can register the name using up to 128 characters. You must make this setting when using IP-Fax.
This setting only works if the IP-Fax function has been selected.

❖ SUB Code

Registering a SUB Code allows you to use Confidential Transmission to send messages to the other fax machines which support a similar function called “SUB Code". See “SUB Code", Facsimile Reference.

❖ SEP Code

Registering a SEP Code allows you to use Polling Reception to receive faxes from the other fax machines which support Polling Reception. See “SEP Code", Facsimile Reference.

❖ Select Protocol

Select the protocol for the IP-Fax transmission.
This setting only works if the IP-Fax function has been selected.

Reference

p.233 “Registering Names to a Group”

p.241 “Registering a Protection Code”

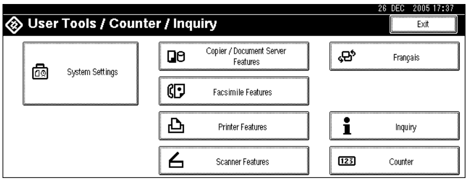
Fax Destination

This section describes how to register, change, and delete a fax destination.

Registering a Fax Destination

This section describes how to register a fax number.

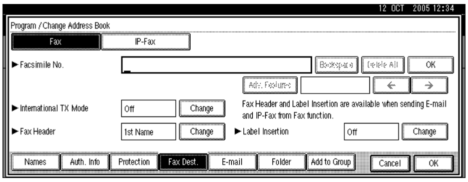
1. **Press [System Settings].**



2. **Press [Administrator Tools].**
3. **Press [▼Next].**
4. **Press [Address Book Management].**
5. **Check that [Program / Change] is selected.**
6. **Select the name whose fax destination you want to register. Press the name key, or enter the registered number using the number keys.**

   If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7. **Press [Fax Dest.].**
8. **Enter the fax number using the number keys, and then press [OK] under Facsimile No..**



Fax Header and Label Insertion are available when sending E-mail and IP-Fax from Fax function.

9. **Specify optional settings such as “SUB Code”, “SEP Code”, and “International TX mode”.**

10 Press [OK].

Note

- ❒ When a group is registered, you can also add this fax destination to the group. For details about registering groups, see "Registering Names to a Group".
- ❒ To register the name, see "Registering Names".

Reference

p.186 “Registering Names”

p.201 “Using a Fax Destination as a sender”

p.201 “Selecting the line”

p.202 “Programming the SUB Code”

p.202 “Programming the SEP Code”

p.202 “Setting the International TX Mode”

p.202 “Selecting the Fax Header”

p.233 “Registering Names to a Group”

p.203 “Setting label insertion”

Using a Fax Destination as a sender

This section describes how to use fax destination as a sender.

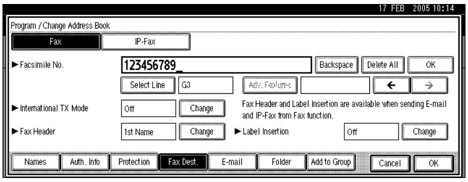
1 Press [Protection].

2 Press [Sender] on the right side of Use Name as.

Selecting the line

This section describes how to select the line.

1 Press [Select Line].



17 FEB 2005 10:14

Program / Change Address Book

Facsimile No. 123456789

International TX Mode: Off

Fax Header: 1st Name

Label Insertion: Off

Line: G3

Fax Header and Label Insertion are available when sending E-mail and IP-Fax from Fax function.

2 Select the line, and then press [OK].

Programming the SUB Code

This section describes how to program the SUB Code.

1. **Press [Adv. Features], and then press [SUB Code].**
2. **Press [Change] under TX SUB Code.**
3. **Enter the SUB Code, and then press [OK].**
4. **To enter the password, press [Change] under Password (SID).**
5. **Enter the password, and then press [OK].**
6. **Press [OK].**

Programming the SEP Code

This section describes how to program the SEP Code.

1. **Press [Adv. Features], and then press [SEP Code].**
2. **Press [Change] under RX SEP Code.**
3. **Enter the SEP Code, and then press [OK].**
4. **To enter the password, press [Change] under Password (PWD).**
5. **Enter the password, and then press [OK].**
6. **Press [OK].**

Setting the International TX Mode

This section describes how to set the International TX Mode.

1. **Press [Change] under International TX Mode.**
2. **Select [Off] or [On], and then press [OK].**

Selecting the Fax Header

This section describes how to select the fax header.

You can register the fax header in Program Fax Information in the system settings for Facsimile Features.

1. **Press [Change] under Fax Header.**
2. **Select [1st Name] or [2nd Name], and then press [OK].**

Reference

p.110 “Registering Fax Information”

Setting label insertion

This section describes how to set label insertion.

When Label Insertion is set to On, the receiver's name and standard messages are printed on the fax message when it is received at the other end.

1. **Press [Change] under Label Insertion.**
2. **Press [On].**
3. **Press [Change] under Line 2.**
4. **Select a standard message or press [Custom Message] to enter the new message.**
5. **Enter the message, and then press [OK].**
6. **Press [OK].**
7. **Press [Change] under Line 3.**
8. **Select a standard message, and then press [OK].**
9. **Press [OK].**

Note

❒ To change the name, key display and title, see "Changing a Registered Name".

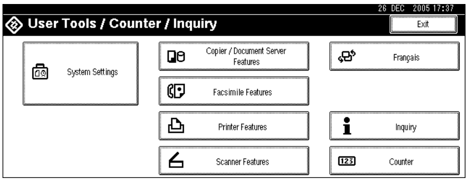
Reference

p.188 "Changing a Registered Name"

Changing a Fax Destination

This section describes how to change a registered fax destination.

1. **Press [System Settings].**



2. **Press [Administrator Tools].**
3. **Press [▼Next].**
4. **Press [Address Book Management].**
5. **Check that [Program / Change] is selected.**

6. **Select the name whose fax destination you want to change.**

   Press the name key, or enter the registered number using the number keys.

   If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7. **Press [Fax Dest.].**

8. **Change the settings.**

9. **Press [OK].**

Note

❒ To change the name, key display and title, see “Changing a Registered Name”.

Reference

p.188 “Changing a Registered Name”

p.201 “Using a Fax Destination as a sender”

p.201 “Selecting the line”

p.202 “Programming the SUB Code”

p.202 “Programming the SEP Code”

p.202 “Setting the International TX Mode”

p.202 “Selecting the Fax Header”

p.203 “Setting label insertion”

p.204 “Changing the fax number”

Changing the fax number

This section describes how to change the fax number.

1. **Press [Change]under Facsimile No..**

2. **Enter the new fax number using the number keys, and then press [OK].**

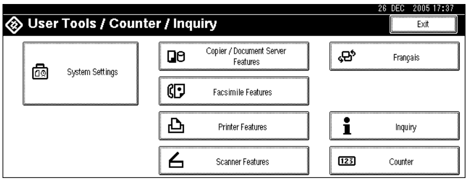
Deleting a Fax Destination

This section describes how to delete a registered fax destination.

Important

- ❒ If you delete a destination that is a specified delivery destination, messages to its registered Personal Box, for example, cannot be delivered. Be sure to check the settings in the fax function before deleting any destinations.

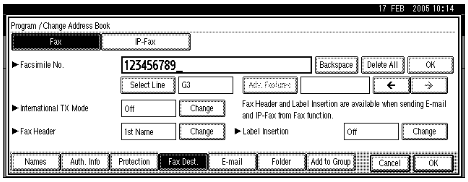
1. **Press [System Settings].**



2. **Press [Administrator Tools].**
3. **Press [▼Next].**
4. **Press [Address Book Management].**
5. **Check that [Program / Change] is selected.**
6. **Select the name whose fax destination you want to delete.**

   Press the name key, or enter the registered number using the number keys.

   If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.
7. **Press [Fax Dest.].**
8. **Press [Change] under Facsimile No..**
9. **Press [Delete All].**



▶ Facsimile No. 123456789_

G3

▶ International TX Mode Off

▶ Fax Header 1st Name

▶ Label Insertion Off

Fax Header and Label Insertion are available when sending E-mail and IP-Fax from Fax function.

10. **Press [OK] twice.**
11. **Press the 【User Tools/Counter】 key.**

Note

- ❒ To delete the name, key display, and title, see "Deleting a Registered Name".

Reference

p.189 "Deleting a Registered Name"

IP-Fax Destination

This section describes how to register, change, and delete a IP-Fax destination.

Note

❒ For details about sending an IP-Fax, "Sending by IP-Fax", Facsimile Reference.

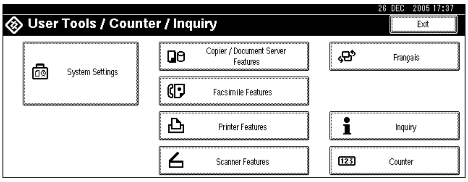
Reference

"Sending by IP-Fax", Facsimile Reference

Registering an IP-Fax Destination

This section describes how to register an IP-Fax Destination.

1 Press [System Settings].



2 Press [Administrator Tools].

3 Press [▼Next].

4 Press [Address Book Management].

5 Check that [Program / Change] is selected.

6 Select the name whose IP-Fax destination you want to register.

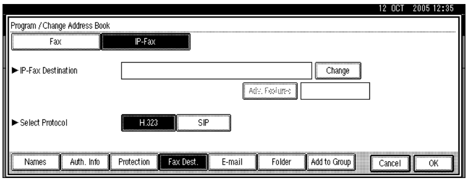
Press the name key, or enter the registered number using the number keys.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [Fax Dest.].

8 Press [IP-Fax].

9 Press [Change] under ″IP-Fax Destination".



10 Enter the IP-Fax destination.

11 Press [OK].

12 Specify optional settings such as “SUB Code”, “SEP Code”, and “Protocol”.

13 Press [OK].

Note

❒ To register the name, see “Registering Names”.

Reference

p.186 “Registering Names”

p.207 “Using the IP–Fax Destination as the sender”

p.207 “Selecting the protocol”

p.207 “Programming the SUB Code”

p.208 “Programming the SEP Code”

"Entering Text", About This Machine

Using the IP–Fax Destination as the sender

This section describes how to use the IP-Fax destination as the sender.

1 Press [Protection].

2 Press [Sender] under Use Name as.

Selecting the protocol

This section describes how to select the protocol.

1 Select [H.323] or [SIP].

2 Press [OK].

Programming the SUB Code

This section describes how to program the SUB Code.

