

GelSprinter GX 3000sF/GX 3050sFN

User Guide



- 1 Read This First
- 2 Getting Started
- 3 Specifying and Adjusting the Machine's Operational Settings
- (4) Using the Printer Function
- 5 Using the Copy Function
- 6 Using the Scanner Function
- 7 Using the Facsimile Function
- 8 Troubleshooting
- 9 Checking the Machine Status
- (10) Maintaining
- 11 Appendix

TABLE OF CONTENTS

1. Read This First

About This Product	13
Introduction	13
Trademarks	14
Disclaimer	15
User's Notes	15
Saving Color Copies	17
Manuals for This Machine	
Description for the Specified Model	18
How to Use User Guide	
Opening from the Icon	
Removing the User Guide	
Guide to Components	
Machine Body	
Machine Rear	
Control Panel	
Display	
Menu	
Copy	
Scanner	
Printer	
Fax	
Icons Displayed on the Screen	
If a Screen Requesting a Password Appears	
Entering a password	
Changing Modes	32
Turning On the Power/Turning Off the Power	33
Turning on the power	33
Turning off the power	34
Saving energy	35
Option	36
Network Interface Board GX4	36
Paper Feed Unit TK1020	37
Multi Bypass Tray Type BY1000	37
Detaching and Reattaching the Multi Bypass Tray (Optional)	
Recommended Functions	39
Managing This Machine	
Using This Machine as a Printer	
Connecting the machine via USB	
Connecting the machine via the network	
Using This Machine as a Copier	
Saving paper using "2 Sided Copy" function in Copier Features	
Saving paper using the "2 in 1" function in Copier Features	
Copying on two sides if necessary	
Saving paper using "2 in 1" function if necessary	
Changing the Copy Quality	
Assembling Copy	44

Using This Machine as a Scanner	45
Scanning Originals Into a Client Computer via TWAIN Driver	
Sending files by E-mail	
Sending files by FTP	
Using This Machine as a Facsimile	48
Using the facsimile	48
Using the facsimile with an external telephone	49
Using Internet fax	50
Sending faxes from a computer	51
Specifying and Changing the Machine's Settings	
Changing the Language	52
Changing the default setting of a function	
Entering destination using the number keys	52
Registering destination to the address book	
Specifying a destination using Address Book, Quick Dial, Speed Dial, or Group Dial	
Specifying the destination using the LDAP server	53
2. Getting Started	
Confirming the Connection Method	
Installing the Drivers for Local Connection	57
Quick Install for USB	
Sharing the Printer	
Setting up a server	59
Setting up a client computer	
Installing the Drivers for Network Connection	62
Quick Install for Network	63
Installing the Printer Driver (Network)	65
Using the SmartDeviceMonitor for Client Port (TCP/IP)	65
Using the SmartDeviceMonitor for Client Port (IPP)	
Changing the Port Settings for SmartDeviceMonitor for Client	68
Using the Standard TCP/IP Port	70
Using the LPR Port	
Using as the Windows Network Printer	
Installing the TWAIN Driver (Network)	
Specifying [I/O TYPE]	
Installing the LAN-Fax Driver (Network)	
Installing the DeskTopBinder - SmartDeviceMonitor for Client (Network)	77
Network Cautions	79
Using DHCP	79
Connecting the Machine to a Telephone Line and Telephone	80
Connecting a Telephone Line	81
Connecting a Telephone	82
Connecting the Machine to an ADSL Circuit	
Connecting the Machine to a Private Branch Exchange (PBX)	
Setting the Reception Mode	
Selecting the Line Type	86
Selecting [Push]	86
Selecting [Dial]	
Selecting public switched telephone network (PSTN) or private branch exchange (PABX)	88

Paper
Compatible Paper Types
Loadable Paper Sizes and Quantities
Paper Handling Precautions
Loading precautions
Paper storage precautions
Paper type precautions
Non-compatible paper
Printable area
Loading Paper
Loading paper into tray 1
Loading paper into tray 2 (optional)
Loading paper into bypass tray (optional)
3. Specifying and Adjusting the Machine's Operational Settings
Basic Operation Using the Menu Screen
Menu 107
Setting the Machine
Selecting the Language
Adjusting the Volume
Selecting the Country
Specifying the Tray and Paper
Tray 1-2 / Bypass Tray
Parameter Setting
Changing the User Parameters
Specifying the Paper Type and Size
Setting User Restriction
Entering the Password
Setting the User Restriction
Setting Copier Features
Registering Addresses
Address Book
Registering Destinations to Quick Dial Key
Registering a Fax Number to a Quick Dial Key
Registering an E-mail Address to a Quick Dial Key
Registering an F-Code (SUB) to a Quick Dial Key
Changing a Registered Quick Dial Keys
Changing a Fax Destination registered to a Quick Dial key
Changing an E-mail Address registered to a Quick Dial key
Changing an F-Code (SUB) registered to a Quick Dial key
Deleting a Registered Quick Dial Keys
Destinations Registered to Speed Dial Keys
Registering a Fax Number to a Speed Dial Key
Registering an E-mail Address to a Speed Dial Key
Registering an F-Code (SUB) to a Speed Dial Key
Changing a Registered Speed Dial Keys
Changing a Fax Destination registered to a Speed Dial Keys
Changing an E-mail Address registered to a Speed Dial key
Changing an F-Code (SUB) registered to a Speed Dial key
Deleting a Registered Speed Dial Keys
Registering Destinations to Group Dial 146 Removing a Name from a Group 148
Settings to Send Fax
oonings to oone rax

Settings to Receive Fax	51
Specifying the Line Type	54
Printing Lists and Reports	55
Registering Fax Information	56
	57
•	58
	60
· ·	
0 1	62
	63
• 1	64
Counter Menu 1	65
Engine Setting Menu	66
Printing the Configuration Page	68
	69
	70
	73
Nozzle Check	-
	175
Head-flushing	
Head Position	
Adj.Paper Feed	
Registration	
Entering Text	85
Available Characters	185
Keys	185
How to Enter Text	186
Entering Letters	186
• •	187
Deleting Characters	18 <i>7</i>
4. Using the Printer Function	
Printer Driver	89
Two Types of Printer Properties Dialog Box	
Opening the Printer Properties Dialog Box	
Opening the Printing Preferences Dialog Box	
Opening from an Application	
Making Option Settings for the Printer	191
Conditions for Bidirectional Communication	191
If Bidirectional Communication is Disabled	191
Printing on Various Paper Types	94
Printing on Paper in a Paper Tray	194
Canceling Printing	96
	196
	197
Canceling Printing from the Task bar	198
Adjusting Print Quality	99
Various Print Functions	201

Unauthorized Copy Control Using [Data security for copying] Specifying Data Security for Copying Using [Mask type:] Specifying [Mask type:] Important Notice Supporting Multi-Languages 5. Using the Copy Function	. 205 . 206 . 207 . 208
Setting and Placing Originals	
Originals	
Sizes and Weights of Recommended Originals	
Missing Image Area	
Placing Originals	
Original Orientation	
Placing Originals on the Exposure Glass	
Placing Originals in the ADF	
Basic Procedure	218
When Selecting a Paper Tray	. 219
Copying onto Custom Size Paper	. 220
Sort	222
Making Enlarged or Reduced Copies	224
Zoom and Preset Reduce/Enlarge	
To enter the ratio with the number keys	
Auto Reduce/Enlarge	. 227
Combining Multiple Pages	228
One-Sided Combine	. 228
Two-Sided Combine	. 229
Duplex	
1 Sided Original to 2 Sided Copy	
2 Sided Original to 2 Sided Copy	. 233
Series Copies	
Image Repeat	235
Poster	236
Mirror Image	237
Adjusting Image Density	238
Selecting Original Type Setting	
Specifying the Resolution	
Specifying the Copy Quality Settings	
Color Balance	
Sharp/Soft	
Contrast	

6. Using the Scanner Function

Using the TWAIN Scanner	245
When Using as a TWAIN Scanner	245
Outline of the TWAIN Scanner Function	246
Basic Procedures for Scanning Files Using TWAIN Scanner	247
Original Orientation of TWAIN Scanner	248
Sending Scan Files by E-mail	251
Before Sending Scan Files by E-mail	
Basic Procedures for Sending E-mail	
Placing Originals (Scanner)	
Specifying Destination	
Using the Quick Dial keys (Specifying Destination)	
Using the [Speed Dial] key (Specifying Destination)	
Using the [Address Book] keys (Specifying Destination)	
Selecting the E-Mail Destination in [Display] Mode	
Selecting the E-Mail Destination in [Search] Mode	
Manual Entry of an E-mail Address	
Specifying Sender	
Using the [Quick Dial] key (Specifying Sender)	
Using the [Speed Dial] key (Specifying Sender) Using the [Address Book] key (Specifying Sender)	
Selecting the E-Mail Sender in [Display] Mode	
Selecting the E-Mail Sender in [Display] Mode Selecting the E-Mail Sender in [Search] Mode	
Sending Scan Files by FTP	
Before Sending Scan Files by Scan to FTP	
Basic Procedures for Sending by Scan to FTP	
Placing Originals (Scanner)	
Specifying a FTP Destination	
Various Scan Settings	
Specifying Scan Type	
Specifying Resolution	
Specifying File Type	
Specifying Compression Type	
Specifying Scan Size	
Adjusting Image Density (Scanner)	
7 0	
7. Using the Facsimile Function	
Before Sending a Fax	275
Placing Originals (Facsimile)	276
Transmission Modes	277
Basic Procedures for Sending a Fax	279
Sending a Fax by Memory Transmission Mode	
Sending a Fax by Immediate Transmission Mode	
• ,	
Transmission Functions	
Automatic Redial	
Suspended Transmission	
Dual Access ECM (Error Correction Mode)	
JBIG Transmission	
Canceling a Transmission	

Other Transmission Functions	290
Setting SUB Codes for Transmission	290
Transfer Request	292
Last number Redial	294
Broadcast	
Polling Transmission	
Sending Confidential Faxes by Polling Transmission	299
Send Later	301
Scanning and Sending 2-Sided Originals	
Sending a Fax Using the On Hook Dial Function	
Faxing Using the External Telephone (Manual Transmission)	
Canceling a Reserved Transmission	
Memory File Transfer	309
Specifying the Destination	311
Enter the destination using the number keys	311
Entering a pause	312
Selecting External Phone Numbers	312
Entering Tone	312
Specifying the Destination Using the [Quick Dial] Key	313
Specifying the Destination Using the [Speed Dial] Key	314
Specifying the Destination Using the [Address Book] Key	315
Selecting the Fax Destination in [Display] Mode	315
Selecting the Fax Destination in [Search] Mode	316
Entering the Fax Number Twice	317
Specifying the Resolution of the Original	319
Specifying the Resolution Settings	
Before Receiving a Fax	
Types of Reception	321
Reception Functions	
·	
Substitute Reception	
JBIG Reception	
Types of Reception modes	
Fax Only Mode	
Manual RX Mode	
Auto SW Mode	
Useful Reception Functions	
Polling Reception	
Receiving Secure Faxes by Polling Reception	
Forwarding Received Documents	
Closed Network RX	331
Canceling a Reserved Reception	332
Internet Fax Functions	333
Notes on Using Internet Fax	334
Functions Not Available for E-mail Transmission	334
Functions Not Available for E-mail Reception	334
About Settings of Internet Fax Function	334
Sending Internet Faxes	335
Reception of Internet Fax	338
Forward to E-mail address	339
Sending Fax Documents from Computers	340
Setting LAN-Fax Driver Properties	
	U-1

8. Troubleshooting

Software Cannot Be Installed	343
Confirming Installation	343
Checking Your Computer Environment	345
Driver Cannot Be Installed	347
USB Connection is not Automatically Detected	348
	349
	350
	351
Uninstalling	
Uninstalling the Printer Driver Uninstalling the TWAIN Driver Uninstalling the TWAIN Driver	
Uninstalling the Tavalin Driver Uninstalling the Device Setting Utility	
Uninstalling the Fax Driver	
Deleting Devices	
Replacing Consumables	
Replacing a Print Cartridge	
Checking the remaining ink	
Replacing a print cartridge	
Handling print cartridges	
Replacing the Friction Pad	
Replacing the Ink Collector Unit	
When You Have Problems Operating the Machine	369
	371
Removing Jammed Originals and Paper	
Removing Paper Jammed in the Paper Tray (Tray 1)	
Removing Paper Jammed in the Optional Tray (Tray 2 (Optional))	
Removing Paper Jammed in the Multi Bypass Tray (optional)	
Removing Paper Jammed around the Guide Board	
Removing Paper Jammed in the Duplex Unit	
Removing Paper Jammed in the Output Tray or under the Scanner Unit	
Removing Paper Jammed in the ADF	
Troubleshooting When Using the Printer Function	
If You Have Problems Using the Printer Function	
Points to Remember when Printer Sharing under Windows 98/Me	
Print Results Are Not Satisfactory	390
Checking the condition of the machine	390
Changing the printer driver setting	392
Colors do not match the displayed image	
Positions do not match the displayed image	
If a Message Appears during Installation	395
3 · · · · · · · · · · · · · · · · · · ·	396
If You Have Problems Using the Copier Function	
Print Results Are Not Satisfactory (Copier Function)	397
3 3	398
If You Have Problems Using the Scanner Function	398
Troubleshooting When Using the Facsimile Function	399
If You Have Problems Using the Facsimile Function	399
Print Results Are Not Satisfactory (Facsimile Function)	400
	401
Printer Function Error Messages	401
Copier Function Error Messages	405

Scanner Function Error Messages	408
TWAIN Scanner Function Error Messages: Control Panel	
TWAIN Scanner Function Error Messages: Client Computer	409
Scanner Function Error Messages: Control Panel	
Facsimile Function Error Messages	
Facsimile Function Error Messages: Control Panel	
Internet Fax Function Error Messages: Control Panel	
Web Image Monitor Error Messages	
Status Monitor Errors	
Status Monitor Does Not Open	
No Response from Device	419
No Paper/Tray Not Detected (Tray 1)	420
Canceling the print job	
No Paper/Tray Not Detected (Tray 2)	
Canceling the print job	
No Paper/Tray Not Detected (Multi Bypass Tray)	
Canceling the print job	
Paper Size and Type Mismatch (Tray 1)	
Loading the Appropriate Paper	
Canceling the print job	
Paper Size and Type Mismatch (Tray 2)	
Loading the Appropriate Paper	
Canceling the print job	
Paper Size and Type Mismatch (Multi Bypass Tray)	
Loading the Appropriate Paper	
Canceling the print job	
Paper Size and Type Mismatch (Auto Tray Select)	
Loading the Appropriate Paper	
Canceling the print job	
Cover Open	
Cover Open / Print Cartridge(s) Not Detected	
Duplex Unit Not Detected	
Cartridge End	
Cartridge/Print-head Tank Empty	
Out of Printable Temperature Range	
Network Interface Board Error	
Device Error	430
9. Checking the Machine Status	
7. Checking the Machine Oldios	
Using the Status Monitor	439
Receiving Notification of Print Job Status via the Status Monitor	
Using the SmartDeviceMonitor for Client	
Monitoring Machines	
Using Notification via SmartDeviceMonitor for Client	
Specifying the print server	
Specifying the client computer settings	
Specifying the Settings for Monitoring the Machine	
Displaying the Machine Status	
When Using IPP with SmartDeviceMonitor for Client	
Using Device Setting Utility	
· ·	
Procedure	
Printing Quick Dial, Speed Dial, or Group Dial Destinations	150

Changing the Machine's System Settings	
Displaying the Total Counter	451
Displaying the Options Installed on the Machine	451
Using Web browser	452
Displaying Top Page	453
About Menu and Mode	454
Web Image Monitor settings	454
Access in the Administrator Mode	
Checking the Machine Status	
Changing the System Settings	
Notifying the Machine Status by E-mail	
Specifying Notification the machine Status by E-mail	
Setting SMTP Group 1-4	
E-mail Notification	
Connecting to an FTP Server	
Specifying an FTP Proxy Server	
Using Telnet	
Procedure	
Telnet Settings	
Telnet Settings	466
SNMP	467
Printing a Report for Checking the Machine's Settings, Status, and Communication Log	468
Quick Dial List	468
Speed Dial List	469
Group List	469
Machine Status List	469
TX Status Report	
RX Status Report	
Journal	
Memory Data List	
Print Memory Image	
Printing the List	
Checking the Communication Result	474
10. Maintaining	
Cleaning	
Cleaning the Exposure Glass	
Cleaning the ADF	
Moving	477
Moving a Short Distance	478
Moving a Long Distance	479
Disposing	480
When Not Using for a Long Period of Time	481
Where to Inquire	
Counter	
Printing the Total Counter	
Recommended Consumables	
Option and Consumables	486

11. Appendix

Specification: General
Printer Function Specification
Copier Function Specification
Scanner Function Specification
Fax Function Specification
Option (Paper Feed Unit)
• • • •
Option (Multi Bypass Tray)
Option (Network Interface Board (GX 3000SF only))
Software on the CD-ROM
Files
RPCS Raster Printer Drivers
PCL Printer Drivers (GX 3050SFN only)
TWAIN Driver
LAN-Fax Driver
Device Setting Utility
SmartDeviceMonitor for Client
Manuals (HTML files)
Printer Driver
Checking the Current Printer Driver Version
Electromagnetic Interference
List of Printouts
Entering Text
Information about Installed Software
expat 512
NetBSD
Sablotron
JPEG LIBRARY
Open LDAP
INDEV

Read This First

This chapter explains how to use the manual and gives the meanings of the symbols that appear in the manual.

This chapter also explains the names and functions of the machine's components.

About This Product

This section tells you about the product.

Introduction

Thank you very much for choosing this product.

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine, all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine. 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 "Safety Information" before using the machine.

1

Ш

Trademarks

Adobe, Acrobat, Flash, Macromedia are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

PCL is a registered trademark of Hewlett-Packard Company.

UNIX is a registered trademark in the United States and other countries, licensed exclusively through X/Open Company Limited.

Citrix[®] and MetaFrame[®] are registered trademarks of Citrix Systems, Inc.

UPnP is a trademark of the UPnP Implementers Corporation.

IPS-PRINT Printer Language Emulation Copyright © 1999-2000 Oak Technology, Inc., All rights reserved.

Pentium is a registered trademark of Intel Corporation.

Netscape is a registered trademark of Netscape Communication Corporation in the U.S. and/or other countries.

Macintosh and Mac OS are trademarks of Apple Inc., registered in the U.S. and other countries.

Microsoft, Windows, Windows NT are either registered trademarks or trademarks of Microsoft Corporation in the U.S. and/or other countries.

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 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 Professional

Microsoft® Windows® 2000 Server

Microsoft® Windows® 2000 Advanced Server

The product names of Windows XP are as follows:

Microsoft® Windows® XP Home Edition

Microsoft® Windows® XP Professional

· The product names of Windows Vista are as follows:

Microsoft® Windows Vista® Ultimate

Microsoft® Windows Vista® Business

Microsoft® Windows Vista® Home Premium

Microsoft® Windows Vista® Home Basic

Microsoft® Windows Vista® Enterprise

• 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 4.0 are as follows:

Microsoft® Windows NT® Workstation 4.0

Microsoft® Windows NT® Server 4.0

H

Disclaimer

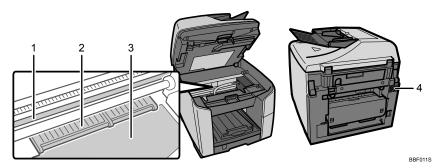
- 1) Contents of this manual are subject to change without prior notice.
- In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.
- 3) This manual may not be reproduced in whole or in part, modified, quoted, or reprinted without permission.

User's Notes



- Do not copy or print any item for which reproduction is prohibited by law. Copying or printing the following items is generally prohibited by local law: bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses. The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.
- Do not leave the scanner unit or right front cover open. Doing so could cause an injury.
- During printing, do not move the machine or open its covers.
- During printing, do not pull out a paper tray. Printing will stop and the paper will jam.
- · Take care not to let paper clips and other foreign objects fall inside the machine.
- During printing, do not turn off the power or unplug the power cord from the wall outlet.
- During printing, do not subject the machine to external shock such as that caused by tapping paper on it.
- · When not using the machine, turn off the power.
- This machine has a nominal operational life of 5 years if used normally for 8 hours a day to produce up to 2,500 A4 prints a month. Exceeding these limits may reduce the operational life. The operational life also depends on the environment in which the machine is used.
- "Total Counter" displays the number of pages printed. Use "Total Counter" to estimate the number of pages that can be printed within the machine's remaining operational life. The machine's operational life is calculated based on the number of pages that it can print on plain paper in [Speed priority] mode.
- If you will not be using the machine for a long time, turn it off, disconnect its USB cable, and then
 unplug it from the wall outlet. Ideally, you should print something at least once every 20 to 25
 days. If you leave the machine unused for longer than this, it will consume a considerable amount
 of ink for maintenance and print head cleaning when finally turned back on.
- After you install the print cartridge and switch the printer on for the first time, the print head priming process will begin. This process sometimes clogs the print head. If this happens, perform the head cleaning procedure.
- To protect the print heads and maintain print quality, the machine periodically uses ink for maintenance and print head cleaning when it is switched on and before it prints.
- The machine stops printing if one of the print cartridges runs out. If a message prompting you to change a print cartridge appears, change the cartridge as soon as possible.
- · Prints produced by duplex printing are lighter than those produced by single-sided printing.

- This machine is designed to have an operational life of 5 years or be good for 150,000 pages.
- Depending on your printing document, the ink collector unit may fill up sooner than normal. An
 "Collector Near Full" message appears shortly before the ink collector unit is full. Contact your
 service representative as soon as possible for a replacement ink collector unit (charge incurred).
- To maintain print quality, cartridges should be opened before their expiration date and used within 6 months of being opened.
- · Ink can remain inside used print cartridges.
- Color ink may be used even if you print all-black text or if you specify black and white printing. It
 may also be used for print head cleaning and refreshing, which are done to maintain machine
 performance.
- Print cartridges and supplies comply with the manufacturer's safety specifications. To ensure safety and reliability, use genuine print cartridges and supplies.
- · Black and white printing also consumes color ink.
- Printing stops if one of the print cartridges becomes empty. If a cartridge containing a color ink such as cyan, yellow, or magenta becomes empty, you cannot print, even in black/white.
- If you print a large number of pages in a day, for instance, hundreds of pages, the nozzles of the print-heads may be clogged the next day. If this happens, clean the print-heads.
- This machine performs regular automatic maintenance, after and during printing, to ensure consistent print quality. Maintenance is also performed when printing begins after a period of disuse.
- In addition to printing, ink is also consumed when the machine's power is turned on, head cleaning is performed, and print cartridges are installed.
- Do not turn off the power when the machine is in operation.
- High temperatures inside the machine can cause a breakdown. Do not lean anything against the vent or block it in any way.
- · Warm air from the vent is normal and not a cause for concern.
- Do not touch the feed belt, encoder band (the transparent, narrow, black band), or paper pressing board.



- 1) Encoder band
- 2) Paper pressing board
- 3) Feed belt
- 4) Vent

Н

Saving Color Copies

Followings are notes on saving color copies.

- Like most prints, color prints will fade if exposed to strong light or dampness and humidity for lengthy periods. Preserve the quality of your copies by storing them in a binder in a dark, dry place.
- · Ink may melt when using solvent type adhesive agents for pasting prints.

Manuals for This Machine

Read the appropriate manual according to what you want to do.

♦ Quick Installation Guide

This guide explains how to unpack the machine, set it up, and install options. It also explains basic settings and operations.

♦ User Guide

This guide is stored on the "Drivers, Manual & Utilities" CD-ROM. It explains general operation (printer, copy, scanner, fax) and covers

- · network settings,
- · driver installation,
- checking and changing settings using a Web browser and other utilities,
- · troubleshooting printing problems and paper jams,
- · suitable paper types, and
- · replacing consumables.

♦ Safety Information

This booklet contains important information about using the machine safely and correctly. Be sure to read this before using the machine.

Description for the Specified Model

In this manual, the following items explain about the machine for the specified models:

220-240V

This explains about the 220-240 V model machine. You can identify the model by checking the label on the rear of the machine.

Read if you purchase this model.

120V

This explains about the 120 V model machine. You can identify the model by checking the label on the rear of the machine.

Read if you purchase this model.



· You can identify the machine's model by checking the label on the rear of the machine as shown.



AQR358S

How to Read This Manual

Be sure to read this section before anything else.

- This guide uses Windows XP procedures for its examples. Procedures and screens might vary depending on the operating system you are using.
- The color samples in this manual may differ slightly from the colors of actual copies.
- · Some illustrations in this manual might be slightly different from the machine.
- ♦ Two kinds of models notation are employed in this manual.

GX 3000SF: This model supports the RPCS Raster printer driver.

GX 3050SFN: This model supports the PCL and RPCS Raster printer drivers and is equipped with the network interface board.

How to Use User Guide

User Guide (on the provided CD-ROM) includes detailed information about this machine and a troubleshooting guide.

Use one of the browsers below to display User Guide.

- · Microsoft Internet Explorer Version 4.01 SP2 or later
- Netscape 6.2 or later

To view the video files of User Guide, Adobe Flash Player (Macromedia Flash Player 5 or later) plug-in is required.

When using screen reader software or when you cannot install Macromedia Flash Player plugins

When using screen reader software to listen to User Guide or when video files cannot be displayed because Flash plug-ins cannot be installed, click [For screen reader] to display User Guide version optimized for screen reader software.

Use the button in the upper right window to change the screen.

♦ When using a non-recommended browser

When using Internet Explorer 3.02 or Netscape Navigator 4.05 or later versions, a simplified User Guide is displayed.



- If the simplified User Guide does not automatically appear, in the "Drivers, Manual & Utilities"
 CD-ROM's [unv] folder, open index.htm.
- The path to the [unv] folder on the supplied CD-ROM is as follows:

\MANUAL\LANG\(Language)\OP_GUIDE\unv

Opening from the Icon

This section explains how to open User Guide from the desktop icon.

1 Double-click the [User Guide] icon on your desktop.



The browser opens, and then User Guide appears.

Removing the User Guide

Follow the procedure below to remove the User Guide installed on your computer.

- Removing the User Guide using its [Uninstall] function
- 1 Click [Start], and then point to [Programs].
- 2 Point to the installed [Product name], and then click [Uninstall User Guide].
- 3 Follow the instructions that appear to remove the User Guide.
 - Removing the User Guide using [Add or Remove Programs]
- 1 Open [My Computer], point to [Settings], and then open [Control Panel].
- 2 Double-click [Add or Remove Programs].
- 3 Select the installed [Product name User Guide], and then click [Change/Remove].
- 4 Follow the instructions that appear to remove the User Guide.

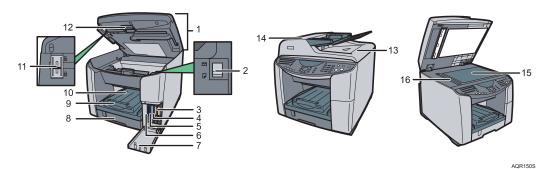
1

Guide to Components

This section explains the names and functions of parts of the machine body, control panel, and options.

Machine Body

This is a front view of the machine.



1 Scanner unit

Open this to access the envelope selector and the shipping lock. Keep it closed during printing. If paper jams occur, raise the scanner unit to remove jammed paper.

2 Envelope selector

For envelopes, set the lever to the rear position \square ; for everything else, set the lever to the forward position \square .

- 3 Print cartridge (yellow)
- 4 Print cartridge (magenta)
- 5 Print cartridge (cyan)
- 6 Print cartridge (black)

7 Right front cover

Keep this cover closed during printing. Open to install or replace print cartridges.

8 Tray 1

Load paper here.

9 Output tray extension

Pull this out to prevent copies falling.

10 Paper output tray

Prints are delivered here.

11 Shipping lock

Use this to lock the interior of the scanner unit when moving the machine.

Ш

12 Scanner unit release lever

Pull this lever to lift the scanner unit.

13 ADF (Auto document feeder)

Place stacks of originals here. They will feed in automatically. This document feeder can be used for two-sided originals.

14 ADF cover

If an original is jammed in the ADF, open the ADF cover, and then remove the original.

15 Exposure glass

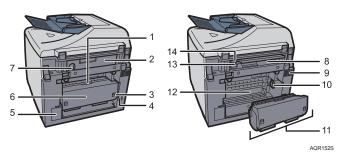
Place originals face down here for copying.

16 Scanning glass

Originals that are loaded in the ADF are scanned here.

Machine Rear

This is a rear view of the machine.



1 Duplex unit cover button

Press to open the duplex unit cover.

2 Connector cover

Open this cover to connect a telephone line, extension telephone, USB cable, and to install the network interface board. (The GX 3050SFN model is fitted with a network interface board.)

3 Duplex unit locks

Use to lock or unlock the duplex unit when attaching or detaching it.

4 Power cord

Plug the power cord into a wall outlet.

220-240V: Plug one end of the power cord into the machine's power inlet and the other end into a wall socket.

Connect the grounding wire attached to the power plug directly to a grounding terminal.

5 Ink collector unit cover

Open this cover to replace the ink collector unit.

1

6 Duplex unit cover

Open to remove paper jammed inside the duplex unit.

7 USB slot

Connect the USB cable from the computer here.

8 Ethernet Port

If the optional network interface board is installed, connect the Ethernet cable to this (The GX 3050SFN model is fitted with a network interface board.).

9 Vent

Air is vented here to prevent the inside of the machine from getting too warm. Do not lean anything against the vent or block it in any way. If the inside of the machine gets too warm, a breakdown could occur.

10 Paper feed wheel

Use to wind out paper jammed around the guide board.

11 Duplex unit

Turns the paper over when performing duplex printing.

12 Guide board

Open to remove paper jammed inside the machine.

13 G3 (analog) line interface connector

Connect a telephone line.

14 External telephone connector

Connect an extension telephone.

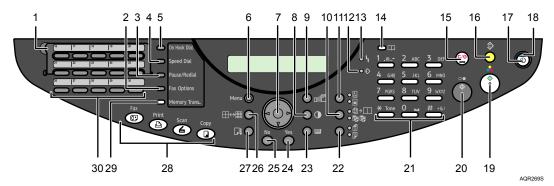
П

Control Panel

This illustration shows the control panel of the machine with options fully installed.

☆ Important

The illustrations in this manual show the 220-240V model. The 120V model may differ slightly from the illustrated model.



1 Quick Dial Flip Plate

Tilt the plate downward to change from [Quick Dial 01] key to [Quick Dial 15] key. Tilt the plate upward to change from [Quick Dial 16] key to [Quick Dial 30] key.

2 [Fax Options] key

Press to specify fax settings.

3 [Pause/Redial] key

• Pause:

Inserts a pause in a fax dialing sequence. You cannot insert a pause at the beginning of a sequence. The pause is indicated by "P".

· Redial:

Redials the last fax number.

4 [Speed Dial] key

Press to send a fax using speed dial.

5 [On Hook Dial] key

You can use on-hook dialing to check the destination's status when sending a fax.

6 [Menu] key

Press to specify or check the machine's current settings.

7 Scroll key

Press to select an item.

[▲]: scroll upward

[▼]: scroll downward

[▶]: scroll right

[◀]: scroll left

1

8 [Image Density] key

Press to adjust the copier function's scanning density in five steps from — to +. You can also specify the settings for [A], by which the machine automatically adjusts the copy image density.

9 [Zoom] key

Press to change the copy enlargement/reduction ratio in steps of 1% or fixed zoom ratio.

10 [2 in 1 / Sort] key

· Sort:

Automatically sorts printed copies. Press the [Sort / 2 in 1] key to switch to "Sort" mode. The "Sort" indicator lights when the machine is in Sort mode.

• 2 in 1

Combines and prints pages of a multiple-sheet original onto singlesheets. Press the [Sort / 2 in 1] key to switch to "2 in 1" mode. The "2 in 1" indicator lights when the machine is in 2 in 1 mode.

11 [Text / Photo] key

Press to select the most suitable scanning method for your original. If both the "Text" and "Photo" indicators light, the machine is in Text/Photo mode.