1 Press [Adv. Features], and then press [SUB Code].

2 Press [Change] under TX SUB Code.

3 Enter the SUB Code, and then press [OK].

4 To enter a password, press [Change] under Password (SID).

5 Enter a password using the number keys, and then press [OK].

6 Press [OK].

Programming the SEP Code

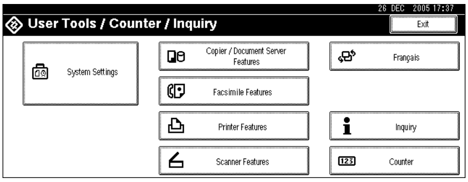
This section describes how to program the SEP Code.

1. **Press [Adv. Features], and then press [SEP Code].**
2. **Press [Change] under RX SEP Code.**
3. **Enter a SEP Code using the number keys, and then press [OK].**
4. **To enter a password, press [Change] under Password (PWD).**
5. **Enter a password using the number keys, and then press [OK].**
6. **Press [OK].**

Changing a IP-Fax Destination

This section describes how to change a IP-Fax Destination.

1. **Press [System Settings].**



2. **Press [Administrator Tools].**
3. **Press [▼Next].**
4. **Press [Address Book Management].**
5. **Check that [Program / Change] is selected.**
6. **Select the name whose IP-Fax destination you want to change.**

   If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.
7. **Press [Fax Dest.].**
8. **Press [IP-Fax].**
9. **Press [Change] under ″IP-Fax Destination″.**
10. **Enter the new destination, and then press [OK].**

11 Press [OK].

Note

- ❒ To change the name, key display and title, see “Changing a Registered Name”.

Reference

p.188 “Changing a Registered Name”
p.207 “Using the IP–Fax Destination as the sender”
p.207 “Selecting the protocol”
p.207 “Programming the SUB Code”
p.208 “Programming the SEP Code”
p.209 “Changing a registered IP-Fax Destination”
"Entering Text", About This Machine

Changing a registered IP-Fax Destination

This section describes how to change a registered IP-Fax destination.

1 Press [Change] under IP-Fax Destination.

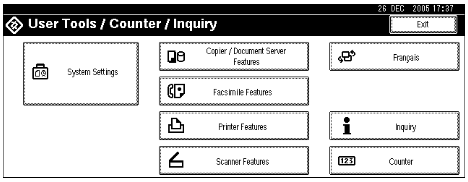
2 Enter the new destination, and then press [OK].

Deleting a IP-Fax Destination

This section describes how to delete a registered IP-Fax destination.

If you delete a destination that is a specified delivery destination, messages to its registered Personal Box, for example, cannot be delivered. Be sure to check the settings in the fax function before deleting any destinations.

1 Press [System Settings].



2 Press [Administrator Tools].

3 Press [▼Next].

4 Press [Address Book Management].

5 Check that [Program / Change] is selected.

6 Select the name whose IP-Fax destination you want to delete. Press the name key, or enter the registered number using the number keys.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [Fax Dest.].

8 Press [IP-Fax].

9 Press [Change] under "IP-Fax Destination".

10 Press [Delete All].

11 Press [OK] twice.

12 Press the 【User Tools/Counter】 key.

Note

❒ To change the name, key display and title, see "Changing a Registered Name".

Reference

p.188 "Changing a Registered Name"

E-mail Destination

This section describes the procedure for registering, changing, and deleting E-mail Destination.

Register e-mail destinations so you do not need to enter an e-mail address every time, and can send scan files from scanner or fax function by e-mail.

- It is easy to select the e-mail destination if you register “Name" and “Key Display" as the e-mail destination.
- You can register e-mail destinations as a group.
- You can use the e-mail address as the sender's address when sending scan files in scanner mode. If you want to do this, set a protection code on the sender address to prevent unauthorized access.

Note

❒ You can select an e-mail address from an LDAP server, and then register it in the Address Book. See “Sending Scan File by E-mail", Scanner Reference.

❒ You can set the machine to send a Transmission Result Report by e-mail whenever a transmission is sent. See Facsimile Reference You can set the machine to send a Transmission Result Report by e-mail whenever a transmission is sent. See Facsimile Reference.

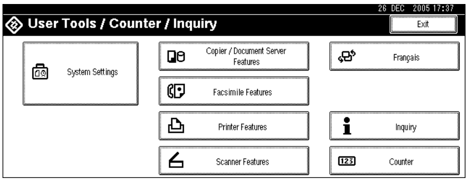
Reference

p.241 “Registering a Protection Code”

Registering an E-mail Destination

This section describes how to register an e-mail destination.

1 Press [System Settings].



2 Press [Administrator Tools].

3 Press [▼Next].

4 Press [Address Book Management].

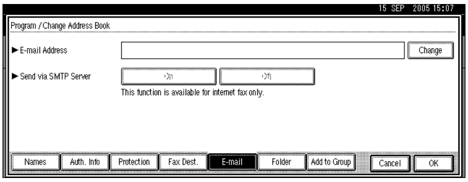
5 Check that [Program / Change] is selected.

6 Select the name whose e-mail address you want to register. Press the name key, or enter the registered number using the number keys.

If you press , you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

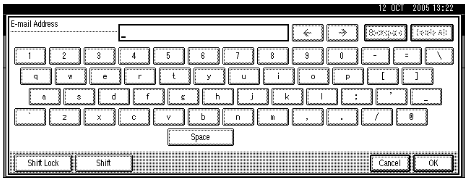
7 Press [E-mail].

8 Press [Change].



This function is available for internet fax only.

9 Enter the e-mail address.



10 Press [OK].

11 If you want to use Internet fax, specify whether or not to use " Send via SMTP Server".

12 Press [OK].

Note

- ❒ You can enter up to 128 characters for the e-mail address.
- ❒ To register the name, see Registering Names".

Reference

p.186 "Registering Names"

p.191 "Registering a User Code"

p.234 "Registering Names to a Group"

Using the e-mail address as the sender

This section describes how to use the e-mail address as a sender.

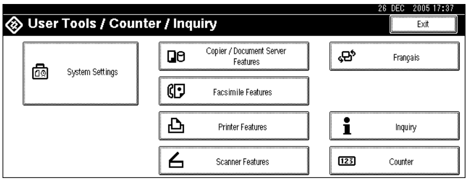
1 Press [Protection].

2 Press [Sender] under Use Name as.

Changing an E-mail Destination

This section describes how to change an e-mail destination.

1 Press [System Settings].



2 Press [Administrator Tools].

3 Press [▼Next].

4 Press [Address Book Management].

5 Check that [Program / Change] is selected.

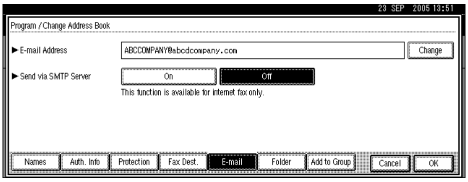
6 Select the name whose e-mail address you want to change.

Press the name key, or enter the registered number using the number keys.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [E-mail].

8 Press [Change] under E-mail Address.



Program / Change Address Book

▶ E-mail Address: ABCCOMPANY@abcdcompany.com

▶ Send via SMTP Server: Off

This function is available for internet fax only.

9 Enter the e-mail address, and then press [OK].

10 Press [OK].

Note

❒ To change the name, key display and title, see "Changing a Registered Name".

Reference

p.188 "Changing a Registered Name"

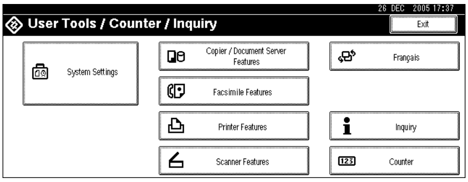
p.212 "Using the e-mail address as the sender"

"Entering Text", About This Machine

Deleting an E-mail Destination

This section describes how to delete an e-mail destination.

1. **Press [System Settings].**



2. **Press [Administrator Tools].**
3. **Press [▼Next].**
4. **Press [Address Book Management].**
5. **Check that [Program / Change] is selected.**
6. **Select the name whose e-mail address you want to delete.**

   Press the name key, or enter the registered number using the number keys.

   If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7. **Press [E-mail].**
8. **Press [Change] under E-mail Address.**
9. **Press [Delete All].**
10. **Press [OK] twice.**
11. **Press the 【User Tools/Counter】 key.**

Note

❒ To delete the name, key display, and title, see “Deleting a Registered Name”.

Reference

p.189 “Deleting a Registered Name”

Registering Folders

This section describes the procedure for registering, changing, and deleting folders.

By registering a shared folder, you can send scan files to it directly.

There are three types of protocol you can use:

- SMB
  For sending files to shared Windows folders.
- FTP
  Use when sending files to an FTP server.
- NCP
  Use when sending files to an NetWare server.

Note

- ❒ For details about protocols, server names, and folder levels, consult your network administrator.
- ❒ You can prevent unauthorized users from accessing folders from the machine. See "Registering a Protection Code".
- ❒ You can only select either SMB, FTP, or NCP. If you change protocol after finishing your settings, all previous entries are cleared.

Using SMB to Connect

This section describes the procedure for registering, changing, and deleting SMB folders.

Note

- ❒ To register a folder in an FTP server, see “Using FTP to Connect”.
- ❒ To register a folder in an NetWare server, see “Using NCP to Connect”.

Reference

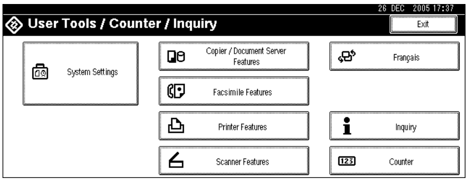
p.221 “Using FTP to Connect”

p.227 “Using NCP to Connect”

Registering an SMB Folder

This section describes how to register a SMB folder.

1 **Press [System Settings].**



2 **Press [Administrator Tools].**

3 Press [▼Next].

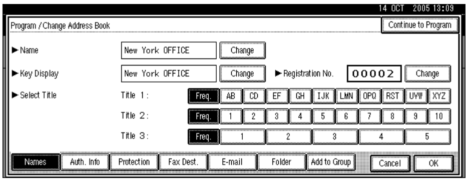
4 Press [Address Book Management].

5 Check that [Program / Change] is selected.

6 Select the name whose folder you want to register. Press the name key, or enter the registered number using the number keys.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [Auth. Info], and then press [▼Next].



Name: New York OFFICE

Key Display: New York OFFICE

Registration No.: 00002

8 Press [Specify Other Auth. Info] on the right side of Folder Authentication.

9 Press [Change] under Login User Name.

10 Enter the login user name, and then press [OK].

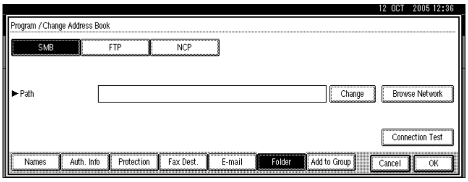
11 Press [Change] under Login Password.