· Photo Mode

Select this mode to reproduce delicate tones in pictures, such as in

- · developed photographs,
- photographs or pictures that are printed on paper (e.g magazines), and mechanically produced copies or originals.

Press the [Text/Photo] key to switch to "Photo" mode. The "Photo" indicator lights when the machine is in Photo mode.

Text Mode

Select this mode when your originals contain only text (no pictures). Press the [Text/Photo] key to switch to "Text" mode. The "Text" indicator lights when the machine is in Text mode.

· Text / Photo Mode

The machine will automatically determine the best mode when scanning an original that contains both text and photographs. Press the [Text/Photo] key to switch to "Text/Photo" mode. The "Text" and "Photo" indicators light when the machine is in Text/Photo mode.

12 ♦ Data-in indicator

Flashes when the machine is receiving data from a computer. The Data In indicator is lit if there is data to be printed.

13 Alert

Lights up when a machine error occurs. A red light indicates an error has occurred that makes printing impossible; the yellow light indicates a potential error during printing. If the red light is on, follow the instructions that appear on the display.

14 [Address Book] key

Press to search for or select destination fax numbers, e-mail addresses and folder destinations.

П

15 [Clear/Stop] key

· Clear:

Clears an entered number.

Stop:

Stops a job in progress, such as scanning, faxing, or printing.

16 [Clear Modes] key

Press to clear the current settings and restore to the initial settings. Settings other than those specified for the current job will also be reset.

17 [Power] key

Press to turn the power on. The switch's indicator lights. To turn the power off, press again.

18 Power indicator

The main power indicator lights when the [Power] key is turned on.

19 [Color Start] key

Press to scan (in color) or directly send a file.

20 [B&W Start] key

Press to scan (in black and white), send, receive, or print a file.

21 Number keys

Use to enter numeric values when specifying settings such as fax numbers and print quantities.

22 [2 Sided Original / 2 Sided Copy] key

To copy a 2-sided original onto both sides of a sheet, press the [2 Sided Original / 2 Sided Copy] key to switch to "2 Sided Original / 2 Sided Copy" mode. The "2 Sided Original" and "2 Sided Copy" indicators light when the machine is in "2 Sided Original / 2 Sided Copy" mode.

· 2 Sided Original:

Scans double-sided originals. Press the [2 Sided Original / 2 Sided Copy] key to switch to "2 Sided Original" mode. The "2 Sided Original" indicator lights when the machine is in 2 Sided Original mode.

· 2 Sided Copy:

Duplex print a multiple sheet original. Press the [2 Sided Original / 2 Sided Copy] key to switch to "2 Sided Copy" mode. The "2 Sided Copy" indicator lights when the machine is in 2 Sided Copy mode.

23 [Select Paper Tray] key

Press to change the paper tray.

24 [Yes] key

Press to set a selected item or an entered numeric value.

25 [No] key

Press to cancel an operation or return to the previous display. Settings other than those specified for the current job will remain unchanged.

1

26 [Resolution] key

Press to adjust the scanning Resolution under the copier function. You can select one of the following three resolution modes:

- Fast
- · STD
- · H.Qty.

Press to adjust the scanning Resolution for the fax function. You can select one of the following four resolution modes:

- Std
- Detail
- Fine
- Photo

27 [Form Feed/Head-Cleaning] key

Press this to print all data left in the machine's buffer. You can use this to force the machine to print data received in the online status when the paper size or type does not match the actually set size or type.

To clean the cyan, magenta, yellow, and black print heads, hold the [Form Feed/Head-Cleaning] key down for 3 seconds.

28 Function keys

Press to display the operation screen of the printer, copier, scanner, or fax. The indicator of the selected function lights up.

29 [Memory Trans.] key

Press to switch between direct transmission and memory transmission. The indicator lights when [Memory Trans.] key is selected.

30 Quick Dial keys

Press to select a registered destination using a single touch.

Display

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

The copy display is set as the default screen when the machine is turned on.

Menu

To display the menu, press the [Menu] key.

Copy

1 2 3 4 5 6 STD 100% d 1

- 1 The specified [Image Density] setting.
- 2 The specified [Resolution] setting.
- 3 The specified [Paper Tray Prty.], and [Paper Size] settings.
- 4 The specified [Zoom] ratio setting.
- 5 The selected copier setting appears.
- 6 Number of copies set. When the machine is copying, displays the number of originals not yet copied.

1

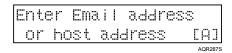
Scanner

☆ Important

• To use this function with GX 3000SF, the network interface board must be installed.



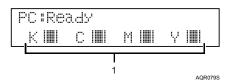
The following screen appears when you place or load an original on the ADF.





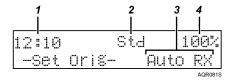
- If the network settings are incomplete, the message "*Ntwrk Sttng Incomp*" appears. If this happens, complete the network settings as follows:
 - 1) Install the network interface board.
 - 2) Specify the settings in the Network Setting menu.
 - 3) Specify [SMTP Server Name] in the SMTP Settings menu.

Printer



1 Cartridge replacement indicators. From left to right, the cartridge replacement indicators display the status of the black (K), cyan (C), magenta (M), and yellow (Y) print cartridges.

Fax



- 1 Current time.
- 2 Resolution for scanning originals under the fax function.
- 3 Reception mode.
- 4 Amount of free memory.

Ш

Icons Displayed on the Screen

1: The machine can feed paper from Tray 1.

²: The machine can feed paper from Tray 2 (optional). This icon appears only if the optional Paper Feed Unit TK1020 is attached.

*: The machine can feed paper from the bypass tray. This icon appears only if the optional Multi Bypass Tray Type BY1000 is attached.

I 1: Print cartridge is almost empty.

I+I: Print cartridge is empty.

[]: You have set [Tray Paper Setting] to [Custom].

 $\mathbf{\Xi} = :$ You can enter a fax number.

₹ 1: The machine is calling the destination.

 $\exists \ \ \ \vdots$: The machine is responding to a call.

☐☐: The machine is responding to a call.

 $\square \square$: The machine is sending a fax.

E ☑: The machine is sending or receiving an Internet fax or sending Scan to E-Mail or Scan to FTP data.

 $[\ \ \] [\ \] [\ \]$: Press the corresponding scroll key.

Н

If a Screen Requesting a Password Appears

If [User Restriction] is set to [On], you must enter the specified password when the machine

- · is switched on,
- · wakes up from Energy Save Mode, and
- · is reset using [Auto Reset Time].



• "*Invalid Password*" appears if the password is wrong. Check the password.

Reference

• p.120 "Setting User Restriction"

Entering a password

When [User Restriction] is set to [On], the following screen appears:

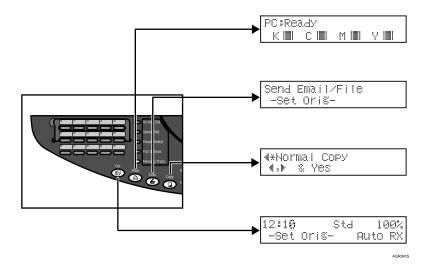
1 Enter a password (eight digits), and then press the [Yes] key.

■ Reference

• p.120 "Setting User Restriction"

Changing Modes

To switch to a different function screen, press the corresponding function key. When you do this, the key you pressed lights. On the control panel, the initial screen of the selected function appears.



♦ Copy

If you press any of the following keys, the machine switches to the copier screen and the copy indicator lights:

- [2 in 1 / Sort] key.
- [Zoom] key.
- [Select Paper Tray] key.

♦ Fax

If you press any of the following keys, the machine switches to the facsimile screen and the facsimile indicator lights:

- [Memory trans.] key.
- · [Pause/Redial] key.
- · [On Hook Dial] key.
- · [Fax Options] key.
- · [Address Book] key.
- · [Speed Dial] key.

After pressing the [Fax Options] key, you cannot switch functions while changing the Fax Features settings.

♦ Function Priority

If the machine is rebooted by [Auto Reset Time] or switched off and then back on, it is reset and its initial settings are restored. You can specify the machine's initial settings using [Func. Priority] under [System Settings].



- · You cannot switch modes during initial setup.
- To perform a function using the control panel, first press the function key to switch the display to the appropriate function screen.
- If a printing error occurs while a function key other than the [Printer] key is lit, press the [Printer] key to view the error message.

Reference

• p.108 "Setting the Machine"

Turning On the Power/Turning Off the Power

This section explains how to turn on/off the power.

♦ Power supply

[Power] key (right side of the control panel)
 Press to activate the machine. When the machine has finished warming up, all its functions are available.



- If the power switch is "On" but the machine is not used for a while, the machine automatically enters Energy Save Mode to reduce its power consumption.
- If the "Temp.Alert: Wait..." message appears, check the machine's environment is not too hot or cold.

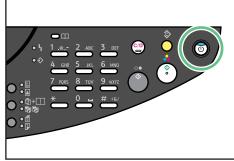
Reference

- p.108 "Energ.SaverTimer"
- p.437 "Out of Printable Temperature Range"

Turning on the power

Turn on the power as follows:

1 Press the [Power] key.



AQR301S

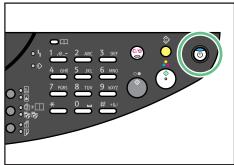
The On indicator goes on.

• If the machine does not switch on when you press the [Power] key, make sure the power plug is properly inserted in the wall outlet.

Turning off the power

Turn off the power as follows:

- 1 Make sure the ADF is lowered.
- 2 To switch the power off, hold the [Power] key down until the machine shuts down.



AQR301S

The On indicator goes off.

If you select [Auto Off Timer] for [System Settings], the machine automatically switches off if it is idle for a specified time.



• Hold the [Power] key down until the on indicator flashes.

Reference

• p.108 "Auto Off Timer"

П

Saving energy

This machine has the following energy saving function.

♦ Energy Save Mode

To reduce its power consumption, this machine automatically enters Energy Save Mode if it is not used for a specified time.

You can specify how long the machine waits before it switches to Energy Saver mode.

♦ Auto Off Timer

You can set the machine to switch off after it has been idle for a certain time.

Note

- Energy Save Mode will not operate in the following cases:
 - · When the scanner unit is open.
 - · When the right front cover is open.
 - · When the duplex unit cover is open.
 - · When the print cartridge is not installed correctly.
 - · When the duplex unit is not installed correctly.
 - · When the ink collector unit is not installed correctly.
 - · When the multi bypass tray is not installed correctly.
 - · When an error is detected.
 - · When printing is in progress.
 - · When ink is being replenished.
 - · When maintenance functions, such as head cleaning, are in progress.
 - · When the machine's interior is drying.

Reference

· p.108 "Setting the Machine"

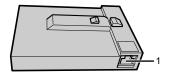
Option



- · Be sure to switch the printer off before installing options.
- Certain options might not be available in some countries. For details, please contact your local dealer.

Network Interface Board GX4

By installing this optional network interface board in the machine, you can print over the network. (The GX 3050SFN model is fitted with a network interface board.)



AQQ084S

1 Ethernet Port

Use a network interface cable to connect the machine to a network.

♦ Check the LEDs on the Ethernet port

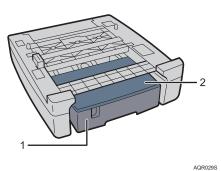


AOD228S

- 1) The green LED lights if the machine is properly connected to the network.
- 2) The orange LED blinks when the machine is sending or receiving data over the network.

Paper Feed Unit TK1020

This optional tray can hold 500 sheets.



1 Tray 2

You can load plain paper and inkjet plain paper in this tray.

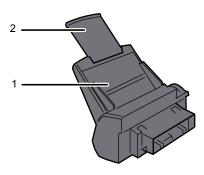
2 Tray cover

This is attached to tray 2.

Take this cover off when loading paper.

Multi Bypass Tray Type BY1000

Use this tray to feed in sheets manually.



AKR136S

1 Bypass tray

Load paper here.

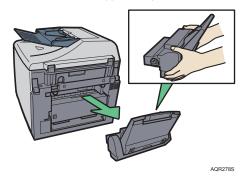
2 Bypass tray extension

You can pull this bypass tray extension out by 2 clicks. Pull the extension out as far as necessary to support the paper you are loading.

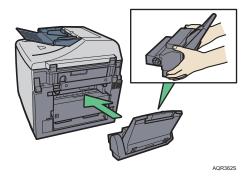
To clear a paper jam, you might have to detach the multi bypass tray.

This section explains how to detach and reattach the multi bypass tray.

- 1 Remove any paper in the bypass tray.
- 2 Push the bypass tray extension in.
- 3 Detach the multi bypass tray.



4 Fully insert the multi bypass tray.



- 5 When using the multi bypass tray, pull out its extension and adjust the side guides according to the size of the loaded paper.
- 6 Load paper in the bypass tray.

Н

Recommended Functions

This section lists useful and recommended functions.

- ♦ Copy-guard of printed documents for preventing information leaks See p.204 "Unauthorized Copy Control".
- Sending machine status notification e-mail when the machine runs out of paper, or when a paper jam occurs, etc
 See p.457 "Notifying the Machine Status by E-mail".
- ◆ Automatically selecting the tray for printing
 - See p.113 "Specifying the Tray and Paper".
- ♦ Attaching scan files to e-mails and sending them via LAN and Internet See p.251 "Sending Scan Files by E-mail".

Managing This Machine

This section explains basic procedures for using this machine.

For details about procedures and settings, see the information under in **B Reference**



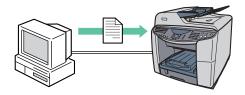
· Certain functions require special machine configuration and extra options.

Using This Machine as a Printer

Use the following procedure to configure the machine as a printer.

Connecting the machine via USB

The following procedure explains how to operate the machine as a printer via USB.



AQR239

- 1) Use a USB cable to connect the machine to a computer.
- 2) Install the printer driver and any other necessary drivers on the computer.
- 3) Begin using the printer.

Reference

- For details about procedures and settings in step 1, see "Before installing the Printer Driver (USB)", Quick Installation Guide.
- For details about procedures and settings in step 2, see p.55 "Confirming the Connection Method", "Quick Install for USB", Quick Installation Guide, p.57 "Installing the Drivers for Local Connection".
- For details about procedures and settings in step 3, see p.194 "Printing on Various Paper Types".

1

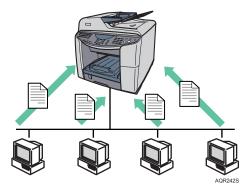
П

Connecting the machine via the network

Use the following procedure to configure the machine as a network printer.

☆ Important

• To use this function with GX 3000SF, the network interface board must be installed.



- 1) Connect the machine to the network.
- 2) Install the printer driver and any other necessary drivers on the computer.
- 3) Make the necessary changes to the network settings.
- 4) Begin using the printer.

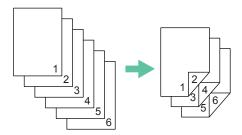
- For details about procedures and settings in step 1, see "Before installing the Printer Driver (Network Interface Board)", Quick Installation Guide.
- For details about procedures and settings in step 2, see p.55 "Confirming the Connection Method", "Quick Install for Network", Quick Installation Guide, p.62 "Installing the Drivers for Network Connection".
- For details about procedures and settings in step 3, see p.194 "Printing on Various Paper Types".

Using This Machine as a Copier

This section explains basic procedures for using the machine as a copier.

Saving paper using "2 Sided Copy" function in Copier Features

You can save paper by specifying 2 Sided Copy as the default.



VUD3438

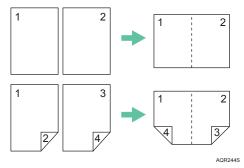
- 1) Make the necessary copier features settings.
- 2) Begin using the copier.

■ Reference

- For details about procedures and settings in step 1, see p.123 "Setting Copier Features".
- For details about procedures and settings in step 2, see p.218 "Basic Procedure".

Saving paper using the "2 in 1" function in Copier Features

You can save paper by specifying 2 in 1 as the default.



- 1) Make the necessary copier features settings.
- 2) Begin using the copier.

- For details about procedures and settings in step 1, see p.123 "Setting Copier Features".
- For details about procedures and settings in step 2, see p.218 "Basic Procedure".