12 Enter the password, and then press [OK].

13 Enter the password again to confirm, and then press [OK].

14 Press [Folder].

15 Check that [SMB] is selected.



16 Press [Connection Test] to check the path is set correctly.

17 Press [Exit].

18 Press [OK].

19 Press [Exit].

Note

- ❒ To register the name, see Registering Names”.
- ❒ You can enter up to 64 characters for the user name.
- ❒ You can enter up to 64 characters for the password.
- ❒ You can enter a path using up to 128 characters.
- ❒ To specify a folder, you can either enter the path manually or locate the folder by browsing the network.
- ❒ If the connection test fails, check the settings, and then try again.
- ❒ When **[Do not Specify]** is selected, the SMB User Name and SMB Password that you have specified in Default User Name / Password (Send) of File Transfer settings applies.
- ❒ If User Authentication is specified, contact your administrator.

Reference

p.186 “Registering Names”

p.217 “Locating the SMB folder manually”

p.218 “Locating the SMB folder using Browse Network”

Locating the SMB folder manually

This section describes how to locate the SMB folder manually.

1 Press [Change] under Path.

2 Enter the path where the folder is located.

3 Press [OK].

If the format of the entered path is not correct, a message appears. Press **[Exit]**, and then enter the path again.

Note

- ❒ Enter the path using this format: “\\ServerName\Share- Name\PathName”.
- ❒ You can also enter an IP address.
- ❒ You can enter a path using up to 128 characters.

Locating the SMB folder using Browse Network

This section describes how to locate the SMB folder using Browse Network.

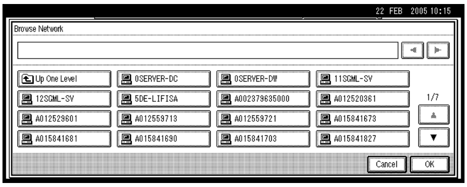
1. **Press [Browse Network].**

   The client computers sharing the same network as the machine appear.

   If you have already specified your user name and password in steps 7 to 13 on "Registering a SMB Folder", the Network display only lists client computers you are authorized to access.

2. **Select a client computer.**

   Shared folders under it appear.



   You can press **[Up One Level]** to switch between levels.

3. **Select the folder you want to register.**

4. **[OK].**

If a Login Screen Appears

This section describes how to log on to the machine if the login screen appears when you try to access a folder by browsing the network.

If you have not specified folder authentication, or if an incorrect user name or password has been entered for folder authentication, the login screen appears.

1. **Enter the login user name, and then press [OK].**

   Enter the login user name specified for folder authentication.

2. **Enter the password, and then press [OK].**

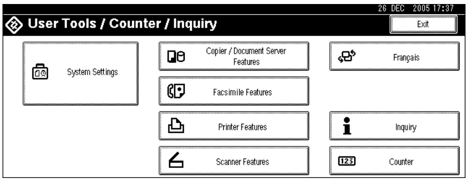
   The path to the selected folder appears.

   If a message appears, press **[Exit]**, and then enter the login user name and password again.

Changing an SMB Folder

This section describes how to change settings of the registered SMB folder.

1 Press [System Settings].



2 Press [Administrator Tools].

3 Press [▼Next].

4 Press [Address Book Management].

5 Check that [Program / Change] is selected.

6 Select the name whose folder you want to change.

Press the name key, or enter the registered number using the number keys.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [Folder].

8 Select the items you want to change.

9 Press [Connection Test] to check the path is set correctly.

10 Press [OK].

11 Press [Exit].

Note

❒ To change the name, key display and title, see "Changing a Registered Name".

❒ If the connection test fails, check the settings, and then try again.

Reference

p.188 "Changing a Registered Name"

p.220 "Changing the registered SMB folder"

p.220 "To change the protocol"

Changing the registered SMB folder

This section describes how to change the registered SMB folder.

1. **Press [Change] under "Path".**

2. **Enter the New path where the folder is located, and then press [OK].**

   You can also use Browse Network to specify a new folder. For details, see "Locating the SMB folder using Browse Network".

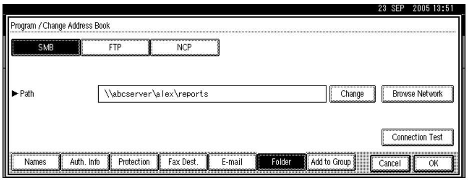
   Reference

   p.218 "Locating the SMB folder using Browse Network"

To change the protocol

This section describes how to change the protocol.

1. **Press [FTP] or [NCP].**



▶Path \\abcserver\alex\reports

2. **A confirmation message appears. Press [Yes].**

   Changing the protocol will clear all settings made under the previous protocol.

3. **Enter each item again.**

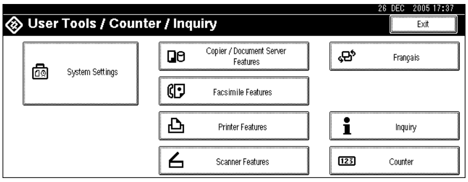
   Reference

   p.222 "Registering an FTP Folder"

Deleting an SMB folder

This section describes how to delete the registered SMB folder.

1. **[System Settings].**



2. **Press [Administrator Tools].**

3. **Press [▼Next].**

4. **Press [Address Book Management].**

5 Check that [Program / Change] is selected.

6 Select the name whose folder you want to delete.

Press the name key, or enter the registered number using the number keys.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [Folder].

8 Press the protocol which is not currently selected.

A confirmation message appears.

9 Press [Yes].

10 Press [OK].

11 Press [Exit].

Note

- ❒ To delete the name, key display, and title, see "Deleting a Registered Name".

Reference

p.189 "Deleting a Registered Name"

Using FTP to Connect

This section describes the procedure for registering, changing, and deleting FTP folders.

Note

- ❒ To register a shared folder configured in Windows, see "Using SMB to Connect".
- ❒ To register a folder in an NetWare server, see "Using NCP to Connect".

Reference

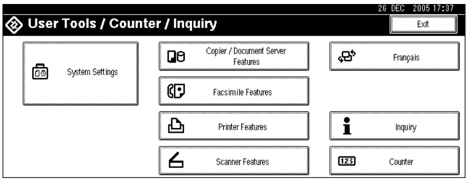
p.215 "Using SMB to Connect"

p.227 "Using NCP to Connect"

Registering an FTP Folder

This section describes how to register an FTP folder.

1 Press [System Settings].



2 Press [Administrator Tools].

3 Press [▼Next].

4 Press [Address Book Management].

5 Check that [Program / Change] is selected.

6 Select the name whose folder you want to register.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [Auth. Info], and then press [▼Next].

8 Press [Specify Other Auth. Info] on the right side of Folder Authentication.

When **[Do not Specify]** is selected, the FTP User Name and FTP Password that you have specified in Default User Name / Password (Send) of File Transfer settings applies. For details, see "File Transfer".

9 Press [Change] under Login User Name.

10 Enter the login user name, and then press [OK].

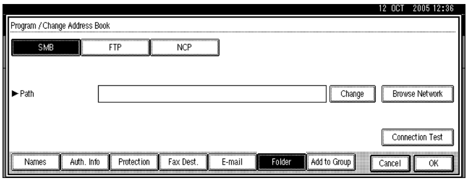
11 Press [Change] under Login Password.

12 Enter the password, and then press [OK].

13 Enter the password again to confirm, and then press [OK].

14 Press [Folder].

15 Press [FTP].



16 Press [Change] under Server Name.

17 Enter the server name, and then press [OK].

18 Press [Change] under Path.

19 Enter the path.

You can enter an absolute path, using this format: "/user/ home/username"; or a relative path, using this format: "directory/sub-directory".

If you leave the path blank, the login directory is assumed to be the current working directory.

You can also enter an IP address.

You can enter a path using up to 128 characters.

20 Press [OK].

21 Press [Change] under "Port No."

22 Enter Port No..

To change the port number, press **[Change]** under Port No.. Enter the port number using the number keys, and then press the **【#】** key.

You can enter 1 to 65535.

23 Press [Connection Test] to check the path is set correctly.

24 Press [Exit].

25 Press [OK].

26 Press [Exit].

Note

- ❒ To register the name, see Registering Names".
- ❒ You can enter up to 64 characters for the user name.
- ❒ You can enter up to 64 characters for the password.
- ❒ You can enter a server name using up to 64 characters.
- ❒ If the connection test fails, check the settings, and then try again.
- ❒ If User Authentication is specified, contact your administrator.

Reference

p.186 "Registering Names"

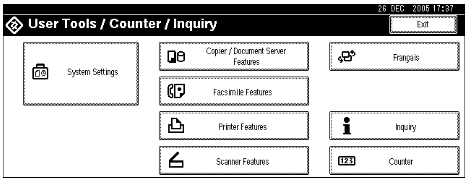
p.217 "Locating the SMB folder manually"

p.218 "Locating the SMB folder using Browse Network"

Changing an FTP Folder

This section describes how to change the registered FTP folder.

1. **Press [System Settings].**



2. **Press [Administrator Tools].**
3. **Press [▼Next].**
4. **Press [Address Book Management].**
5. **Check that [Program / Change] is selected.**
6. **Select the name whose folder you want to change, and then press [Folder].**

   Press the name key, or enter the registered number using the number keys.

   If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7. **Press [Folder].**
8. **Select the items you want to change.**
9. **Press [Connection Test] to check the path is set correctly.**
10. **Press [OK].**
11. **Press [Exit].**

Note

- ❒ To change the name, key display and title, see "Changing a Registered Name".

Reference

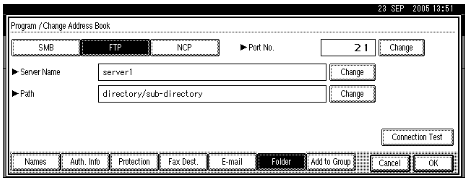
p.188 "Changing a Registered Name"

p.225 "Changing the protocol"

Changing the protocol

This section describes how to change the protocol.

1 Press [SMB], or [NCP].



Port No. 21

Server Name server1

Path directory/sub-directory

2 A confirmation message appears. Press [Yes].

Changing the protocol will clear all settings made under the previous protocol.

3 Enter each item again.

Reference

p.215 “Registering an SMB Folder”

Changing the registered FTP folder

This section describes how to change the registered FTP folder.