Copying on two sides if necessary

You can save paper by specifying 2 Sided Copy.

1) Begin using the copier.

Reference

• For details about procedures and settings in step 1, see p.231 "Duplex".

Saving paper using "2 in 1" function if necessary

You can save paper by specifying 2 in 1.

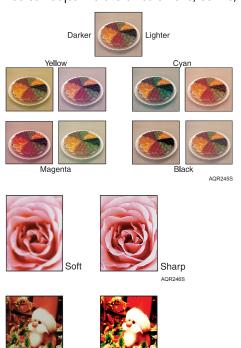
1) Begin using the copier.

Reference

• For details about procedures and settings in step 1, see p.228 "Combining Multiple Pages".

Changing the Copy Quality

You can adjust the overall color tone, outline, and contrast of an image.





1) Make the necessary copier features settings.

Reference

· For details about procedures and settings in step 1, see p.242 "Specifying the Copy Quality Settings".

B&W Copy / Color Copy

You can switch the color copy mode by pressing the [B&W Start] or [Color Start] key, depending on the type of originals used and the finish you require.



1) Begin using the copier.

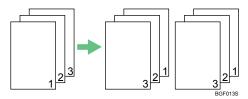
■ Reference

• For details about procedures and settings in step 1, see p.218 "Basic Procedure".

Assembling Copy

Copies are assembled as sets in sequential order.

To produce collated sets of copies, set [EjctPrt FaceDwn] to [On] in [Copier Features].



1) Begin using the copier.

Reference

• For details about procedures and settings in step 1, see p.222 "Sort".

Н

Using This Machine as a Scanner

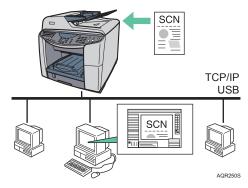
This section explains basic procedures for using this machine as a scanner.

Scanning Originals Into a Client Computer via TWAIN Driver

Use the following procedure to configure the machine for use as a scanner, so users can scan originals into a client computer via the TWAIN driver.

☆ Important

· To use network functions with GX 3000SF, the network interface board must be installed.



- Use a USB cable to connect the machine to a computer, or connect the machine to the network.
- 2) Install the TWAIN driver and any other necessary drivers on the computer.
- 3) If you are using the TWAIN driver via network connection, make the necessary network settings, such as the machine's IP address.
- 4) Begin using the scanner.

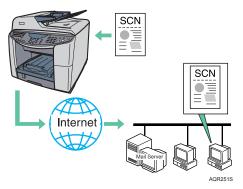
- For details about procedures and settings in step 1, see "Before installing the Printer Driver (USB)", "Installing the Printer Driver (Network Interface Board)", Quick Installation Guide.
- For details about procedures and settings in step 2, see p.55 "Confirming the Connection Method", "Quick Install for USB", "Quick Install for Network", Quick Installation Guide, p.57 "Installing the Drivers for Local Connection", p.62 "Installing the Drivers for Network Connection".
- For details about procedures and settings in step 3, see p.157 "Network Settings".
- For details about procedures and settings in step 4, see p.245 "Using the TWAIN Scanner".

Use the following procedure to configure the machine for use as a scanner, so users can send scan files by e-mail.

Mportant

Sending files by E-mail

• To use this function with GX 3000SF, the network interface board must be installed.



- 1) Connect the machine to the network.
- 2) Specify the network settings, such as the machine's IP address and the gateway address.
- 3) Specify the SMTP settings, such as the sender name, SMTP server and the SMTP port number.
- 4) Register the destinations to Address Book if necessary.
- 5) Begin using the scanner.

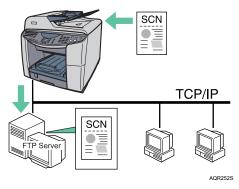
- For details about procedures and settings in step 1, see "Installing the Printer Driver (Network Interface Board)", Quick Installation Guide.
- For details about procedures and settings in step 2, see p.157 "Network Settings".
- For details about procedures and settings in step 3, see p.160 "Settings Required to Send Internet Fax and E-mail".
- For details about procedures and settings in step 4, see p.126 "Registering Addresses".
- For details about procedures and settings in step 5, see p.251 "Sending Scan Files by E-mail".

Sending files by FTP

Use the following procedure to configure the machine for use as a scanner, so users can send scan files over the network to FTP server folders.

☆ Important

• To use this function with GX 3000SF, the network interface board must be installed.



- 1) Connect the machine to the network.
- 2) Specify the network settings, such as the machine's IP address and the gateway address.
- 3) Register the destinations to Address Book if necessary.
- 4) Begin using the scanner.

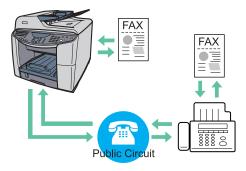
- For details about procedures and settings in step 1, see "Installing the Printer Driver (Network Interface Board)", Quick Installation Guide.
- For details about procedures and settings in step 2, see p.157 "Network Settings".
- For details about procedures and settings in step 3, see p.454 "Web Image Monitor settings".
- For details about procedures and settings in step 4, see p.265 "Sending Scan Files by FTP".

Using This Machine as a Facsimile

This section explains basic procedures for using manage this machine as a facsimile.

Using the facsimile

Use the following procedure to configure the machine for use as a facsimile.



AOR253S

- 1) Connect the machine to the telephone line.
- 2) Make settings for line type.
- 3) Make settings for transmission.
- 4) Make settings for reception.
- 5) Register the destinations to Address Book if necessary.
- 6) Begin using the facsimile.

Note

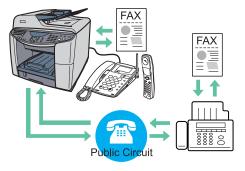
• 120V In step 3, the fax number and the date and time of transmission must be included in the header of all pages faxed to, from, or within the United States.

- For details about procedures and settings in step 1, see p.81 "Connecting a Telephone Line".
- For details about procedures and settings in step 2, see p.86 "Selecting the Line Type", p.154 "Specifying the Line Type".
- For details about procedures and settings in step 3, see p.150 "Settings to Send Fax", p.156 "Registering Fax Information".
- For details about procedures and settings in step 4, see p.151 "Settings to Receive Fax".
- For details about procedures and settings in step 5, see p.126 "Registering Addresses".
- For details about procedures and settings in step 6, see p.275 "Before Sending a Fax", p.320 "Before Receiving a Fax".

H

Using the facsimile with an external telephone

Use the following procedure to configure the machine for use as a facsimile with an external telephone.



AQR254S

- 1) Connect the machine to the telephone line.
- 2) Connect this machine to a telephone.
- 3) Make settings for line type.
- 4) Make settings for transmission.
- 5) Make settings for reception, such as the reception mode.
- 6) Register the destinations to Address Book if necessary.
- 7) Begin using the facsimile with the external telephone.

Note

• 120V In step 3, the fax number and the date and time of transmission must be included in the header of all pages faxed to, from, or within the United States.

- For details about procedures and settings in step 1, see p.81 "Connecting a Telephone Line".
- For details about procedures and settings in step 2, see p.82 "Connecting a Telephone".
- For details about procedures and settings in step 3, see p.86 "Selecting the Line Type", p.154
 "Specifying the Line Type".
- For details about procedures and settings in step 4, see p.150 "Settings to Send Fax", p.156 "Registering Fax Information".
- For details about procedures and settings in step 5, see p.151 "Settings to Receive Fax".
- For details about procedures and settings in step 6, see p.126 "Registering Addresses".
- For details about procedures and settings in step 7, see p.275 "Before Sending a Fax", p.320 "Before Receiving a Fax".

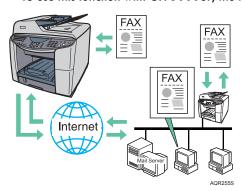
П

Using Internet fax

Use the following procedure to configure the machine for use as an Internet fax.

☆ Important

• To use this function with GX 3000SF, the network interface board must be installed.



- 1) Connect the machine to the network.
- 2) Specify the network settings, such as the machine's IP address and the gateway address.
- 3) Specify the SMTP settings, such as the sender name, SMTP server and the SMTP port number.
- 4) Specify the POP3 settings, such as the POP3 server and the POP3 port number.
- 5) Begin using the facsimile.

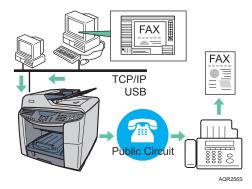
- For details about procedures and settings in step 1, see "Installing the Printer Driver (Network Interface Board)", Quick Installation Guide.
- For details about procedures and settings in step 2, see p.157 "Network Settings".
- For details about procedures and settings in step 3, see p.160 "Settings Required to Send Internet Fax and E-mail".
- For details about procedures and settings in step 4, see p.162 "Settings Required to Receive Internet Fax and E-mail".
- For details about procedures and settings in step 5, see p.126 "Registering Addresses", p.333
 "Internet Fax Functions".

Sending faxes from a computer

Use the following procedure to configure the machine for use as a facsimile, so users can send documents that they have created using a Windows application to fax machine.

☆ Important

• To use network functions with GX 3000SF, the network interface board must be installed.



- 1) Use a USB cable to connect the machine to a computer.
- 2) Install the LAN-Fax driver and any other necessary drivers on the computer.
- 3) If you are using the LAN-fax driver via network connection, make the necessary network settings, such as the machine's IP address.
- 4) Begin using the facsimile.

- For details about procedures and settings in step 1, see "Before installing the Printer Driver (USB)", "Installing the Printer Driver (Network Interface Board)", Quick Installation Guide.
- For details about procedures and settings in step 2, see p.55 "Confirming the Connection Method", "Quick Install for USB", "Quick Install for Network", Quick Installation Guide, p.57 "Installing the Drivers for Local Connection", p.62 "Installing the Drivers for Network Connection".
- For details about procedures and settings in step 3, see p.157 "Network Settings".
- For details about procedures and settings in step 4, see p.340 "Sending Fax Documents from Computers".

П

Specifying and Changing the Machine's Settings

You can change the machine's settings.

Changing the Language

To change the language used on the display:

1) Follow the procedure shown on the page listed below.

■ Reference

• p.110 "Selecting the Language"

Changing the default setting of a function

To change or set defaults:

1) Follow the procedures shown on the pages listed below.

■ Reference

- · p.108 "Setting the Machine"
- p.113 "Specifying the Tray and Paper"
- p.111 "Adjusting the Volume"
- · p.123 "Setting Copier Features"
- p.163 "Scanner Features"

Entering destination using the number keys

To enter the destinations using the number keys:

1) Follow the procedures shown on the pages listed below.

Reference

- · p.185 "Entering Text"
- p.260 "Manual Entry of an E-mail Address"
- p.311 "Enter the destination using the number keys"

Registering destination to the address book

To register destinations in the address book:

1) Follow the procedures shown on the pages listed below.

- p.185 "Entering Text"
- p.126 "Registering Addresses"

Specifying a destination using Address Book, Quick Dial, Speed Dial, or Group Dial

To specify destinations registered in Address Book using the [Address Book] key, Quick Dial keys, [Speed Dial] key, and Group Dial:

1) Follow the procedures shown on the pages listed below.

■ Reference

- p.256 "Specifying Destination"
- p.311 "Specifying the Destination"

Specifying the destination using the LDAP server

You can search for a destination registered in the Address Book using the LDAP server.

☆ Important

- To use this function with GX 3000SF, the network interface board must be installed.
- 1) Connect the machine to the network.
- 2) Specify the network settings, such as the machine's IP address and the gateway address.
- 3) Specify the LDAP settings, as the LDAP server, and the LDAP port number.
- 4) Specify the destination.

- For details about procedures and settings in step 1, see "Installing the Printer Driver (Network Interface Board)", Quick Installation Guide.
- For details about procedures and settings in step 2, see p.157 "Network Settings".
- For details about procedures and settings in step 3, see p.158 "Settings Required to Use LDAP Server".
- For details about procedures and settings in step 4, see p.258 "Selecting the E-Mail Destination in [Search] Mode".

П

2. Getting Started

This chapter explains how to get ready to print.

Confirming the Connection Method

This machine supports local and network connection.

Before installing the drivers, check how the machine is connected. Follow the driver installation procedure that is appropriate to the connection method.

♦ Local Connection

Under a USB connection, you can install the necessary software by inserting the supplied CD-ROM into your computer and then clicking [Quick Install for USB].

Installation Key	Installed Software
[Quick Install for USB]	Printer driver
	TWAIN driver
	LAN Fax driver
	Device Setting Utility
	User Guide

♦ Network Connection

Under a network connection, you can install the necessary software by inserting the supplied CD-ROM into your computer and then clicking [Quick Install for Network], [RPCS Raster Printer Driver] (GX 3000SF), [PCL/RPCS Raster Printer Drivers] (GX 3050SFN), [TWAIN Driver for Network], [LAN-Fax Driver for Network] or [DeskTopBinder -SmartDeviceMonitor for Client].

Installation Key	Installed Software
[Quick Install for Network]	Printer driver
	User Guide
	SmartDeviceMonitor for Client
[RPCS Printer driver]	Printer driver
[TWAIN Driver for Network]	TWAIN driver
[LAN-Fax Driver for Network]	LAN Fax driver
[DeskTopBinder - SmartDeviceMonitor for Client]	SmartDeviceMonitor for Client



- The printer driver name is shown as GelSprinter GX 3000SF, regardless of machine model.
- · Once the settings are complete, the machine becomes ready for use.
- With a network connection, you can use the Windows printer port to send print jobs to the
 machine directly (peer-to-peer transfer) or use the machine as a network printer and send print
 jobs to the machine from a client computer via a print server.

- · See Quick Installation Guide.
- p.65 "Using the SmartDeviceMonitor for Client Port (TCP/IP)"
- p.73 "Using as the Windows Network Printer"
- p.76 "Installing the LAN-Fax Driver (Network)"
- p.74 "Installing the TWAIN Driver (Network)"
- p.77 "Installing the DeskTopBinder SmartDeviceMonitor for Client (Network)"
- · p.63 "Quick Install for Network"
- p.57 "Quick Install for USB"

Installing the Drivers for Local Connection

This section explains how to install drivers and specify their settings under a USB connection.

Reference

- p.57 "Quick Install for USB"
- p.59 "Sharing the Printer"
- p.80 "Connecting the Machine to a Telephone Line and Telephone"
- p.99 "Loading Paper"

Quick Install for USB

Follow the procedure below to install the printer driver, TWAIN driver, LAN-Fax driver, Device Setting Utility and User Guide.



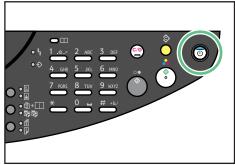
Do not turn the machine on until you have read how to do so.



AQR0345

- To install under Windows 2000/XP/Vista or Windows Server 2003, you must log on as a user with administrator rights.
- Start Windows, and insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Quit all applications currently running.
 - When you start Windows, the "Add New Hardware Wizard" may appear. If this happens, click [Cancel]. Check again that the power is off.
- 3 Select a language for the interface, and then click [OK].
- 4 Click [Quick Install for USB].
- 5 Read the license agreement, click [I accept the agreement.], and then click [Next >].
- 6 Check that the power of the machine is off, and then click [Next >].
- 7 Check again that the power of the machine is off, and then click [Next >].

8 Make sure that the computer and machine are properly connected, and then press the [Power] key.



AQR301S

Installation starts.

After you press the [Power] key, you might have to wait two to three minutes for the machine to be automatically detected.

If the connection to the computer was not confirmed, make the port settings again after installation is complete.

- 9 Select whether or not to open the machine status monitor automatically, and then click [Next >].
- 10 Check the installation result, and then click [Next >].
 Install User Guide.
- 11 Click [Next>].
- 12 Confirm the location in which you want to install Device Setting Utility, and then click [Next >].

 To change the installation location, click [Change...]
- 13 Confirm the program folder in which you want to install Device Setting Utility, and then click [Next >].
 Installation starts.
- 14 When installation is complete, click [Finish].
- 15 Click [Finish].

The printer driver, TWAIN driver, LAN-Fax driver, Device Setting Utility and User Guide are now installed.



- After inserting the CD-ROM, the "Drivers, Manual & Utilities" dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].
- When installation is complete, User Guide icon appears on your desktop.
- If the message prompting you to restart the computer appears, restart the computer.
- Confirm the printer driver is correctly installed by checking that the [Power] key of the machine is lit and performing a test print.
- If the message "Digital Signature Not Found" or the [Found New Hardware Wizard] or [Hardware Installation] dialog box appears, see "Notes on the Installation", Quick Installation Guide.

Sharing the Printer

You can share the printer.

Setting up a server

Follow the procedure below to set up a print server so that the machine can be shared by users.



• For Windows 2000/XP/Vista, Windows Server 2003, and Windows NT 4.0, log on as an administrator (a user with an administrator right).

Configure a computer connected to the machine as the print server.

The print server is a computer used to manage the shared machine on the network.

- 1 On the [Start] menu, point to [Settings], and then click [Control Panel].
- 2 Double-click [Network Connections].
- 3 Click [Local Area Connection] to highlight it, and then, in the [File] menu, click [Properties].
- 4 Select the [Client for Microsoft Networks] check box.
- 5 Click [OK].
- 6 Install the printer driver.
- 7 On the [Start] menu, point to [Settings], and then click [Printers and Faxes].
- 8 Click the icon of the printer, and then click [Sharing...] on the [File] menu.
- 9 Click [Shared as:], and then enter a name in the [Shared as:] box.
- 10 Click [OK].



 Configure a computer connected to the network, where the print server is connected, as a client computer.

Reference

• p.60 "Setting up a client computer"

Setting up a client computer

Follow the procedure below to configure a computer as a client computer and connect it to the shared printer. Make this setting when installing the printer driver from the CD-ROM provided.

MImportant

• For Windows 2000/XP/Vista, Windows Server 2003, and Windows NT 4.0, log on as an administrator (a user with an administrator right).

Configure a computer connected to the network where the print server is connected.

- Start Windows, and then insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Quit all other applications currently running.

When you start Windows, the Add New Hardware Wizard may appear. If this happens, click [Cancel]. Check again that the power is off.

- 3 Select a language for the interface, and then click [OK].
- 4 Click [RPCS Raster Printer Driver].
 If your model is the GX 3050SFN, click [PCL/RPCS Raster Printer Drivers].
- The software license agreement appears in the [<License Agreement>] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next >].

If your model is the GX 3050SFN, a dialog box for installing the printer driver appears. Select the check box of the printer driver you want to install, click [Next >], and then proceed to Step 6.

- 6 Click the plus mark next to a printer name.
- 7 Click [Port:< LPT1: >] under [Printer name:].
- 8 Click [Add].
- Click [Network Printer].
- 10 Click [OK].
- 11 Select a shared printer.
- 12 Click [OK].
- 13 Check that [<\\servername\sharedprintername>] appears after [Port:].
- 14 Click [Continue].

 Installation starts.
- 15 Check the installation result, and then click [Finish].



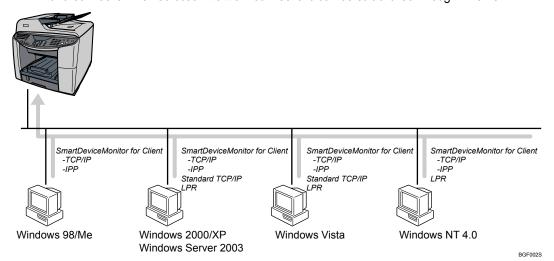
- After inserting the CD-ROM, the "Drivers, Manual & Utilities" dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].
- If the message prompting you to restart the computer appears, restart the computer.

Installing the Drivers for Network Connection

This section explains how to install drivers and specify their settings when the machine is connected via Network.

♦ Using this Machine as the Windows Printing Port

Available ports are determined based on the combination of Windows operating system version and connection method used. Network connections can be established through Ethernet.



Windows 98/Me

Connection Method	Available Ports
Ethernet	SmartDeviceMonitor for Client port •TCP/IP •IPP

Windows 2000/XP/Vista, Windows Server 2003

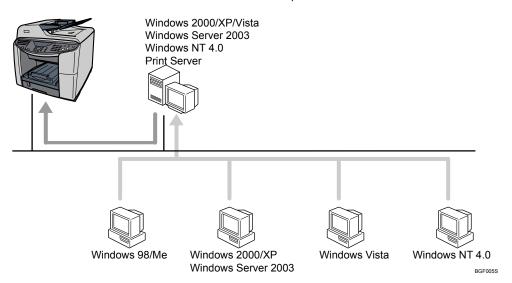
Connection Method	Available Ports
Ethernet	SmartDeviceMonitor for Client port •TCP/IP •IPP
	Standard TCP/IP
	LPR port

Windows NT 4.0

Connection Method	Available Ports
Ethernet	SmartDeviceMonitor for Client port •TCP/IP •IPP
	LPR port

♦ Using as a Network Printer

This machine can be used as the Windows network printer.



Reference

- p.65 "Installing the Printer Driver (Network)"
- p.76 "Installing the LAN-Fax Driver (Network)"
- p.74 "Installing the TWAIN Driver (Network)"
- p.73 "Using as the Windows Network Printer"
- p.80 "Connecting the Machine to a Telephone Line and Telephone"
- p.99 "Loading Paper"

Quick Install for Network

Follow the procedure below to install the printer driver, DeskTopBinder - SmartDeviceMonitor for Client and User Guide.

- To install under Windows 2000/XP/Vista, Windows Server 2003, Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrator.
- Installation of DeskTopBinder-SmartDeviceMonitor for Client using [Quick Install for Network]
 will be canceled if a newer version of DeskTopBinder-SmartDeviceMonitor for Client is already
 installed. If this happens, click [RPCS Raster Printer Driver] to install the printer driver only, and
 then manually specify the SmartDeviceMonitor for Client port.
- Start Windows, and insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Quit all other applications currently running.

- 3 Select a language for the interface, and then click [OK].
- 4 Click [Quick Install for Network].
- 5 Read the license agreement, click [I accept the agreement.], and then click [Next >].
- 6 The search for the network printer starts. If the selection dialog box appears, select the model of printer you want to use, and then click [Install].

Installation starts

If the printer cannot be found and only "Printer Port" appears in the printer selection dialog box, either the machine's IP address has not been specified or the computer and machine are not on the same network segment. Before installing the software, check the machine's IP address and the network topology. Otherwise, select "Printer Port" in the dialog box, and then install the printer driver. If you do this, SmartDeviceMonitor for Client will not be simultaneously installed, so install it afterwards, and then configure the port.

7 Click [Finish].

The printer driver, User Guide, and DeskTopBinder - SmartDeviceMonitor for Client are now installed.

Note

- After inserting the CD-ROM, the "Drivers, Manual & Utilities" dialog box appears. If it does not, doubleclick the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].
- If the message prompting you to restart the computer appears, restart the computer.
- When installation is complete, User Guide icon appears on your desktop.
- Confirm the printer driver is correctly installed by checking that the [Power] key of the printer is lit
 and performing a test print.
- If the message "Digital Signature Not Found" or the [Found New Hardware Wizard] or [Hardware Installation] dialog box appears, see "Notes on the Installation", Quick Installation Guide.

- For details about installing only the printer driver, see p.65 "Installing the Printer Driver (Network)".
- For details about using the machine as a shared network printer, see p.59 "Sharing the Printer".

Installing the Printer Driver (Network)

This section explains how to install the printer driver for using the printer with different types of ports.

Using the SmartDeviceMonitor for Client Port (TCP/IP)

This section explains how to install the printer driver (TCP/IP) and set up the SmartDeviceMonitor for Client port.

To use the SmartDeviceMonitor for Client port, you need to install the SmartDeviceMonitor for Client. If you installed the printer driver when performing [Quick Install for Network], there is no need to install it again here.

- To install this printer driver under Windows 2000/XP/Vista Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission.
 Log on as an Administrators or Power Users group member.
- Start Windows, and then insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Quit all applications currently running.
- 3 Select an interface language, and then click [OK].
- 4 Click [RPCS Raster Printer Driver].
 If your model is the GX 3050SFN, click [PCL/RPCS Raster Printer Drivers].
- 5 The software license agreement appears in the [<License Agreement>] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next>].
 - If your model is the GX 3050SFN, a dialog box for installing the printer driver appears. Select the check box of the printer driver you want to install, click [Next >], and then proceed to Step 6.
- 6 Double-click the printer name to display the printer settings.
 The details shown in [Comment:], [Driver:], and [Port:] vary depending on the operating system, printer model, and port.
- 7 Click [Port:], and then click [Add].
- 8 Click [SmartDeviceMonitor], and then click [OK].
- Click [TCP/IP], and then click [Search].
 A list of printers using TCP/IP appears.

10 Select the printer you want to use, and then click [OK].

Only printers that respond to a broadcast from the computer appear. To use a printer not listed here, click [Specify Address], and then enter the IP address of the printer.

Under Windows 98/Me, you cannot add an IP address partially similar to the one already used. For example, if "192.168.0.2" is in use, "192.168.0.2xx" cannot be used. Similarly, if "192.168.0.20" is in use, "192.168.0.2" cannot be used.

- 11 Check that the port of the selected printer is displayed in [Port:].
- 12 Click the "+" next to [Shared] to display the printer sharing settings.
 Under Windows NT 4.0, Windows 2000/XP/Vista, and Windows Server 2003, check boxes for alternate drivers appear. Select the check box for the driver you want to install.
- 13 To share the printer, select the [Shared] check box.
- 14 Select the [Default Printer] check box to configure the printer as default.
- 15 Click [Continue].
 Installation starts.
- 16 Click [Finish] in the installation completion dialog box.

Note

- After inserting the CD-ROM, the "Drivers, Manual & Utilities" dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].
- A message about restarting the computer may appear. Restart the computer to complete installation.
- If the message "Digital Signature Not Found" or the [Found New Hardware Wizard] or [Hardware Installation] dialog box appears, see "Notes on the Installation", Quick Installation Guide.

- A message appears if there is a newer version of the printer driver already installed. If there is,
 you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use
 [Add a printer]. See p.395 "If a Message Appears during Installation".
- p.77 "Installing the DeskTopBinder SmartDeviceMonitor for Client (Network)"

Using the SmartDeviceMonitor for Client Port (IPP)

This section explains how to install the printer driver (IPP) and set up the SmartDeviceMonitor for Client port.

To use the SmartDeviceMonitor for Client port, you need to install the SmartDeviceMonitor for Client.

If you installed the printer driver when performing [Quick Install for Network], there is no need to install it again here.

☆ Important

- To install printer driver under Windows 2000/XP/Vista Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. For this, log on as an Administrators or Power Users group member.
- Start Windows, and then insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- Quit all applications currently running.
- 3 Select an interface language, and then click [OK].
- 4 Click [RPCS Raster Printer Driver].
 If your model is the GX 3050SFN, click [PCL/RPCS Raster Printer Drivers].
- 5 The software license agreement appears in the [<License Agreement>] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next>].
 - If your model is the GX 3050SFN, a dialog box for installing the printer driver appears. Select the check box of the printer driver you want to install, click [Next >], and then proceed to Step 6.
- 6 Double-click the printer name to display the printer settings.
 - The details shown in [Comment:], [Driver:], and [Port:] vary depending on the operating system, printer model, and port.
- 7 Click [Port:], and then click [Add].
- 8 Click [SmartDeviceMonitor], and then click [OK].
- Click [IPP].
 - In the "Select Printer" area, the IPP settings appear.
- 10 In the [Printer URL] box, enter "http://machine's address/ipp.cgi" as the machine's address.
- II Enter a name for identifying the printer in [IPP Port Name]. Use a name different from the one of any existing port.
 - If a name is not specified here, the address entered in the [Printer URL] box becomes the IPP port name.
- 12 Click [Detailed Settings] to make necessary settings.
- 13 Click [OK].

The [Port Configuration] dialog box closes.

- 14 Check that the port of the selected printer is displayed in [Port:].
- 15 Click the "+" next to [Shared] to display the printer sharing settings.
 Under Windows NT 4.0, Windows 2000/XP/Vista, and Windows Server 2003, check boxes for alternate drivers appear. Select the check box for the driver you want to install.
- 16 To share the printer, select the [Shared] check box.
- 17 Select the [Default Printer] check box to configure the printer as default.
- 18 Click [Continue].

The printer driver installation starts.

19 Click [Finish] in the installation completion dialog box.



- After inserting the CD-ROM, the "Drivers, Manual & Utilities" dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].
- A message about restarting the computer may appear. Restart the computer to complete installation
- If the message "Digital Signature Not Found" or the [Found New Hardware Wizard] or [Hardware Installation] dialog box appears, see "Notes on the Installation", Quick Installation Guide.

Reference

- A message appears if there is a newer version of the printer driver already installed. If there is,
 you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use
 [Add a printer]. See p.395 "If a Message Appears during Installation".
- p.77 "Installing the DeskTopBinder SmartDeviceMonitor for Client (Network)"

Changing the Port Settings for SmartDeviceMonitor for Client

Follow the procedure below to change the SmartDeviceMonitor for Client settings, such as TCP/IP timeout, recovery/parallel printing, and printer groups.

- If you are using the SmartDeviceMonitor via a print server connected to the printer, Recovery
 Printing and Parallel Printing cannot be used from the client.
- ♦ Windows 98/Me:
 - 1) Open [Printers] window from [Start] menu.
 - 2) In the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].
 - Click the [Details] tab, and then click [Configure Port].
 The [Port Configuration] dialog box appears.

♦ Windows 2000 / Windows NT 4.0:

- 1) Open [Printers] window from [Start] menu.
- 2) In the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].
- 3) On the [Ports] tab, click [Configure Port]. The [Port Settings] dialog box appears.

♦ Windows XP, Windows Server 2003:

- 1) On the [Start] menu, point to [Settings], and then click [Printers and Faxes].
- 2) In the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties].
- 3) Click the [Details] tab, and then click [Configure Port]. The [Port Settings] dialog box appears.

For TCP/IP, timeout setting can be configured. If no settings on the [Recovery/Parallel Printing] tab are available, follow the procedure below.

- 1) Click [Cancel] to close the [Port Configuration] dialog box.
- 2) Start SmartDeviceMonitor for Client, and then right-click the SmartDeviceMonitor for Client icon on the taskbar.
- 3) Click [Extended Features Settings], and then select the [Set Recovery/Parallel Printing for each port] check box.
- 4) Click [OK] to close the [Extended Features Settings] dialog box.

♦ Windows Vista:

- 1) Open the [Printers] window from the [Control Panel].
- 2) Right-click the icon of the printer you want to use, and then click the [Properties].
- Click the [Ports] tab, and then click [Configure Port].
 The [Port Configuration:] dialog box appears.

Note

- · For IPP, you can specify the IPP user settings and the proxy and timeout settings.
- · See the SmartDeviceMonitor for Client Help.

Reference

• For information about these settings, see SmartDeviceMonitor for Client Help.

Using the Standard TCP/IP Port

This section explains how to install the printer driver (TCP/IP) and set up the Standard TCP/IP Port. If you installed the printer driver when performing [Quick Install for Network], there is no need to install it again here.

Important

- To install printer driver under Windows 2000/XP/Vista Professional, and Windows Server 2003, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.
- Start Windows, and then insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Quit all applications currently running.
- 3 Select an interface language, and then click [OK].
- 4 Click [RPCS Raster Printer Driver].
 If your model is the GX 3050SFN, click [PCL/RPCS Raster Printer Drivers].
- 5 The software license agreement appears in the [<License Agreement>] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next >].
 If your model is the GX 3050SFN, a dialog box for installing the printer driver appears. Select the check box of the printer driver you want to install, click [Next >], and then proceed to Step 6.
- 6 Double-click the printer name to display the printer settings.
 The details shown in [Comment:], [Driver:], and [Port:] vary depending on the operating system, printer model, and port.
- 7 Click [Port:], and then click [Add].
- 8 Click [Standard TCP/IP], and then click [OK].
 Configure the Standard TCP/IP port settings, and then see Windows Help if [Standard TCP/IP Port] does not appear.
- 9 Click [Next >] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.
- 10 Enter the printer name or IP address in the [Printer Name or IP Address] box.
- 11 Click [Finish] in the [Add Standard TCP/IP Printer Port Wizard] dialog box.
- 12 Check that the port of the selected printer is displayed in [Port:].
- Click the "+" next to [Shared] to display the printer sharing settings.