1 Press [Change] under Port No.

2 Enter the new port number, and then press the 【#】 key.

3 Press [Change] under Server Name.

4 Enter the new server name, and then press [OK].

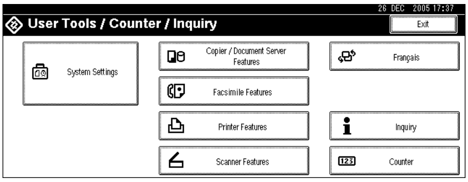
5 Press [Change] under “Path”.

6 Enter the new path, and then press [OK].

Deleting an FTP Folder

This section describes how to delete the registered FTP folder.

1 Press [System Settings].



2 Press [Administrator Tools].

3 Press [▼Next].

4 Press [Address Book Management].

5 Check that [Program / Change] is selected.

6 Select the name whose folder you want to delete.

Press the name key, or enter the registered number using the number keys.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [Folder].

8 Press the protocol which is not currently selected.

A confirmation message appears.

9 Press [Yes].

10 Press [OK].

11 Press [Exit].

Note

❒ To delete a name entirely, see "Deleting a Registered Name".

Reference

p.189 "Deleting a Registered Name"

Using NCP to Connect

This section describes the procedure for registering, changing, and deleting NCP folders.

Note

❒ To register a shared folder configured in Windows, see “Using SMB to Connect”

❒ To register a folder in an FTP server, see “Using FTP to Connect”

Reference

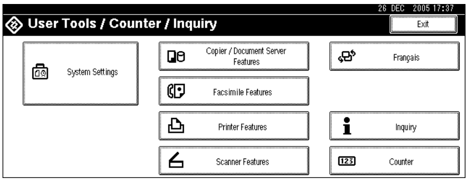
p.215 “Using SMB to Connect”

p.221 “Using FTP to Connect”

Registering an NCP Folder

This section describes how to register an NCP folder.

1. **Press [System Settings].**



2. **Press [Administrator Tools].**

3. **Press [▼Next].**

4. **Press [Address Book Management].**

5. **Check that [Program / Change] is selected.**

6. **Press the name you want to register or enter the registered number using the number keys.**

   If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7. **Press [Auth. Info], and then press [▼Next].**

8. **Press [Specify Other Auth. Info] on the right side of Folder Authentication.**

   When **[Do not Specify]** is selected, the NCP User Name and NCP Password that you have specified in Default User Name / Password (Send) of File Transfer settings applies. For details, see "File Transfer".

9. **Press [Change] under Login User Name.**

10. **Enter the login user name, and then press [OK].**

11. **Press [Change] under Login Password.**

12. **Enter the password, and then press [OK].**

13. **Enter the password again to confirm, and then press [OK].**

14. **Press [Folder].**

15. **Press [NCP].**

16. **Select "Connection Type".**

    If you want to specify a folder in an NDS tree, press **[NDS]**. If you want to specify a folder on a NetWare server, press **[Bindery]**.

    If you have set "Connection Type" to **[NDS]**, enter the user name followed by the name of the context where the user object is located. If the user name is “user" and the context name is “context", enter “user.context"

17. **Specify the folder.**

18. **Press [OK].**

19. **Press [Exit].**

Note

- ❒ You can enter up to 64 characters for the user name.
- ❒ You can enter up to 64 characters for the password.
- ❒ To specify a folder, you can either enter the path manually or locate the folder by browsing the network.
- ❒ If User Authentication is specified, contact your administrator.

Reference

p.186 “Registering Names”

p.228 “Locate the NCP folder manually”

p.229 “Locating the NCP folder using Browse Network”

"Entering Text", About This Machine

Locate the NCP folder manually

This section describes how to locate the NCP folder manually.

1. **Press [Change] under Path.**

2. **Enter the path where the folder is located.**

3. **[OK].**

4. **Press [Connection Test] to check the path is set correctly.**

5 Press [Exit].

Note

- ❒ If you set "Connection Type" to **[NDS]**, and if the NDS tree name is "tree", the name of the context including the volume is "context", the volume name is "volume" and the folder name is "folder", then the path will be "\\tree\volume. context\folder".
- ❒ If you set "Connection Type" to **[Bindery]**, and if the NetWare server name is "server", the volume name is "volume" and the folder name is "folder", then the path will be "\\server\volume\folder".
- ❒ You can enter a path using up to 128 characters.
- ❒ If the connection test fails, check the settings, and then try again.

Locating the NCP folder using Browse Network

This section describes how to locate the NCP folder using Browse Network.

1 Press [Browse Network].

2 If you have set "Connection Type" to [NDS], a list of items in the NDS tree appears. If you have set "Connection Type" to [Bindery], a list of items on the NetWare server appears.

3 Search for the destination folder in the NDS tree or NetWare server.

You can press **[Up One Level]** to switch between levels.

4 Select the folder you want to register.

5 [OK].

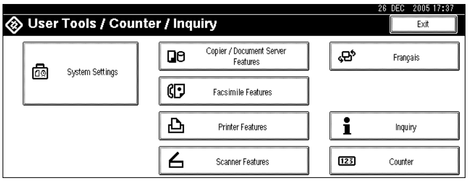
Note

- ❒ Only the folders you are allowed to access appear in **[Browse Network]**.
- ❒ If the languages used on the machine and the destination you want to view differ, the items in the list may not appear correctly.
- ❒ Up to 100 items can be displayed in the list.

Changing an NCP folder

This section describes how to change the registered NCP folder.

1 Press [System Settings].



2 Press [Administrator Tools].

3 Press [▼Next].

4 Press [Address Book Management].

5 Check that [Program / Change] is selected.

6 Select the user of the registered folder you want to change.

Press the name key, or enter the registered number using the number keys.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [Folder].

8 Select "Connection Type".

If you want to specify a folder in an NDS tree, press **[NDS]**. If you want to specify a folder on a NetWare server, press **[Bindery]**.

9 Specify the folder.

10 Press [Connection Test] to check the path is set correctly.

11 Press [OK].

12 Press [Exit].

Note

❒ To change the name, key display and title, see “Changing a Registered Name”.

Reference

p.188 “Changing a Registered Name”

p.230 “Changing the registered NCP folder”

Changing the registered NCP folder

This section describes how to change the register NCP folder.

1 Press [Change] under "Path".

2 Enter the path where the folder is located, and then press [OK].

You can also use Browse Network to specify a new folder. For details, see "Locating the NCP folder manually".

Reference

p.228 “Locate the NCP folder manually”

p.229 “Locating the NCP folder using Browse Network”

p.231 “Changing the protocol”

Changing the protocol

This section describes how to change the protocol.

1. **Press [SMB], or [FTP].**
2. **A confirmation message appears. Press [Yes].**

   Changing the protocol will clear all settings made under the previous protocol.
3. **Enter each item again.**

   Reference

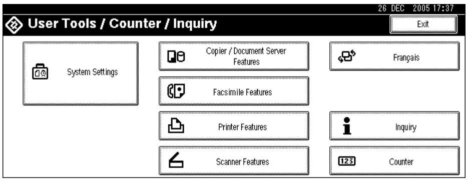
   p.215 "Registering an SMB Folder"

   p.222 "Registering an FTP Folder"

Deleting an NCP Folder

This section describes how to delete the registered NCP folder.

1. **Press [System Settings].**



2. **Press [Administrator Tools].**
3. **Press [▼Next].**
4. **Press [Address Book Management].**
5. **Check that [Program / Change] is selected.**
6. **Select a user of the folder you want to delete.**

   Press the name key, or enter the registered number using the number keys.

   If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.
7. **Press [Folder].**
8. **Press the protocol which is not currently selected.**

   A confirmation message appears.
9. **Press [Yes].**
10. **Press [OK].**

11 [Exit].

Note

- ❒ To delete a name entirely, see Deleting a Registered Name”.

Reference

p.189 “Deleting a Registered Name”

Registering Names to a Group

This section describes how to register names to a group.

You can register names to a group to enable easy management of e-mail addresses and folders for each group.

To add names to a group, the groups must be registered beforehand.

Important

- ❒ When using Scan to Folder function, you cannot send scan files to a group with over 50 folders registered.
- ❒ You can register up to 100 groups.

Note

- ❒ You can set a protection code to prevent unauthorized access to the folders registered in a group. For details, see "Registering a Protection Code".

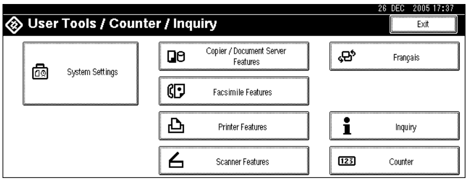
Reference

p.241 "Registering a Protection Code"

Registering a Group

This section describes how to register a group.

1 Press [System Settings].



2 Press [Administrator Tools].

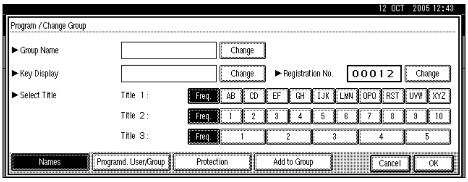
3 Press [▼Next].

4 Press [Address Book: Program / Change / Delete Group].

5 Check that [Program / Change] is selected.

6 Press [New Program].

7 Press [Change] under Group Name.



▶ Registration No. 00012

8 **Enter the group name, and then press [OK].**

The key display name is set automatically.

9 **Press the title key under Select Title, if necessary.**

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]**, **[1]** to **[10]**… Added to the list of items in the selected title.

You can select **[Freq.]** and one more page for each title.

10 **When you want to change the key display, press [Change] under Key Display. Enter the key display, and then press [OK].**

11 **Press [OK].**

Reference

"Entering Text", About This Machine

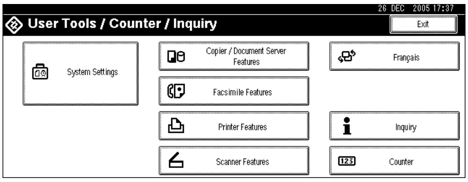
Registering Names to a Group

This section describes how to register names to a registered group.

You can put names that have been registered in the Address Book into a group.

When registering new names, you can also register groups at the same time.

1 **Press [System Settings].**



2 **Press [Administrator Tools].**

3 **Press [▼Next].**

4 **Press [Address Book Management].**

5 **Check that [Program / Change] is selected.**

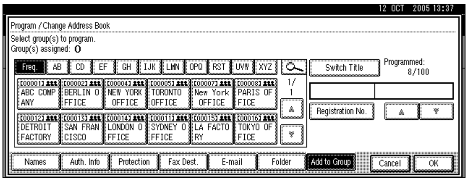
6 **Select the name to register in a group.**

Press the name key, or enter the registered number using the number keys.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 **Press [Add to Group].**

8 Select a group to which you want to add the name to.



12 OCT 2005 13:37

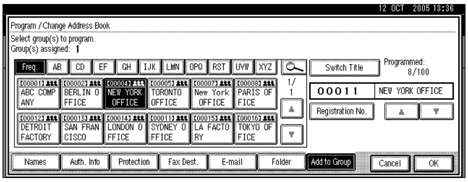
Program / Change Address Book

Select group(s) to program.