 Under Windows NT 4.0, Windows 2000/XP/Vista, and Windows Server 2003, a check box for an alternative driver appears. To install the alternative driver, select the check box.
- 14 To share the printer, select the [Shared] check box.
- 15 Configure the default printer as necessary.

16 Click [Continue].

The printer driver installation starts.

17 Click [Finish] in the installation completion dialog box.



- After inserting the CD-ROM, the "Drivers, Manual & Utilities" dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].
- If the message "Digital Signature Not Found" or the [Found New Hardware Wizard] or [Hardware Installation] dialog box appears, see "Notes on the Installation", Quick Installation Guide.
- A message about restarting the computer may appear. Restart the computer to complete installation.

Reference

A message appears if there is a newer version of the printer driver already installed. If there is,
you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use
[Add a printer]. See p.395 "If a Message Appears during Installation".

Using the LPR Port

This section explains how to install the printer driver (TCP/IP) and set up the LPR Port. If you installed the printer driver when performing [Quick Install for Network], there is no need to install it again here.

☆ Important

- To install this printer driver under Windows 2000/XP/Vista Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission.
 Log on as an Administrators or Power Users group member.
- Start Windows, and then insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Quit all applications currently running.
- 3 Select an interface language, and then click [OK].
- 4 Click [RPCS Raster Printer Driver].
 If your model is the GX 3050SFN, click [PCL/RPCS Raster Printer Drivers].
- 5 The software license agreement appears in the [<License Agreement>] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next>].
 - If your model is the GX 3050SFN, a dialog box for installing the printer driver appears. Select the check box of the printer driver you want to install, click [Next >], and then proceed to Step 6.

- 6 Double-click the printer name to display the printer settings.
 - The details shown in [Comment:], [Driver:], and [Port:] vary depending on the operating system, printer model, and port.
- 7 Click [Port:], and then click [Add].
- 8 Click [LPR Port], and then click [OK].
 If [LPR Port] does not appear, see Windows Help and install it.
- 9 Enter the machine's IP address in the [Name or address of server providing lpd] box.
 A list of printers using TCP/IP appears.
- 10 Enter "lp" in the [Name or address of server providing lpd] box, and then click [OK].
 The port is added.
- 11 Check that the port of the selected printer is displayed in [Port:].
- 12 Click the "+" next to [Shared] to display the printer sharing settings.
 Under Windows NT 4.0, Windows 2000/XP/Vista, and Windows Server 2003, a check box for an alternative driver appears. To install the alternative driver, select the check box.
- 13 To share the printer, select the [Shared] check box.
- 14 Configure the default printer as necessary.
- 15 Click [Continue].
 The printer driver installation starts
- 16 Click [Finish] in the installation completion dialog box.



- After inserting the CD-ROM, the "Drivers, Manual & Utilities" dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].
- If the message "Digital Signature Not Found" or the [Found New Hardware Wizard] or [Hardware Installation] dialog box appears, see "Notes on the Installation", Quick Installation Guide.
- A message about restarting the computer may appear. Restart the computer to complete installation.

Reference

A message appears if there is a newer version of the printer driver already installed. If there is,
you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use
[Add a printer]. See p.395 "If a Message Appears during Installation".

Using as the Windows Network Printer

This section assumes that the client has already been configured to communicate with a Windows 2000/XP/Vista, Windows Server 2003, or Windows NT 4.0 print server. Do not begin the following procedure before the client is set up and configured correctly.

To use the print server, install the printer driver by selecting "Network printer server", and then select the Windows 2000/XP/Vista, Windows Server 2003, or Windows NT 4.0 shared printer.

Mportant !

- To install printer driver under Windows 2000/XP/Vista Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. For this, log on as an Administrators or Power Users group member.
- If you print with a print server connected to the printer using the SmartDeviceMonitor port,
 Recovery Printing and Parallel Printing cannot be used from the client.
- If you print with a Windows XP/Vista or Windows Server 2003 print server, notification functions of SmartDeviceMonitor may not be used with the client.
- If you print with a Windows NT 4.0 print server, install the printer driver before you connect the print server to the printer.
- Start Windows, and then insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Quit all applications currently running.
- 3 Select an interface language, and then click [OK].
- 4 Click [RPCS Raster Printer Driver].
 If your model is the GX 3050SFN, click [PCL/RPCS Raster Printer Drivers].
- 5 The software license agreement appears in the [<License Agreement>] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next >].
 - If your model is the GX 3050SFN, a dialog box for installing the printer driver appears. Select the check box of the printer driver you want to install, click [Next >], and then proceed to Step 6.
- 6 Double-click the printer name to display the printer settings.
 - The details shown in [Comment:], [Driver:], and [Port:] vary depending on the operating system, printer model, and port.
- 7 Click [Port:], and then click [Add].
- 8 Click [Network Printer], and then click [OK].
- 9 Double-click the computer name you want to use as a print server in the [Browse for Printer] window.
- 10 Select the printer you want to use, and then click [OK].
- 11 Check that the port of the selected printer is displayed in [Port:].
- 12 Select the [Default Printer] check box to configure the printer as default.

13 Click [Continue].

The printer driver installation starts.

14 Click [Finish] in the installation completion dialog box.

A message about restarting the computer may appear. Restart the computer to complete installation.

Note

- If the message "Digital Signature Not Found" or the [Software Installation] or [Hardware Installation] dialog box appears, click [Yes] or [Continue Anyway] to continue the installation.
- To abort the software installation, click "Cancel".
- AutoRun may not work with certain operating system settings. If this happens, double-click "Setup.exe" in the CD-ROM root directory to launch the installer.

■ Reference

- A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add a printer]. See p.395 "If a Message Appears during Installation".
- To continue the installation, the Windows network printer settings must be specified correctly.
 Abort the installation, and then specify the Windows network printer settings according to the instructions in "Setting Up a Server". See p.59 "Setting up a server".

Installing the TWAIN Driver (Network)

Follow the procedure below to install the TWAIN driver only. To use the TWAIN scanner function, you need to install the TWAIN driver on the client computer.

Mportant ...

- For Windows 2000/XP/Vista, Windows Server 2003, and Windows NT 4.0, log on as an administrator (a user with an administrator right).
- Start Windows, and insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- Quit all applications currently running.
- 3 Select a language for the interface, and then click [OK].
- 4 Click [TWAIN Driver for Network].
- 5 Read the license agreement, click [I accept the agreement.], and then click [Next >].
- 6 Enter the machine's IP address in [MFP IP Address] dialog box, and then click [OK].
- 7 Check the installation result, and then click [Finish].



- After inserting the CD-ROM, the "Drivers, Manual & Utilities" dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].
- Before you start the installation, check the system requirements for the TWAIN driver. For details about the system requirements, see "TWAIN Driver".
- When the installation is complete, a message about restarting the client computer may appear. In this case, restart the client computer.
- After the installation is complete, a folder with the name of the machine in use is created in [Programs] on the [Start] menu. You can display Help from here.

■ Reference

• p.502 "TWAIN Driver"

Specifying [I/O TYPE]

This section explains how to specify the TWAIN driver interface settings.

- Launch the TWAIN driver.
- 2 Select [Network] and [Auto] check box, and then click [Search].

The computer searches the network for available machines.

If you select the [Specify] check box, enter the machine's IP address, and then click [OK]. If you selected the [Specify] check box, proceed to step 5.

- 3 Click [Stop].
- 4 Select the machine's IP address from the dropdown list, and then click [Connect].
- 5 Click [OK].

The confirmation screen closes.

■ Reference

For details about the TWAIN driver, see TWAIN driver's Help.

Installing the LAN-Fax Driver (Network)

Follow the procedure below to install the LAN-Fax driver only.

☆ Important

- For Windows 2000/XP/Vista, Windows Server 2003, log on as an administrator (a user with an administrator right).
- The LAN-Fax driver cannot be installed under Windows NT 4.0.
- 1 Start Windows, and insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Quit all other applications currently running.
- 3 Select an interface language, and then click [OK].
- 4 Click [LAN-Fax Driver for Network].
- 5 Read the license agreement, click [I accept the agreement.], and then click [Next >].
- 6 Enter the machine's IP address in [MFP IP Address] dialog box.
- 7 Check the installation result, and then click [Finish].



 After inserting the CD-ROM, the "Drivers, Manual & Utilities" dialog box appears. If it does not, doubleclick the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].

Installing the DeskTopBinder - SmartDeviceMonitor for Client (Network)

Follows the procedure below to install the Installing DeskTopBinder - SmartDeviceMonitor for Client.

☆ Important

- To install SmartDeviceMonitor for Client under Windows 2000/XP/Vista, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrator.
- Install SmartDeviceMonitor for Client before installing the printer driver when using the Smart-DeviceMonitor for Client port.

You can install SmartDeviceMonitor for Client in either of the following two ways:

♦ Full install
Installs all modules.

♦ Custom Install

You can select which modules to install.

This section explains the procedure for Full install.

- Start Windows, and then insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Quit all other applications currently running.
- 3 Select an interface language, and then click [OK].
- 4 Click [DeskTopBinder SmartDeviceMonitor for Client].

The SmartDeviceMonitor for Client installer starts.

- 5 Select the language to be used for installation, and then click [Next >].
- 6 Click [Next >].
- 7 The software license agreement appears in the [<License Agreement>] dialog box. After reading through its contents, click [Yes] to accept it.
- 8 Click [Full install].
- 9 Select the folder in which you want to install the files, and then click [Next >].
- 10 Register the Program folder.
- 11 Click [Next >].
- 12 Check the specified setting, and then click [Next >].

13 Click [Complete].

If you are required to restart the computer after installing SmartDeviceMonitor for Client, restart the computer.



 After inserting the CD-ROM, the "Drivers, Manual & Utilities" dialog box appears. If it does not, doubleclick the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].

Network Cautions

This section gives cautions for network connection.

Using DHCP

This machine can be used in a DHCP environment.



- If you are using a DHCP relay agent on a network that is connected to an ISDN line, the ISDN line may be used each time a packet is sent from the machine, incurring communication charges.
- If your network environment is using DHCP and you have configured the machine to obtain its
 IP address automatically but the machine is operating in Auto-IP (169.254.xxx.xxx) mode, the
 machine might have obtained an incorrect IP address or might be using the same address as
 another network device. If this happens, consult your network administrator.



- Supported DHCP server operating systems are: Windows 2000 Server, Windows Server 2003, Windows NT Server 4.0 Service Pack 4 or higher, NetWare, and UNIX standard.
- Reserve an IP address for the machine on the DHCP server so the same address will be assigned
 to the machine at all times.
- When there are multiple DHCP servers, make the same reservation for all. This machine uses information from the DHCP server that responds first.

Reference

· For details about checking the IP address in the Configuration List, see Quick Installation Guide.

Connecting the Machine to a Telephone Line and Telephone

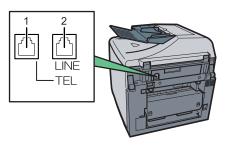
This section explains how to connect the machine to a telephone line and select the line type.

ACAUTION

- 120V : To reduce the risk of fire, use only No.26 AWG or larger telecommunication line cord.
- 120V : Pour réduire le risque d'incendie, utiliser uniquement des conducteurs de télécommunications 26 AWG ou de section supérieure.

Mportant ...

- 120V: By United States law, you must program your phone number identification (your fax number) into your machine before you can connect the public phone system. See "Registering Fax Information".
- The connection procedure described in this section is only an example. For details about alternative connection methods, consult your service representative. Also, the fax function might not be available, depending on configuration of the environment that the machine is connected to.
- If you connect the cables incorrectly, the machine might not able to send or receive faxes and might cause damage to other devices.
- This machine does not support fax transmission or reception by VoIP. This is because connection quality is heavily dependent on the network and operating environment and data can be lost during transmission.



AQR035

- 1 External telephone connector
- 2 G3 (analog) line interface connector

U Note

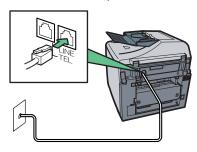
- The telephone line jack is marked "LINE" and the external telephone jack is marked "TEL". Confirm these markings before connecting any cables to these jacks.
- This machine supports Group 3 fax only.

■ Reference

• p.156 "Registering Fax Information"

Connecting a Telephone Line

You can connect a phone line to the machine.



AOR036S

Lift the connector cover and connect a telephone line to "LINE".

Set the reception mode to "Fax Only".

Set the line type to "PSTN".

U Note

- · Connect an external telephone to "TEL".
- Dedicated telephone lines might not be usable for faxing. For more information, consult your phone company.

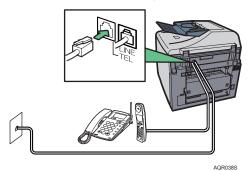
Reference

- p.86 "Selecting the Line Type"
- p.151 "Settings to Receive Fax"
- · p.324 "Fax Only Mode"

Connecting a Telephone

You can connect an external telephone to the machine and make or receive calls with it.

By connecting a telephone to the machine, you can remotely switch between fax and telephone modes. Even if you sit a long way from the machine, by having the telephone at hand, you can switch between fax and telephone modes without leaving your desk.



Lift the connector cover and connect a telephone to "TEL".



- · Connect a telephone line to "LINE".
- Certain telephone functions are not compatible with this machine. If your telephone has such functions, those functions will not be usable and the telephone might not connect.

■ Reference

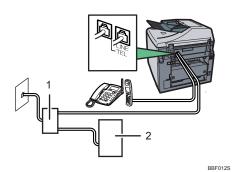
• p.154 "Specifying the Line Type"

Connecting the Machine to an ADSL Circuit

The following procedure explains how to connect the machine to an ADSL circuit.

☆ Important

- The connection procedure described in this section is only an example, it does not apply to
 every type of connection. For product-specific details about connections and settings, see the
 manuals provided with your ADSL modem (or other ADSL equipment) and splitter.
- Do not connect the machine to the telephone line in parallel with any other device. Terminating the line with more than one device in this can result in degraded fax images, errors when sending or receiving fax images, and other communication problems.



1 Splitter

2 ADSL equipment

Connect the telephone line to LINE and the external telephone to TEL.

Set the line type to PSTN.

Note

· Some ADSL devices have a built-in splitter so do not require the use of a separate splitter.

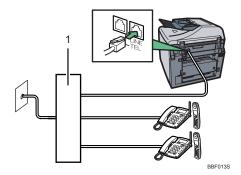
Reference

- p.85 "Setting the Reception Mode"
- p.86 "Selecting the Line Type"
- p.151 "Settings to Receive Fax"
- p.324 "Fax Only Mode"
- · p.325 "Manual RX Mode"
- · p.326 "Auto SW Mode"

Connecting the Machine to a Private Branch Exchange (PBX)

The following procedure explains how to connect the machine to a private branch exchange (PBX).

When you connect the machine to a PBX, set the PBX system to treat the connection as an analog two-wire circuit. For details, consult your sales or service representative who installed your PBX.



1 PBX System

Raise the connector cover and connect the telephone line to LINE.

Set the reception mode to [Fax Only].

Set the line type to PABX.

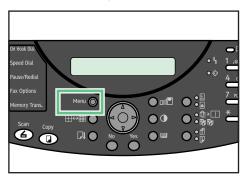
■ Reference

- p.85 "Setting the Reception Mode"
- p.88 "Selecting public switched telephone network (PSTN) or private branch exchange (PABX)"
- p.151 "Settings to Receive Fax"
- p.324 "Fax Only Mode"

Setting the Reception Mode

The following procedure explains how to set the fax reception mode.

1 Press the [Menu] key.



AOR303

2 Press the [▲] or [▼] key to display [RX Settings], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [RX Mode], and then press the [Yes] key.

4 Press the [◄] or [▶] key to select the reception mode setting you want to apply, and then press the [Yes] key.

To move the \times icon, press the $[\blacktriangleleft]$ or $[\blacktriangleright]$ key.

The reception mode setting appears.

Press the [No] key to switch to the initial screen.