Group(s) assigned: 0

Programmed: 8/100

The group key that you have selected becomes highlighted, and the name is added to it.



12 OCT 2005 13:36

Program / Change Address Book

Select group(s) to program.

Group(s) assigned: 1

Programmed: 8/100

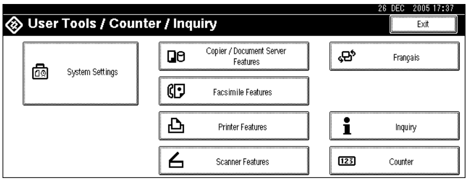
00011 NEW YORK OFFICE

9 Press [OK].

Adding a Group to Another Group

This section describes how to add a group to another group.

1 Press [System Settings].



26 DEC 2005 17:37

2 Press [Administrator Tools].

3 Press [▼Next].

4 Press [Address Book: Program / Change / Delete Group].

5 Check that [Program / Change] is selected.

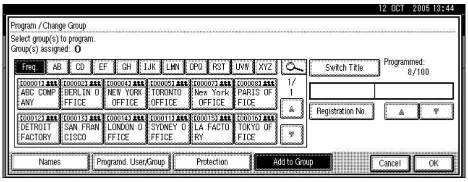
6 Select the group that you want to put into another group.

Press the group key, or enter the registered number using the number keys.

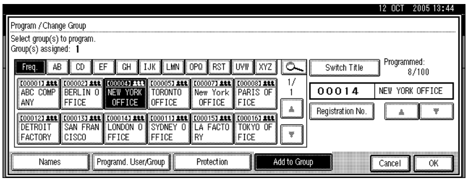
If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [Add to Group].

8 **Select the group which you want to add to.**



The group key that you have selected becomes highlighted, and the group is added to it.



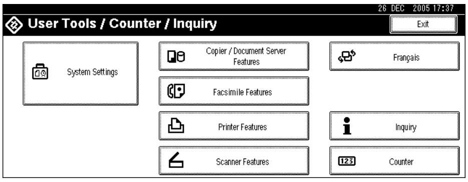
9 **Press [OK].**

Displaying Names Registered in a Group

This section describes how to display names registered in a group.

You can check the names or groups registered in each group.

1 **Press [System Settings].**



2 **Press [Administrator Tools].**

3 **Press [▼Next].**

4 **Press [Address Book: Program / Change / Delete Group].**

5 **Check that [Program / Change] is selected.**

6 **Select the group where the members you want to check is registered.**

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 **Press [Programd. User/Group].**

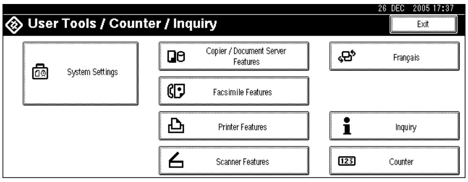
All the names registered will be displayed.

8 **Press [OK].**

Removing a Name from a Group

This section describes how to remove a name from a group.

1. **Press [System Settings].**



2. **Press [Administrator Tools].**

3. **Press [▼Next].**

4. **Press [Address Book Management].**

5. **Check that [Program / Change] is selected.**

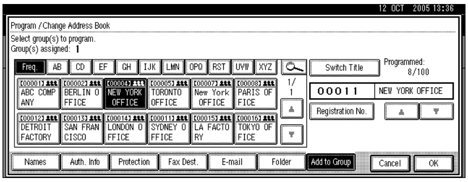
6. **Select the name to remove from a group.**

   Press the name key, or enter the registered number using the number keys.

   If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7. **Press [Add to Group].**

8. **Select the group from which you want to remove the name.**


Program / Change Address Book

Select group(s) to program.

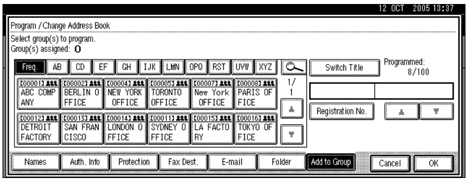
Group(s) assigned: 1

Programmed: 8/100

00011 NEW YORK OFFICE

   The group key that you have selected becomes highlighted, and the name is added to it.

9. **Press [OK].**


Program / Change Address Book

Select group(s) to program.

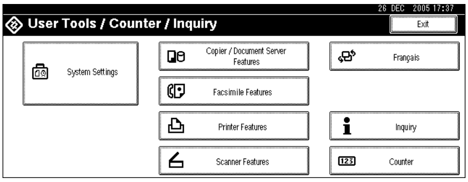
Group(s) assigned: 0

Programmed: 8/100

Deleting a Group Within Another Group

This section describes how to delete a group within another group.

1 Press [System Settings].



2 Press [Administrator Tools].

3 Press [▼Next].

4 Press [Address Book: Program / Change / Delete Group].

5 Check that [Program / Change] is selected.

6 Select the group that you want to delete from.

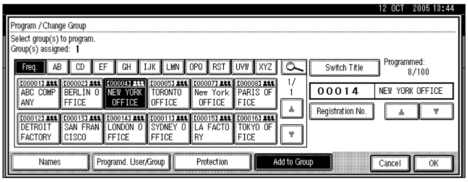
Press the group key, or enter the registered number during the number keys.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [Add to Group].

The keys of groups in which the group is registered appear highlighted.

8 Select the group that you want to delete from.


12 OCT 2005 13:44

Program / Change Group

Select group(s) to program.

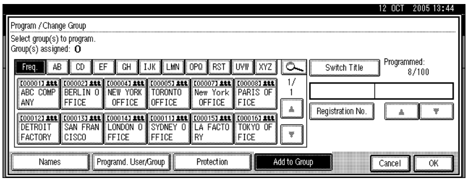
Group(s) assigned: 1

Programmed: 8/100

00014 NEW YORK OFFICE

The group key is deselected and the group is deleted from it.

9 [OK].


12 OCT 2005 13:44

Program / Change Group

Select group(s) to program.

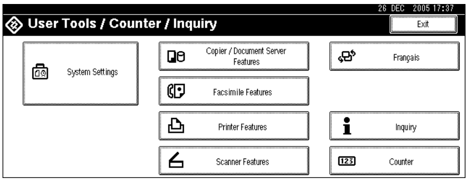
Group(s) assigned: 0

Programmed: 8/100

Changing a Group Name

This section describes how to change a group name.

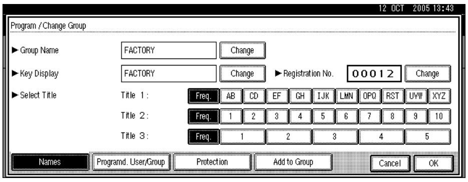
1. **Press [System Settings].**



2. **Press [Administrator Tools].**
3. **Press [▼Next].**
4. **Press [Address Book: Program / Change / Delete Group].**
5. **Check that [Program / Change] is selected.**
6. **Press the group key you want to change.**

   If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7. **To change the group name and key display, press [Change] under Group Name or Key Display.**



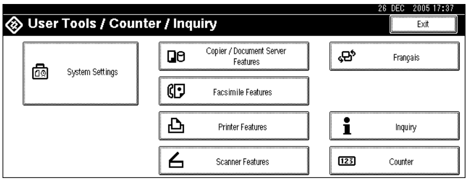
Group Name: FACTORY
Key Display: FACTORY
Registration No.: 00012

8. **Enter the new group name or key display, and then press [OK].**
9. **To change the title, press the title key under Select Title.**
10. **To change the registration number, press [Change] under Registration No..**
11. **Enter the new registration number using the number keys.**
12. **Press the [#] key.**
13. **Press [OK].**

Deleting a Group

This section describes how to delete a group

1. **Press [System Settings].**



2. **Press [Administrator Tools].**

3. **Press [▼Next].**

4. **Press [Address Book: Program / Change / Delete Group].**

5. **Press [Delete].**

6. **Press a group key you want to delete.**

   If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7. **Press [Yes].**

Registering a Protection Code

This section describes how to register a Protection Code.

You can stop sender's names or folders being accessed by setting a protection code.

You can use this function to protect the following:

- Folders
  You can prevent unauthorized access to folders.
- Sender's names
  You can prevent misuse of sender's names.

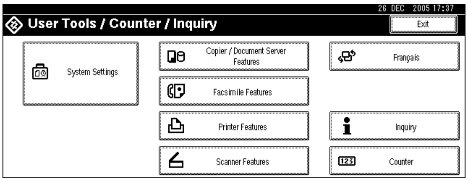
Reference

p.191 "Registering a User Code"

Registering a Protection Code to a Single User

This section describes how to register a Protection code to a single user.

1 Press [System Settings].



2 Press [Administrator Tools].

3 Press [▼Next].

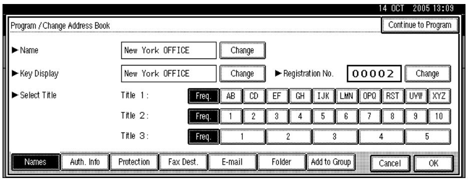
4 Press [Address Book Management].

5 Check that [Program / Change] is selected.

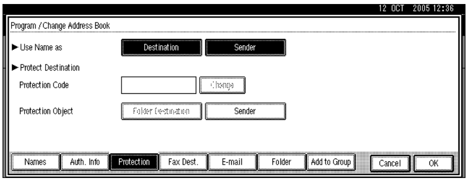
6 Select the name whose protection code you want to register.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [Protection].


Name: New York OFFICE
Key Display: New York OFFICE
Registration No.: 00002

8 Press [Destination] or [Sender] under Use Name as.



Both **[Destination]** and **[Sender]** can be selected at the same time.

9 Press [Folder Destination] or [Sender] under Protection Object.

Both **[Folder Destination]** and **[Sender]** can be selected at the same time.

10 Press [Change] under Protection Code.

11 Enter a protection code using the number keys, and then press the 【#】 key.

12 Press [OK].

13 Press [Exit].

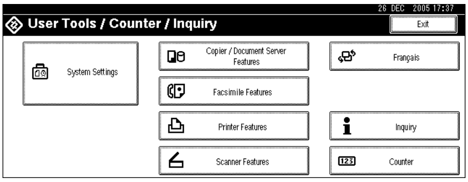
Note

- ❒ Specify a protection code of up to eight digits. You can also specify "Protection" without specifying a protection code.

Registering a Protection Code to a Group User

This section describes how to register a Protection Code to a Group User.

1 Press [System Settings].



2 Press [Administrator Tools].

3 Press [▼Next].

4 Press [Address Book: Program / Change / Delete Group].

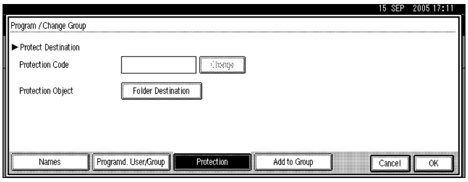
5 Check that [Program / Change] is selected.

6 Press the group key you want to register or enter the registered number using the number keys.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [Protection].

8 Press [Folder Destination] under Protection Object.



9 Press [Change] under Protection Code.

10 Enter a protection code using the number keys, and then press the 【#】 key.

11 Press [OK].

12 Press [Exit].

Note

❒ Specify a protection code of up to eight digits. You can also specify "Protection" without specifying a protection code.

Registering the Transfer Request

This section describes how to register the Transfer Station and Receiving Station used in the fax function's Transfer Request.

Before you can use Transfer Request, you must program the Polling ID and set the Transfer Report. See “Programming a Polling ID”and “Transfer Report”, Facsimile Reference.

Important

- ❒ When messages are transferred by fax, Transfer Stations must be machines of the same manufacturer as this one, and have the Transfer Station function.
- ❒ When messages are transferred by e-mail, Transfer Stations must be machines of the same manufacturer as this one, and have both the Transfer Station and Internet Fax functions.
- ❒ You cannot use Transfer Request without programming the fax number or e-mail address of the Requesting Party in the Address Book of the Transfer Stations.

❖ **Transfer Station**

Refers to the machine that receives the Transfer Request to forward incoming messages to another destination.

❖ **Receiving Station**

Refers to the facsimile or computer that receives messages from the Transfer Station.

Note

- ❒ Polling IDs of the Requesting Party (this machine) and Transfer Stations must be identical.
- ❒ You can have up to 30 Receiving Stations per Transfer Station. If you specify a Transfer Station Group, the group counts as a single receiver.

Reference

“Programming a Polling ID”, Facsimile Reference

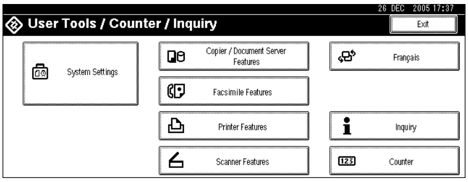
“Transfer Report”, Facsimile Reference

Registering a Transfer Station / Receiving Station

This section describes how to register a Transfer Station / Receiving Station.

1 Press [System Settings].

2 Press [Administrator Tools].



3 Press [▼Next].

4 Press [Address Book: Program / Change / Delete Transfer Request].

5 Check that [Program / Change] is selected.

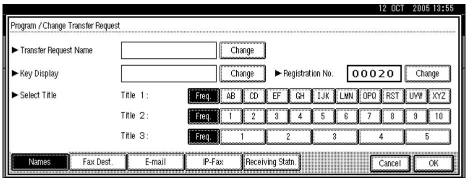
6 Press [New Program].

7 Set the Transfer Request's information.

To register the Transfer Request name and key display, see "Registering the Transfer Request Name and Key Display".

To select the title, see "Selecting the Title".

8 Press [Fax Destination].


Registration No. 00020

9 Enter the items. See step 8 and 9 on "Registering a Fax Destination".

10 Press [E-mail].

11 Enter the items. See step 8 to 11 on "Registering an E-mail Destination".

12 Press [IP-Fax].

13 Enter the items. See step 9 to 12 on "Registering an IP-Fax Destination".

14 Press [Receiving Statn.].

15 Specify the Receiving Stations.

When specifying the Receiving Stations, use the numbers stored in Quick Dial keys, or Groups in the Transfer Station.

To specify the Quick Dial, see "Quick Dial".

To specify the Speed Dial, see "Speed Dial".

To specify the Group Dial, see "Group Dial".

16 When you have specified all the Receiving Stations, press [OK].

17 Press [Exit].

Reference

p.200 “Registering a Fax Destination”

p.206 “Registering an IP-Fax Destination”

p.211 “Registering an E-mail Destination”

p.246 “Registering the Transfer Request Name and Key Display”

p.246 “Selecting the Title”

Registering the Transfer Request Name and Key Display

This section describes how to register the Transfer Request Name and Key Display

1 Press [Change] under "Transfer Request Name" or "Key Display".

The name entry display appears.

2 Enter the Transfer Request name or key display.

3 Press [OK].

Reference

"Entering Text", About This Machine

Selecting the Title

This section describes how to select the Title.

1 To associate a Transfer Request name with a title, press the title key under "Select Title".

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]**, **[1]** to **[10]**: Added to the list of items in the selected title.

You can select **[Freq.]** and one more page for each title.

Quick Dial

This section describes how to specify the Quick Dial.

1. **Press [#Quick Dial].**
2. **Enter the number stored in the Quick Dial of the Transfer Station using the number keys.**

   For example, to select the destination stored in Quick Dial 01 of the Transfer Station, enter 【0】【1】.
3. **To specify an additional Receiving Station, press [Add].**

Speed Dial

This section describes how to specify the Speed Dial.

1. **Press [#*Speed Dial].**
2. **Enter the Speed Dial number using the number keys.**

   For example, to select the destination stored in Speed Dial 12 of the Transfer Station, enter 【1】【2】.

Group Dial

This section describes how to specify the Group Dial.

1. **Press [#**Group Dial].**
2. **Enter the Group number using the number keys.**

   For example, to select the destinations stored in Group 04 of the Transfer Station, enter 【0】【4】.
3. **To specify an additional Receiving Station, press [Add].**

Changing a Transfer Station / Receiving Station

This section describes how to change the Transfer Station / Receiving Station.

1. **Press [System Settings].**
2. **Press [Administrator Tools].**
3. **Press [▼Next].**
4. **Press [Address Book: Program / Change / Delete Transfer Request].**

5 Select the name whose Transfer Station/Receiving Station you want to change.

Press the name key, or enter the registered number using the number keys.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

6 Enter the items.

To change the Transfer Request name and key display, see “Changing the Transfer Request Name and Key Display”.

To change the title, see “Changing the Title”.

To change the Fax Station, see “Changing the Fax Station”.

To change the IP-Fax Station, see “Changing the IP-Fax Station”.

To change the E-mail Transfer Station, see “Changing the E-mail Transfer Station”.

To change the Receiving Station, see “Changing the Receiving Station”.

7 Press [OK].

8 Press [Exit].

Note

❒ To change the name, key display, and title, see “Changing a Registered Name”.

Reference

p.188 “Changing a Registered Name”

p.248 “Changing the Transfer Request Name and Key Display”

p.248 “Changing the Title”

p.249 “Changing the Fax Station”

p.249 “Changing the IP-Fax Station”

p.249 “Changing the E-mail Transfer Station”

p.249 “Changing the Receiving Station”

Changing the Transfer Request Name and Key Display

This section describes how to change the Transfer Request Name and Key Display

1 Press [Change] under "Transfer Request Name" or "Key Display".

2 Enter the new Transfer Request name or key display, and then press [OK].

Changing the Title

This section describes how to change the Title.

1 Press the title key under "Select Title".

Changing the Fax Station

This section describes how to change the Fax Station.

1. **Press [Fax Dest.].**

   Proceed to step 1 of "Changing the E-mail Transfer Station" when messages are transferred by e-mail.

2. **Change the Transfer Station's information. See step 8 on "Changing a Registered Fax Destination".**

   Reference

   p.203 "Changing a Fax Destination"

Changing the IP-Fax Station

This section describes how to change the IP-Fax Station.

1. **Press [IP-Fax].**

2. **Change the Transfer Station's information. See step 9 and 10 on "Changing a Registered IP-Fax Destination".**

   Reference

   p.208 "Changing a IP-Fax Destination"

Changing the E-mail Transfer Station

This section describes how to change the E-mail Transfer Station.

1. **Press [E-mail].**

2. **Change the Transfer Station's information. See step 8 and 9 "Changing a Registered E-mail Destination".**

   Reference

   p.213 "Changing an E-mail Destination"

Changing the Receiving Station

This section describes how to change the Receiving Station.

1. **Press [Receiving Statn.].**

2. **Select the Receiving Station you want to change.**

3. **Press [Clear] to clear the number, and then enter the new number using the number keys.**

Deleting a Transfer Station / Receiving Station

This section describes how to delete the Transfer Station / Receiving Station.

1. **Press [System Settings].**

2. **Press [Administrator Tools].**

3. **Press [▼Next].**

4. **Press [Address Book: Program / Change / Delete Transfer Request].**

5. **Press [Delete].**

6. **Select the name whose Transfer Station / Receiving Station you want to delete.**

   Press the name key, or enter the registered number using the number keys.

   If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7. **Press [Yes].**

8. **Press [Exit].**

   Note

   ❒ To delete the name, key display, and title, see “Deleting a Registered Name”.

   Reference

   p.189 “Deleting a Registered Name”

Registering SMTP and LDAP Authentication

This section describes how to register SMTP and LDAP Authentication.

SMTP Authentication

This section describes how to register SMTP Authentication.

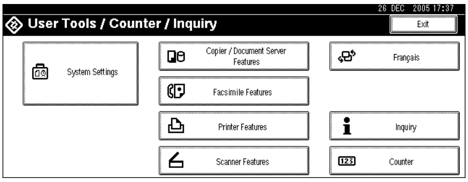
For each user registered in the Address Book, you can register a login user name and login password to be used when accessing an SMTP server.

To use an SMTP server, you need to program it beforehand.

Important

- ❒ When **[Do not Specify]** is selected for SMTP Authentication, the User Name and Password that you have specified in SMTP Authentication of File Transfer settings applies. For details, see "File Transfer".

1 Press [System Settings].



2 Press [Administrator Tools].

3 Press [▼Next].

4 Press [Address Book Management].

5 Check that [Program / Change] is selected.

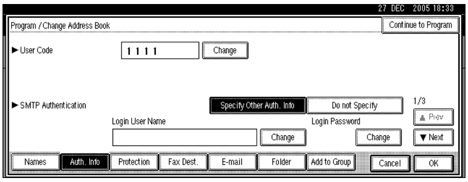
6 Press the name you want to register or enter the registered number using the number keys

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [Auth. Info].