• The default setting is "Fax Only".

■ Reference

- p.324 "Types of Reception modes"
- p.151 "Settings to Receive Fax"

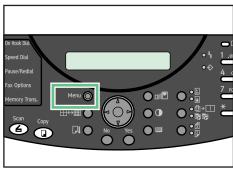
Selecting the Line Type

Select the type of line to which the machine is connected. There are two types: Push and Dial.

Selecting [Push]

This section explains how to set line type to "Push".

1 Press the [Menu] key.



AQR303S

2 Press the $[\blacktriangle]$ or $[\blacktriangledown]$ key to display [Line Settings], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Dial/Push Phone], and then press the [Yes] key.

```
1 Dia1/Push Phone? ▲
OK=Yes ▼
```

4 Press the [◀] or [▶] key to select [Push], then press the [Yes] key.

Press the [No] key to switch to the initial screen.

Reference

• For details about the line type, see p.154 "Specifying the Line Type".

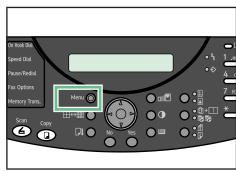
2

Z

Selecting [Dial]

This section explains how to set line type to "Dial".

1 Press the [Menu] key.



AQR303S

2 Press the [▲] or [▼] key to display [Line Settings], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Dial/Push Phone], and then press the [Yes] key.

4 Press the [◄] or [▶] key to select [Dial], then press the [Yes] key.

5 Press the [◄] or [▶] key to select [10pps] or [20pps], then press the [Yes] key.

Press the [No] key to switch to the initial screen.

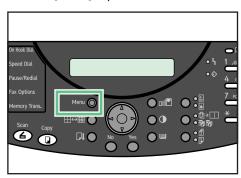
Reference

• For details about the line type, see p.154 "Specifying the Line Type".

Selecting public switched telephone network (PSTN) or private branch exchange (PABX)

To connect the machine to the public switched telephone network, select [PSTN]. To connect the machine to a private branch exchange, select [PABX].

1 Press the [Menu] key.



AQR303S

2 Press the [▲] or [▼] key to display [Line Settings], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [PSTN/PABX], then press the [Yes] key.

4 Press the [◀] or [▶] key to select [PSTN] or [PABX], then press the [Yes] key.

If you select [PABX], proceed to Step 5.

Press the [No] key to switch to the initial screen.

5 Using the number keys, enter the code for obtaining the outside line. You can enter up to four digits.

Press the [No] key to switch to the initial screen.

Paper

This section explains the available paper types and how to load paper.

Compatible Paper Types

You can use various types of paper.

♦ Plain paper

This paper is normally used for copying and printing. Unlike inkjet plain paper or glossy paper, it is uncoated.

♦ Inkjet plain paper

This extra-white plain paper makes the printed colors appear more vivid. Since it does not have an ink-absorbent coating, you can write on it and use it for photocopying, just like regular plain paper.

♦ Glossy paper

This machine prints best on glossy paper for laser. For details the types of glossy paper, contact your sales or service representative.

♦ Inkjet transparency

Transparency film for equipment such as overhead projectors is designed for the pigmented inks used by the machine. Film for plain paper copiers cannot be used because it does not absorb ink. Film for dye inks is not recommended because the machine's pigmented inks may not take properly to it or may smear or rub off. Transparency film can be used in this machine provided it is compatible with pigmented inks.

♦ Envelopes

For details about the types of envelope that can be used, see p.93 "Paper Handling Precautions".

♠ Thick paper

For details about the types of thick paper that can be used, see p.93 "Paper Handling Precautions".

U Note

- All types of paper besides thick paper can be loaded in tray 1.
- You can load plain paper and inkjet plain paper in tray 2 (optional).

■ Reference

- p.93 "Paper Handling Precautions"
- p.194 "Printing on Various Paper Types"
- Under the Copier function, the usable resolutions depend on the paper type. p.240 "Specifying the Resolution"

Loadable Paper Sizes and Quantities

You can load in each tray the paper of the following size and number.

Tray 1

Туре	Size	Paper capacity
Plain / Inkjet Plain Paper	A4 (210 × 297 mm)□	Maximum paper capacity: 250 sheets
	A5 (148 × 210 mm)□	Maximum paper output capacity:
	A6 (105 × 148 mm)□	150 sheets
	B5 (182 × 257 mm)□	
	Letter (8 ¹ / ₂ " × 11")□	
	Legal (8 ¹ / ₂ " × 14")□	
	8 ¹ / ₂ " × 5 ¹ / ₂ " ¬	
	Executive $(7^{1}/_{4}" \times 10^{1}/_{2}")$	
	Custom paper sizes	
	140-356 mm (length), 90-216 mm (width)	
Glossy Paper	A4 (210 × 297 mm)□	Maximum paper capacity: 250 sheets
		Maximum paper output capacity: 1 sheets
Inkjet Transparency	A4 (210 × 297 mm)□	Maximum paper capacity: 1 sheet
		Maximum paper output capacity: 1 sheet
Envelope	Com 10 Env. $(4^{1}/8" \times 9^{1}/2")$	Maximum paper capacity: 20 sheets
	Monarch Env. (3 $^{7}/_{8}$ " × 7 $^{1}/_{2}$ ") \Box	Maximum paper output capacity: 20 sheets
	DL Env. (110 × 220 mm) □	
	C6 Env. (114 × 162 mm)□	
	C5 Env. (162 × 229 mm)□	

Tray 2

Туре	Size	Paper capacity
Plain / Inkjet Plain Paper	A4 (210 × 297 mm)□	Maximum paper capacity: 500 sheets
	B5 (182 × 257 mm)□	Maximum paper output capacity: 150 sheets
	Letter (8 ¹ / ₂ " × 11")□	
	Legal (8 ¹ / ₂ " × 14")□	
	Executive $(7^{1}/_{4}" \times 10^{1}/_{2}")$	
	Custom paper sizes	
	210-356 mm (length), 148-216 mm (width)	

Bypass Tray Unit

Туре	Size	Paper capacity
Plain / Inkjet Plain Paper	A4 (210 × 297 mm)□	Maximum paper capacity: 100 sheets
	A5 (148 × 210 mm)□	Maximum paper output capacity:
	A6 (105 × 148 mm)□	150 sheets
	B5 (182 × 257 mm)□	
	Letter (8 ¹ / ₂ " × 11")□	
	Legal (8 ¹ / ₂ " × 14")□	
	5 ¹ / ₂ " × 8 ¹ / ₂ "D	
	Executive $(7^{1}/_{4}" \times 10^{1}/_{2}")D$	
	8K (267 × 390 mm)□	
	16K (195 × 267 mm)□	
	Custom paper sizes	
	127-1296 mm (length), 55-216 mm (width)	
Glossy Paper	A4 (210 × 297 mm)□	Maximum paper capacity: 100 sheets
		Maximum paper output capacity: 1 sheets
Inkjet Transparency	A4 (210 × 297 mm)□	Maximum paper capacity: 1 sheet
		Maximum paper output capacity: 1 sheet
Envelope	Com 10 Env. $(4^{1}/8" \times 9^{1}/2")$	Maximum paper capacity: 10 sheets
	Monarch Env. (3 $^{7}/_{8}$ " × 7 $^{1}/_{2}$ ") \Box	Maximum paper output capacity: 20 sheets
	DL Env. (110 × 220 mm) □	
	C6 Env. (114 × 162 mm)□	
	C5 Env. (162 × 229 mm) □	
Thick		Maximum paper capacity: 20 sheets
		Maximum paper output capacity: 20 sheets

U Note

- When copying, glossy paper cannot be fed from the optional bypass tray.
- Load all custom-sized paper in the portrait orientation.
- Thick paper is paper weighing more than 163 g/m 2 .

■ Reference

• p.211 "Setting and Placing Originals"

Paper Handling Precautions

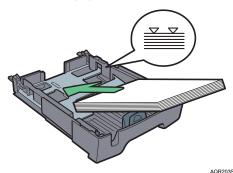
To ensure optimum print results, take care when handling paper before and after printing.

Loading precautions

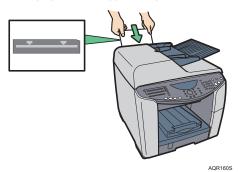
To ensure correct printing, handle the paper carefully.

Cautions when Loading Paper

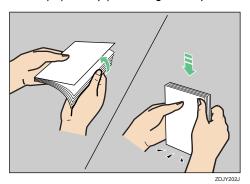
- · Use compatible paper.
- · Load paper with the print side face down in the paper trays.
- · Load paper with the paper grain parallel to the feed direction.
- Do not load paper of different types at the same time.
- · To load a different type of paper than that already loaded, first remove all currently loaded paper.
- · Do not stack paper over the limit mark.



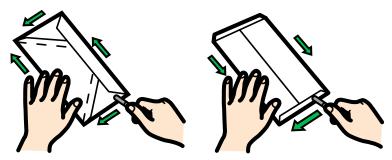
· Load paper in the bypass tray with the side to be printed on facing up.



· Curled paper may jam. Straighten any curls before loading.



• Before loading envelopes, make sure their edges are sharply creased by rubbing the edges with a pen or similar object.



Paper storage precautions

This section gives cautions on storing paper.

If stored under adverse conditions, even paper suitable for printing can cause paper jams, poor print quality, or machine malfunctions. When you store paper, keep the following points in mind:

- Do not store paper in humid places.
- · Do not store paper in direct sunlight.
- · Store paper flat.
- · Store unused paper in the original package.

Paper type precautions

This section gives cautions for each type of paper.

♦ Plain paper

- Use the bypass tray to print on paper heavier than 163 g/m² (297.6 lb.).
- The only type of A6 (105 \times 148 mm (4.2 \times 5.9 inches)) paper that can be loaded in tray 1 is that of 163 g/m² (297.6 lb.).
- After printing, some types of paper take longer than others to dry. With duplex printing, the ink may smear or rub off. Using the printer driver, specify how long to wait for the prints to dry between printing each side of a duplex sheet. For details, see the printer driver Help.

♦ Inkjet plain paper

- When printing on inkjet plain paper, in the printer properties dialog box, click [Inkjet Plain Paper]. This allows printing at higher quality.
- In the printer properties dialog box, when [Inkjet Plain Paper] is selected, only one-sided printing is possible. To print on both sides of a sheet, click [Plain].
- · Use as soon as possible after opening the package.

♦ Glossy paper

- The time it takes for the ink to dry depends on the kind of printed image and the environmental conditions.
- To ensure water- and oil-resistance, leave the printed sheet to dry for about a day.
- Some print images can cause the paper to curl. If this happens, remove the sheet from the output tray before printing the next job.
- Some print images can cause the paper to curl, which creates patchy print. If this happens, set [Print Quality] to [Quality priority].
- · Only one-sided printing is possible.
- · When using these sheets, see the instructions supplied with them.

♦ Inkjet transparency

- Identify the print side by orientating the sheet vertically, so that the notched corner is at the bottom left. The side facing you is the print side.
- Load one sheet at a time. If multiple sheets are loaded, the leading edge of transparencies may get scratched.
- · Handle sheets by the edges so as not to dirty or leave fingerprints on the print side.
- · Make sure that sheets are not badly bent or scratched, and the print side is not damaged.
- · Only one-sided printing is possible.
- · Remove sheets from the output tray individually, as they come out.
- · Before handling, make sure printed sheets have fully dried.
- If you want to stack prints soon after they are printed, we recommend inserting a moistureabsorbent sheet, like copy paper, between prints.
- Ink takes time to dry. To prevent sheets from sticking together, remove them from the output tray individually, as they come out.
- If printing comes out streaked, adjust the paper feed level.
- · Use at 15-25°C (59-77°F) and 30-70% humidity.
- · Use as soon as possible after opening the package.
- · When using these sheets, see the instructions supplied with them.

♦ Envelopes

- Up to 20 envelopes can be loaded in tray 1.
- · If the envelopes bulge, flatten them.
- · Load envelopes carefully, because the printable area depends on the orientation.
- Set the Envelope selector to the rear position \square before printing.

♦ Thick paper

- Paper heavier than 163 g/m² (297.6 lb.) is inserted into the bypass tray one sheet at a time.
 Paper lighter than that can be loaded into tray 1 or tray 2 (optional).
- · You can insert paper with weights up to 255 g/m² (485.0 lb.) into the bypass tray.
- · Insert paper with the print side face up into the bypass tray.

♦ Cautions to Observe After Printing

Depending on the paper type, the ink may take a while to dry. Before handling, make sure printed sheets have fully dried. Otherwise, the ink may smudge.



• The ink may smear depending on the type of image. If this happens, set the envelope selector to the rear position .

Non-compatible paper

Check if the paper is compatible.

Do not use paper that is:

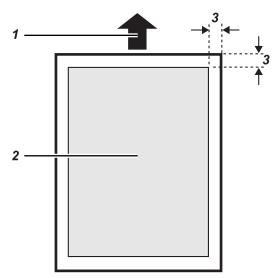
- · wrinkled, folded, or damaged
- · wavy at the ends
- curled
- absorbent
- · dry and conducive to static buildup
- already printed on (such as the back of preprinted paper)
- · preprinted (unless specified)
- · heat sensitive/non-carbon
- · too thick or thin
- pre-stitched
- · glued or tacked
- · stapled or clipped together
- · dark in places
- · irregular in length and proportion



 Even if compatible paper types are used, print quality may be lower than usual or paper jams may occur if the paper was improperly stored.

Printable area

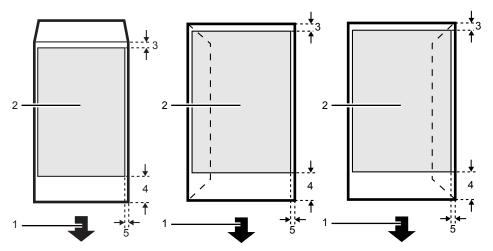
Printable and unprintable areas



- 1 Feed Direction
- 2 Printable Area
- 3 3 mm (0.118 inches)



• When printing on envelopes, the following print area limitations apply.



- 1 Feed Direction
- 2 Printable Area
- 3 8 mm (0.4 inches)
- 4 38 mm (1.5 inches)
- 5 5 mm (0.2 inches)

Loading Paper

Load paper into the paper tray.

Normally, load paper into tray 1. Tray 2 (optional) can be used if installed.



· Load paper with the paper grain parallel to the feed direction.

Loading paper into tray 1

Follow the procedure below to load paper into tray 1.

A4/Letter size paper is loaded here.

1 Lift the output tray.



AQR040S

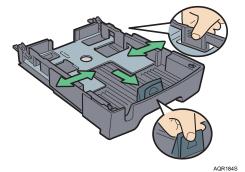
2 Hold the Tray 1 grip, pull the tray halfway out, lift it slightly, and then pull it out further.



AQR041S

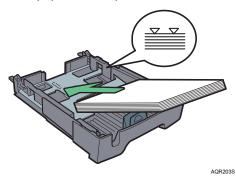
Pull tray 1 completely out. Take care not to drop it.

3 Squeeze the paper guides on right side, and then adjust them according to the paper size.



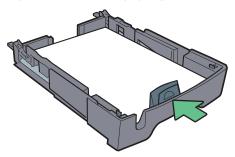
Beforehand, make sure to squeeze the front end paper guide, and then expand the guide.

4 Load paper with the print side face down but not over the limit mark.



Load paper according to the capacity of the tray.

5 Squeeze the front end paper guide, and then slide it to meet the edge of the paper.



AQR204S

6 Hold both sides of tray 1, and push it gently in until it stops.



AOD0428

7 Lower the output tray.



AQR043S

Loading paper into tray 2 (optional)

Follow the procedure below to load paper into tray 2.

You can load plain paper and inkjet plain paper in tray 2.

A4/Letter size paper is loaded here.

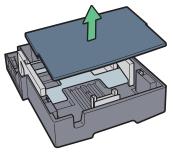
1 Hold the grip on tray 2, lift the tray slightly, and then pull it out.



AQR044S

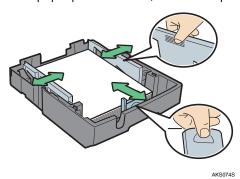
Pull tray 2 completely out. Take care not to drop it.