8 Press [Specify Other Auth. Info] on the right side of SMTP Authentication.

9 Press [Change] under Login User Name.


User Code 1111

SMTP Authentication: Specify Other Auth. Info

10 **Enter the login user name, and then press [OK].**

11 **Press [Change] under Login Password.**

12 **Enter the password, and then press [OK].**

13 **Enter the password again to confirm, and then press [OK].**

14 **[OK].**

Note

- ❒ To register the name, see Registering Names”.
- ❒ You can enter up to 191 characters for the user name.
- ❒ When using POP before SMTP Authentication, you can enter up to 63 characters.
- ❒ You can enter up to 64 characters for the password.
- ❒ To change the SMTP Authentication settings, repeat step **2** to **14**.

Reference

p.186 “Registering Names”

p.13 “Network Settings”

"Entering Text", About This Machine

LDAP Authentication

This section describes how to register LDAP Authentication.

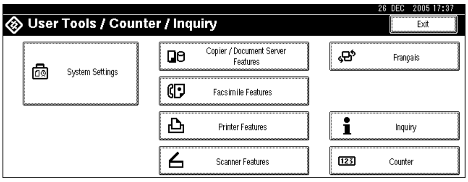
For each user registered in the Address Book, you can register a login user name and login password to be used when accessing an LDAP server.

To use an LDAP server, you need to program it beforehand. For details, see “LDAP Server Settings", Network Guide.

Important

- ❒ When **[Do not Specify]** is selected for LDAP Authentication, the User Name and Password that you have specified in Program / Change LDAP Server of Administrator Tools settings applies. For details, see "LDAP Server Settings".

1 **Press [System Settings].**



2 **Press [Administrator Tools].**

3 **Press [▼Next].**

4 Press [Address Book Management].

5 Check that [Program / Change] is selected.

You can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

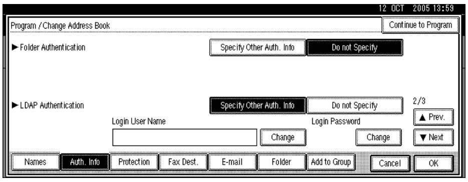
6 Press the name you want to register or enter the registered number using the number keys.

If you press 🔍, you can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.

7 Press [Auth. Info], and then press [▼Next].

8 Press [Specify Other Auth. Info] on the right side of LDAP Authentication.

9 Press [Change] under Login User Name.



10 Enter the login user name, and then press [OK].

11 Press [Change] under Login Password.

12 Enter the password, and then press [OK].

13 Enter the password again to confirm, and then press [OK].

14 Press [OK].

Note

- ❒ To register the name, see Registering Names".
- ❒ You can enter up to 128 characters for the user name.
- ❒ To change the LDAP Authentication settings, repeat step**2** to **14**.

Reference

p.186 "Registering Names"

"Entering Text", About This Machine

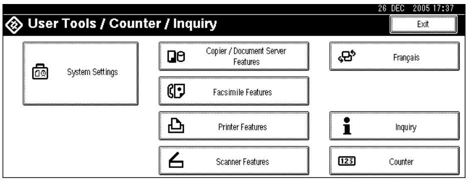
8. Other User Tools

Initial settings allow you switch the language as well as checking the number of printed papers by displaying the counter. For the details on how to access respective settings, see "Accessing User Tools (System Settings)".

Changing the Display Language

You can change the language used on the display. English is set as default.

1. **Press [Français].**



The language is changed to French.

2. **Press [Sortie].**

The menu appears in French.

Reference

p.3 "Accessing User Tools"

Inquiry

The inquiry function lets you check the telephone numbers to contact for repairs, or ordering consumables such as toner. Be sure to contact your service engineer to verify the following:

❖ Consumables

- Telephone No. to order
- Toner
- Staple
- TX Stamp Name

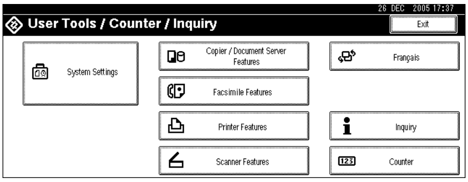
❖ Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

❖ Sales Representative

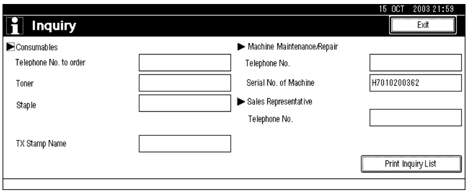
- Telephone No.

1 Press [Inquiry].



Inquiry information appears.

2 Press [Print Inquiry List].



▶Consumables
Telephone No. to order
Toner
Staple
TX Stamp Name
▶Machine Maintenance/Repair
Telephone No.
Serial No. of Machine H7010200362
▶Sales Representative
Telephone No.

3 Press the【Start】key.

Inquiry information prints out.

4 Press [Exit] twice.

Reference

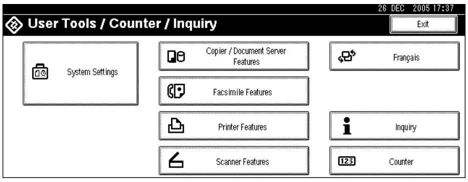
p.3 "Accessing User Tools"

Counter

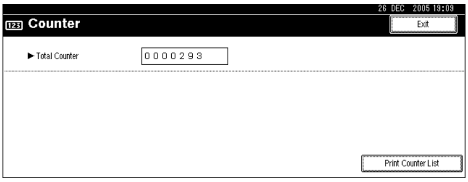
Displaying the Total Counter

You can display the total counter value used for all functions.

1 Press [Counter].



2 To print a counter list, press [Print Counter List].



► Total Counter 0000293

3 Press the 【Start】 key.

A counter list prints out.

Reference

p.3 "Accessing User Tools"

9. Appendix

Copyrights

expat

- The software including controller, etc. (hereinafter "software") installed on this product uses the expat under the conditions mentioned below.
- The product manufacturer provides warranty and support to the software of the product including the expat, and the product manufacturer makes the initial developer and copyright holder of the expat, free from these obligations.
- Information relating to the expat is available at:
  http://expat.sourceforge.net/

Copyright (c) 1998, 1999, 2000 Thai Open Source Software Centre, Ltd. and Clark Cooper.

Copyright © 2001, 2002 Expat maintainers.

Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the "Software"), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge, publish, distribute, sublicense, and/or sell copies of the Software, and to permit persons to whom the Software is furnished to do so, subject to the following conditions:

The above copyright notice and this permission notice shall be included in all copies or substantial portions of the Software.

THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE SOFTWARE.

NetBSD

1. Copyright Notice of NetBSD

For all users to use this product:

This product contains NetBSD operating system:

For the most part, the software constituting the NetBSD operating system is not in the public domain; its authors retain their copyright.

The following text shows the copyright notice used for many of the NetBSD source code. For exact copyright notice applicable for each of the files/binaries, the source code tree must be consulted.

A full source code can be found at http://www.netbsd.org/.

2.Authors Name List

All product names mentioned herein are trademarks of their respective owners.

The following notices are required to satisfy the license terms of the software that we have mentioned in this document:

- This product includes software developed by the University of California, Berkeley and its contributors.
- This product includes software developed by Jonathan R. Stone for the NetBSD Project.
- This product includes software developed by the NetBSD Foundation, Inc. and its contributors.
- This product includes software developed by Manuel Bouyer.
- This product includes software developed by Charles Hannum.
- This product includes software developed by Charles M. Hannum.
- This product includes software developed by Christopher G. Demetriou.
- This product includes software developed by TooLs GmbH.
- This product includes software developed by Terrence R. Lambert.
- This product includes software developed by Adam Glass and Charles Hannum.
- This product includes software developed by Theo de Raadt.
- This product includes software developed by Jonathan Stone and Jason R. Thorpe for the NetBSD Project.
- This product includes software developed by the University of California, Lawrence Berkeley Laboratory and its contributors.
- This product includes software developed by Christos Zoulas.
- This product includes software developed by Christopher G. Demetriou for the NetBSD Project.
- This product includes software developed by Paul Kranenburg.
- This product includes software developed by Adam Glass.
- This product includes software developed by Jonathan Stone.
- This product includes software developed by Jonathan Stone for the NetBSD Project.
- This product includes software developed by Winning Strategies, Inc.
- This product includes software developed by Frank van der Linden for the NetBSD Project.
- This product includes software developed for the NetBSD Project by Frank van der Linden
- This product includes software developed for the NetBSD Project by Jason R. Thorpe.
- The software was developed by the University of California, Berkeley.
- This product includes software developed by Chris Provenzano, the University of California, Berkeley, and contributors.

Sablotron

Sablotron (Version 0.82) Copyright © 2000 Ginger Alliance Ltd. All Rights Reserved

a) The application software installed on this product includes the Sablotron software Version 0.82 (hereinafter, "Sablotron 0.82"), with modifications made by the product manufacturer. The original code of the Sablotron 0.82 is provided by Ginger Alliance Ltd., the initial developer, and the modified code of the Sablotron 0.82 has been derived from such original code provided by Ginger Alliance Ltd.

b) The product manufacturer provides warranty and support to the application software of this product including the Sablotron 0.82 as modified, and the product manufacturer makes Ginger Alliance Ltd., the initial developer of the Sablotron 0.82, free from these obligations.

c) The Sablotron 0.82 and the modifications thereof are made available under the terms of Mozilla Public License Version 1.1 (hereinafter, "MPL 1.1"), and the application software of this product constitutes the "Larger Work" as defined in MPL 1.1. The application software of this product except for the Sablotron 0.82 as modified is licensed by the product manufacturer under separate agreement(s).

d) The source code of the modified code of the Sablotron 0.82 is available at: http://support-download.com/services/device/sablot/notice082.html

e) The source code of the Sablotron software is available at: http://www.gingerall.com

f) MPL 1.1 is available at: http://www.mozilla.org/MPL/MPL-1.1.html

JPEG LIBRARY

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

SASL

CMU libsasl

Tim Martin

Rob Earhart

Rob Siemborski

Copyright (c) 2001 Carnegie Mellon University. All rights reserved.

Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

① Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.

② Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.

③ The name "Carnegie Mellon University" must not be used to endorse or promote products derived from this software without prior written permission. For permission or any other legal details, please contact:

Office of Technology Transfer
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213-3890
(412) 268-4387, fax: (412) 268-7395
tech-transfer@andrew.cmu.edu

④ Redistributions of any form whatsoever must retain the following acknowledgment:
"This product includes software developed by Computing Services at Carnegie Mellon University (http://www.cmu.edu/computing/)."

CARNEGIE MELLON UNIVERSITY DISCLAIMS ALL WARRANTIES WITH REGARD TO THIS SOFTWARE, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS, IN NO EVENT SHALL CARNEGIE MELLON UNIVERSITY BE LIABLE FOR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA OR PROFITS, WHETHER IN AN ACTION OF CONTRACT, NEGLIGENCE OR OTHER TORTIOUS ACTION, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THIS SOFTWARE.

MD4

Copyright (C) 1990-2, RSA Data Security, Inc. All rights reserved.

License to copy and use this software is granted provided that it is identified as the "RSA Data Security, Inc. MD4 Message-Digest Algorithm" in all material mentioning or referencing this software or this function.

License is also granted to make and use derivative works provided that such works are identified as "derived from the RSA Data Security, Inc. MD4 Message-Digest Algorithm" in all material mentioning or referencing the derived work.

RSA Data Security, Inc. makes no representations concerning either the merchantability of this software or the suitability of this software for any particular purpose. It is provided "as is" without express or implied warranty of any kind.

These notices must be retained in any copies of any part of this documentation and/or software.

MD5

Copyright (C) 1991-2, RSA Data Security, Inc. Created 1991. All rights reserved.

License to copy and use this software is granted provided that it is identified as the "RSA Data Security, Inc. MD5 Message-Digest Algorithm" in all material mentioning or referencing this software or this function.

License is also granted to make and use derivative works provided that such works are identified as "derived from the RSA Data Security, Inc. MD5 Message-Digest Algorithm" in all material mentioning or referencing the derived work.

RSA Data Security, Inc. makes no representations concerning either the merchantability of this software or the suitability of this software for any particular purpose. It is provided "as is" without express or implied warranty of any kind.

These notices must be retained in any copies of any part of this documentation and/or software.

Samba(Ver 3.0.4)

For SMB transmission, this machine uses Samba ver 3.0.4 (hereinafter referred to as Samba 3.0.4).

Copyright © Andrew Tridgell 1994-1998

This program is free software; you can redistribute it and/or modify it under the terms of the GNU General Public License as published by the Free Software Foundation; either version 2 of the License, or (at your option) any later version.

This program is distributed in the hope that it will be useful, but WITHOUT ANY WARRANTY; without even the implied warranty of MERCHANTABILITY or FITNESS FOR A PARTICULAR PURPOSE. See the GNU General Public License along with this program; if not, write to the Free Software Foundation, Inc., 675 Mass Ave, Cambridge, MA 02139, USA.

Note

- ❒ The source code for SMB transmission by this machine can be downloaded from the following website:

http://support-download.com/services/scbs

RSA BSAFE®

- This product includes RSA BSAFE© cryptographic or security protocol software from RSA Security Inc.
- RSA and BSAFE are registered trademarks of RSA Security Inc. in the United States and/or other countries.
- RSA Security Inc. All rights reserved.

Open SSL

Copyright (c) 1998-2004 The OpenSSL Project. All rights reserved.

Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

1. Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.

2. Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.

3. All advertising materials mentioning features or use of this software must display the following acknowledgment: "This product includes software developed by the OpenSSL Project for use in the OpenSSL Toolkit. (http://www.openssl.org/)"

4. The names "OpenSSL Toolkit" and "OpenSSL Project" must not be used to endorse or promote products derived from this software without prior written permission. For written permission, please contact openssl-core@openssl.org.

5. Products derived from this software may not be called "OpenSSL" nor may "OpenSSL" appear in their names without prior written permission of the OpenSSL Project.

6. Redistributions of any form whatsoever must retain the following acknowledgment: "This product includes software developed by the OpenSSL Project for use in the OpenSSL Toolkit (http://www.openssl.org/)"

THIS SOFTWARE IS PROVIDED BY THE OpenSSL PROJECT ``AS IS'' AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE OpenSSL PROJECT OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

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

Original SSLeay License

Copyright (C) 1995-1998 Eric Young (eay@cryptsoft.com) All rights reserved.

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

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

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

Note that any information and cryptographic algorithms used in this software are publicly available on the Internet and at any major bookstore, scientific library, and patent office worldwide. More information can be found e.g. at "http://www.cs.hut.fi/crypto".

The legal status of this program is some combination of all these permissions and restrictions. Use only at your own responsibility. You will be responsible for any legal consequences yourself; I am not making any claims whether possessing or using this is legal or not in your country, and I am not taking any responsibility on your behalf.

NO WARRANTY

BECAUSE THE PROGRAM IS LICENSED FREE OF CHARGE, THERE IS NO WARRANTY FOR THE PROGRAM, TO THE EXTENT PERMITTED BY APPLICABLE LAW. EXCEPT WHEN OTHERWISE STATED IN WRITING THE COPYRIGHT HOLDERS AND/OR OTHER PARTIES PROVIDE THE PROGRAM "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF THE PROGRAM IS WITH YOU. SHOULD THE PROGRAM PROVE DEFECTIVE, YOU ASSUME THE COST OF ALL NECESSARY SERVICING, REPAIR OR CORRECTION.

IN NO EVENT UNLESS REQUIRED BY APPLICABLE LAW OR AGREED TO IN WRITING WILL ANY COPYRIGHT HOLDER, OR ANY OTHER PARTY WHO MAY MODIFY AND/OR REDISTRIBUTE THE PROGRAM AS PERMITTED ABOVE, BE LIABLE TO YOU FOR DAMAGES, INCLUDING ANY GENERAL, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE USE OR INABILITY TO USE THE PROGRAM (INCLUDING BUT NOT LIMITED TO LOSS OF DATA OR DATA BEING RENDERED INACCURATE OR LOSSES SUSTAINED BY YOU OR THIRD PARTIES OR A FAILURE OF THE PROGRAM TO OPERATE WITH ANY OTHER PROGRAMS), EVEN IF SUCH HOLDER OR OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

2)

The 32-bit CRC compensation attack detector in deattack.c was contributed by CORE SDI S.A. under a BSD-style license.

Cryptographic attack detector for ssh - source code

Copyright (c) 1998 CORE SDI S.A., Buenos Aires, Argentina.

All rights reserved. Redistribution and use in source and binary forms, with or without modification, are permitted provided that this copyright notice is retained.

THIS SOFTWARE IS PROVIDED ``AS IS'' AND ANY EXPRESS OR IMPLIED WARRANTIES ARE DISCLAIMED. IN NO EVENT SHALL CORE SDI S.A. BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OR MISUSE OF THIS SOFTWARE.

Ariel Futoransky <futo@core-sdi.com>

<http://www.core-sdi.com>

3)

One component of the ssh source code is under a 3-clause BSD license, held by the University of California, since we pulled these parts from original Berkeley code.

Copyright (c) 1983, 1990, 1992, 1993, 1995

The Regents of the University of California. All rights reserved.

Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

1. Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.

2. Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.

3. Neither the name of the University nor the names of its contributors may be used to endorse or promote products derived from this software without specific prior written permission.

THIS SOFTWARE IS PROVIDED BY THE REGENTS AND CONTRIBUTORS ``AS IS'' AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE REGENTS OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

4)

Remaining components of the software are provided under a standard 2-term BSD licence with the following names as copyright holders:

Markus Friedl

Theo de Raadt

Niels Provos

Dug Song

Kevin Steves

Daniel Kouril

Wesley Griffin

Per Allansson

Jason Downs

Solar Designer

Todd C. Miller

Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

1. Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.

2. Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.

THIS SOFTWARE IS PROVIDED BY THE AUTHOR ``AS IS'' AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE AUTHOR BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

5)

Portable OpenSSH contains the following additional licenses:

c) Compatibility code (openbsd-compat)

Apart from the previously mentioned licenses, various pieces of code in the openbsd-compat/ subdirectory are licensed as follows:

Some code is licensed under a 3-term BSD license, to the following copyright holders:

Todd C. Miller

Theo de Raadt

Damien Miller

Eric P. Allman

The Regents of the University of California

Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

1. Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.

2. Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.

3. Neither the name of the University nor the names of its contributors may be used to endorse or promote products derived from this software without specific prior written permission.

THIS SOFTWARE IS PROVIDED BY THE REGENTS AND CONTRIBUTORS ``AS IS'' AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE REGENTS OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Open LDAP

The OpenLDAP Public License Version 2.8, 17 August 2003

Redistribution and use of this software and associated documentation ("Software"), with or without modification, are permitted provided that the following conditions are met:

1. Redistributions in source form must retain copyright statements and notices,

2. Redistributions in binary form must reproduce applicable copyright statements and notices, this list of conditions, and the following disclaimer in the documentation and/or other materials provided with the distribution, and

3. Redistributions must contain a verbatim copy of this document.

The OpenLDAP Foundation may revise this license from time to time. Each revision is distinguished by a version number. You may use this Software under terms of this license revision or under the terms of any subsequent revision of the license.

THIS SOFTWARE IS PROVIDED BY THE OPENLDAP FOUNDATION AND ITS CONTRIBUTORS ``AS IS'' AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE OPENLDAP FOUNDATION, ITS CONTRIBUTORS, OR THE AUTHOR(S) OR OWNER(S) OF THE SOFTWARE BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

The names of the authors and copyright holders must not be used in advertising or otherwise to promote the sale, use or other dealing in this Software without specific, written prior permission. Title to copyright in this Software shall at all times remain with copyright holders.

OpenLDAP is a registered trademark of the OpenLDAP Foundation.

Copyright 1999-2003 The OpenLDAP Foundation, Redwood City, California, USA. All Rights Reserved. Permission to copy and distribute verbatim copies of this document is granted.

INDEX

Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives.”

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

| means POWER ON.

⏻ means STAND BY.

Trademarks

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Acrobat® is a registered trademark of Adobe Systems Incorporated.

NetWare is a registered trademark of Novell, Inc.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

The proper names of the Windows operating systems are as follows:

The product name of Windows® 95 is Microsoft® Windows® 95

The product name of Windows® 98 is Microsoft® Windows® 98

The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me)

The product names of Windows® 2000 are as follows:

Microsoft® Windows® 2000 Advanced Server

Microsoft® Windows® 2000 Server

Microsoft® Windows® 2000 Professional

The product names of Windows® XP are as follows:

Microsoft® Windows® XP Professional

Microsoft® Windows® XP Home Edition

The product names of Windows Server™ 2003 are as follows:

Microsoft® Windows Server™ 2003 Standard Edition

Microsoft® Windows Server™ 2003 Enterprise Edition

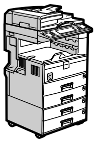
Microsoft® Windows Server™ 2003 Web Edition

The product names of Windows® NT are as follows:

Microsoft® Windows NT® Server 4.0

Microsoft® Windows NT® Workstation 4.0

Operating Instructions General Settings Guide



GB (GB) D008-6900