2 Lift off the cover.

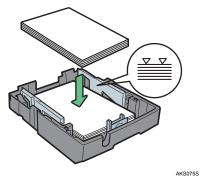


AQR045S

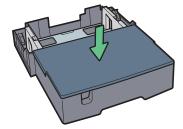
3 Load paper print side down, and then adjust the paper guide to the paper size.



To load 250 or more sheets of paper, first load about 200 sheets, and then load the remaining sheets, making sure the paper does not exceed the limit mark.



4 Re-attach the cover.



AQR0468

5 Push tray 2 gently in until it stops.



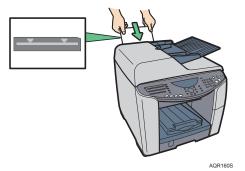
AOD0479

Loading paper into bypass tray (optional)

Follow the procedure below to load paper into bypass tray.

A4/Letter size paper is loaded here.

- 1 Pull the bypass tray extension out all the way.
- 2 Load paper in the bypass tray with the side to be printed on facing up.



3. Specifying and Adjusting the Machine's Operational Settings

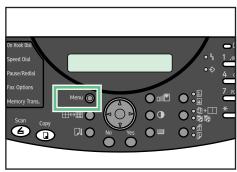
This chapter explains how to specify and adjust the machine's operational settings.

Basic Operation Using the Menu Screen

This section explains how to specify and adjust the machine's settings.

As an example, this section explains how to specify [Original Type] in [Copier Features].

1 Press the [Menu] key.



AQR303S

The menu screen appears.

- 2 Press the [▲] or [▼] key to display [Copier Features].
- 3 Press the [Yes] key.

You can also display [Original Type] by pressing the [2] key. When you select a setting by pressing a number key, a screen showing the name of the setting appears as shown below, followed by the setting displayed in Step 5.

4 Press the [▲] or [▼] key to display [Original Type], and then press the [Yes] key.

5 Press the [◄] or [►] key to select the item, and then press the [Yes] key.

To move the \bigstar icon, press the $[\blacktriangleleft]$ or $[\blacktriangleright]$ key.

The Copier Features screen appears.

To switch back to the initial screen, press the [No] key.

2

Menu

This section lists the menu items for specifying or adjusting various settings.

The details of each setting are explained from the next page.

Мели					
System Settings					
Tray Paper Setting					
User Restriction					
Copier Features					
Program Dest.					
TX Settings					
RX Settings					
Line Settings					
Auto Print Report					
General Settings					
Network Settings *1					
LDAP Settings *1					
SMTP Settings *1					
POP3 Settings *1					
Scanner Features *1					
TX/RX Result					
Counter					
Engine Settings					
Host I/F Settings					
Maintenance					

 $^{^{\}star\,1}$ When the optional network interface board is installed

Setting the Machine

You can set basic functions required to use this machine in System Settings. The machine can be used on factory default, but the configuration can be changed depending on the condition of the user. The changed condition holds even if the machine is turned off.

♠ Auto Reset Time

[Auto Reset Time] allows the machine to reset job settings to their original values if the user pauses while making settings.

Errors can occur during copying if the paper runs out or there is a paper size mismatch. If this happens and the machine is left idle for a certain time, the "*Copying Cancelled*" message appears, the machine reset the job settings to their original values, and the print job is canceled. (The print job is canceled under the Copier function only.)

- · On
- · Off

The default setting is Off.

If you select [On], press the [▲] or [▼] key to specify how long the machine waits before it restores the settings to their original values. You can specify 0.5 or 1 to 5 in steps of one minute.

♦ Energ.SaverTimer

If the machine remains idle for a specified time, it automatically switches to Energy Save Mode to reduce power consumption. Use this setting to specify how long the machine remains idle before it switches to Energy save mode.

For the Energ. SaverTimer, specify the time to elapse before Energy save mode.

The time can be set from 1 min. to 240 min, using the number keys.

The default setting is 15 min(s).

The machine might not switch to Energy save mode if an error message is being displayed at the time scheduled for the switch.

♦ Auto Off Timer

With [Auto Off Timer], the machine automatically switches off if it has been idle for a given time. You can specify what that time is.

- On
- · Off

The default setting is Off.

The time can be set from 15 to 240 minutes in 1 minute increments, using the number keys. The default setting is 60 minutes.

[Auto Off Timer] may not operate in certain instances, such as when an error message is being displayed.

♦ Language

You can change the language used on the display. English is set as default.

♦ Adjust Sound Vol

Adjust the sound volume when a key is pressed, when a transmission error occurs and during on hook mode.

Key

You can adjust the volume of the beep that sounds when a key is pressed, an original is loaded in the ADF, or a setting is reset by Auto Reset Time.

The default setting is "Middle".

Alert

You can adjust the volume of the alarm that sounds when a transmission error or other alert occurs.

The default setting is "Middle".

Line Vo

You can adjust the volume of the speaker produced during on hook mode. The default setting is "Middle".

♦ Daylight-saving

For the machine to automatically switch between daylight savings and standard times, set this to [On].

The date and time of switching between daylight savings and standard times depend on the country you selected in [Country] under [System Settings].

♦ Country

Select your country.

If you change the [Country] setting, user-specifiable settings such as [Tray Paper Setting] are reset to their factory values.

The following settings change automatically, according to the country you select:

- Daylight-saving
- · Print Cvr Sheet
- · Auto Resend

♦ Func. Priority

Specify the mode to be displayed immediately after the operation switch is turned on, or when Auto Reset Time mode is turned on.

- · Copy
- Fax
- Printer

The default setting is "Copy".

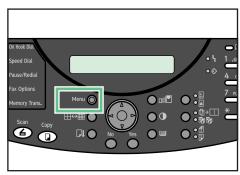
Reference

• p.111 "Adjusting the Volume"

Selecting the Language

Following describes Language provided for the machine.

Press the [Menu] key.



AQR303S

The menu screen appears.

2 Press the [▲] or [▼] key to display [System Settings] and then press the [Yes] key.

3 Press the $[\blacktriangle]$ or $[\blacktriangledown]$ key to display [Language], and then press the [Yes] key.

```
4 Language? ▲ OK = Yes ▼
```

4 Press the [▲] or [▼] key to select the language, and then press the [Yes] key.

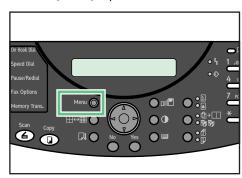
The System Settings screen appears.

Press the [No] key to switch to the initial screen.

Adjusting the Volume

You can change the volume of the following sounds that the machine makes.

1 Press the [Menu] key.



AQR303S

The menu screen appears.

2 Press the [▲] or [▼] key to display [System Settings], and then press the [Yes] key.

```
System Settings? ▲
OK=Yes / or 1-8 ▼
```

3 Press the [▲] or [▼] key to display [Adjust Sound Vol], and then press the [Yes] key.

```
5 Adjust Sound Vol?▲
OK=Yes ▼
```

4 Press the [◀] or [▶] key to select [Key], [Alert] or [Line Vol], and then press the [Yes] key.

```
*Key Alert ►

◄, ► & Yes
```

5 Press the [◀] or [▶] key to change the volume, and then press the [Yes] key.



The System Settings screen appears.

Press the [No] key to switch to the initial screen.

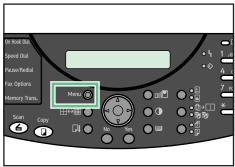


· You can set the volume to [High], [Middle], [Low], or [Off].

Selecting the Country

Before using the fax function, specify the country in which you use the machine according to the following procedure:

1 Press the [Menu] key.



AQR303S

The menu screen appears.

2 Press the [▲] or [▼] key to display [System Settings], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Country], and then press the [Yes] key.

```
7 Country? ▲
0K=Yes ▼
```

4 Press the [▲] or [▼] key to select your country.



The System Settings screen appears.

Press the [No] key to switch to the initial screen.

Specifying the Tray and Paper

This section explains the settings you can specify in the Tray Paper Setting menu, such as those for the size and type of the paper loaded in each tray.

Tray 1-2 / Bypass Tray

♦ Paper Type

You can specify the type of the paper loaded in the paper feed tray.

- · Plain Paper
- · Inkjet Plain Paper
- · Glossy Paper
- Transparency
- Postcard
- · Inkjet Postcard
- Envelope
- Thick

♦ Paper Size

You can specify the size of the paper loaded in the paper feed tray.

- LT $(8^{1}/_{2} \times 11)$
- LG (8 $^{1}/_{2} \times 14$)
- HL $(8^{1}/_{2} \times 5^{1}/_{2})$
- EXE $(7^{1}/_{4} \times 10^{1}/_{2})$
- F (8 × 13)
- F4 (8 $^{1}/_{2} \times 13$)
- FO (8 $^{1}/_{4} \times 13$)
- 16K (195 × 267 mm)
- 100 × 148mm
- 148 × 200 mm
- Env # (120 × 235 mm)
- Env#4 (90 × 205 mm)
- YEnv#4 (105 \times 235 mm)
- Com 10 $(4^{1}/_{8} \times 9^{1}/_{2})$
- Mon $(3^{7}/_{8} \times 7^{1}/_{2})$
- C6 Env (114 × 162 mm)
- . C5 Env (162 × 229 mm)
- DL Env (110 × 220 mm)
- A4 (210 × 297 mm)
- A5 (210 × 148 mm)
- A5L
- A6 (105 × 148 mm)
- B5 JIS (182 × 257 mm)

Custom

Tray 1 (Horizontal: 90 to 216 mm, Vertical: 140 to 356 mm)
Tray 2 (Horizontal: 148 to 216 mm, Vertical: 210 to 356 mm)
Bypass tray (Horizontal: 55 to 216 mm, Vertical: 127 to 1296 mm)

♦ Auto Tray Select

You can specify whether or not to automatically select the tray according to the paper size and paper type.

"Auto Tray Select" can be specified only if the optional tray or the optional bypass tray is attached.

If you select "Auto Tray Select", the tray is automatically selected according to the paper size set for the trays in "Paper Size".

♦ Parameter Setting

Parameter Setting allow you to customize various settings to suit your needs. To change function settings, set the Parameter Switches.

Note

 When specifying a custom size paper on the control panel, you cannot enter values containing decimal points.

Reference

- For details about compatible paper types and loadable paper sizes and quantities, see p.89
 "Compatible Paper Types", p.90 "Loadable Paper Sizes and Quantities".
- For details about custom size paper, p.220 "Copying onto Custom Size Paper".

Parameter Setting

Parameter Setting allow you to customize various settings to suit your needs. To change function settings, set the Parameter Switches.

♦ Switches and Bits

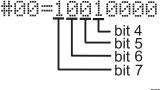
Each parameter setting has a set of switches, and each of the switches consist of eight bits, whose values are "0" or "1".



- 1) Switch
- 2) Bit

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".



BBF0365

The illustration above shows the default setting for Switch 00.

For details about which of the bits you can change, see the Parameter Settings List.

♦ Parameter Settings List

Parameter Settings are outlined below.

Switch	Bit	Function	0	1
00	7	Detect the dial tone when sending a fax.	No (Always attempt to send fax.)	Yes *1 (Attempt to send fax if the dial tone is detected.)
	6	Detect the dial tone when sending a fax (before dialing the number for the outside line).	No *1 (Always attempt to send fax.)	Yes (Attempt to send fax if the dial tone is detected.)
	5	Detect the dial tone when sending a fax (after dialing the number for the outside line).	No *1 (Always attempt to send fax.)	Yes (Attempt to send fax if the dial tone is detected.)
	4	Detect the busy tone when sending a fax.	No	Yes *1 (Disconnect the line if the busy tone is detected.)
01	4	Entering the Fax Number Twice	Off *1	On

^{*1} This is a factory default.

■ Reference

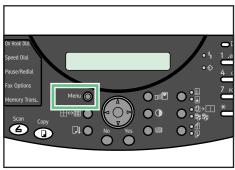
• p.317 "Entering the Fax Number Twice"

Changing the User Parameters

This section describes how to set parameters.

☆ Important

- · Do not change any bit switches other than those shown in the Parameter Settings List.
- Before changing any parameter setting, check the machine's operating environment so you
 can specify the correct settings.
- 1 Press the [Menu] key.



AQR303S

2 Press the [▲] or [▼] key to display [System Settings], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Param. Setting], and then press the [Yes] key.

```
8 Param.Setting
OK=Yes
```

4 Press the [▲] or [▼] key to select the switch.

```
Param. Setting
#00=10010000
```

5 Press the [0] or [1] number key to overwrite the bit.

You can use the [0] and [1] number keys only. To move the cursor, press the $[\P]$ or $[\P]$ key.

6 Press the [Yes] key.

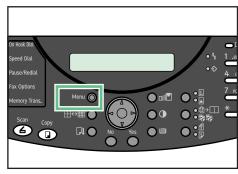
The System Settings screen appears.

To switch back to the initial screen, press the [No] key.

Specifying the Paper Type and Size

The following procedure explains loading A4 plain paper in Tray 1 as an example of how to specify the paper type and size.

1 Press the [Menu] key.



AQR303S

The menu screen appears.

2 Press the [▲] or [▼] key to display [Tray Paper Setting], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Tray1], and then press the [Yes] key.

4 Press the [▲] or [▼] key to display [Paper Type], and then press the [Yes] key.

5 Press the [▲] or [▼] key to display [Plain Paper], and then press the [Yes] key.

The paper settings are displayed and the paper type specified. Next, specify the paper size.

6 Press the [Yes] key.

7 Press the [▲] or [▼] key to display [Tray1], and then press the [Yes] key.

8 Press the [▲] or [▼] key to display [Paper Size], and then press the [Yes] key.

9 Press the [▲] or [▼] key to display [A4], and then press the [Yes] key.

The paper settings appear.

Press the [No] key to switch to the initial screen.

Setting User Restriction

Resister a password to restrict this machine's functions to certain users.



Be sure not to forget the password. If you do forget it, a service representative will to have to
return the machine to its default state. This will result in all data in the machine being lost and
the service call may not be free of charge.

♦ Restriction

You can apply restrictions according to users.

- . On
- · Off

The default setting is Off.

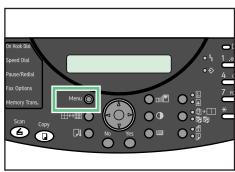
♦ Change Password

Specify or change the password using up to 8 digits.

The default password is blank.

Entering the Password

1 Press the [Menu] key.



AQR303S

The menu screen appears.

2 Press the [▲] or [▼] key to display [User Restriction], and then press the [Yes] key.

The Password screen appears.

3 Enter the password using the number keys, and then press the [Yes] key.

The default password is blank.

To apply the default password setting (blank), leave the password box blank, and simply press the [Yes] key.

4 Press the [▲] or [▼] key to display [Change Password], and then press the [Yes] key.

```
2 Change Password? ▲
OK=Yes ▼
```

5 Enter the new password using the number keys, and then press the [Yes] key.

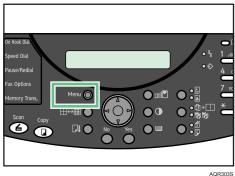
Enter a password using up to 8 characters.

The System Settings screen appears.

Press the [No] key to switch to the initial screen.

Setting the User Restriction

1 Press the [Menu] key.



AQR303

The menu screen appears.

2 Press the [▲] or [▼] key to display [User Restriction], and then press the [Yes] key.

The Password screen appears.

3 Enter the password using the number keys, and then press the [Yes] key.

The default password is blank.

To apply the default password setting (blank), leave the password box blank, and simply press the [Yes] key.

4 Press [Yes] key.

5 Press the [◀] or [▶] key to select [On], and then press the [Yes] key.



The System Settings screen appears.

Press the [No] key to switch to the initial screen.

Setting Copier Features

This section explains the settings you can specify in Copier Features.

♦ Paper Tray Prty.

Specify the tray to supply paper for output.

♦ Original Type

You can select the original type from [Text], [Photo], or [Text/P]. The default setting is "Text/P".

♦ Density(Auto)

Specify the density level of auto image density.

The default setting is "0" (the halfway/medium setting).

♦ Density(Manual)

By setting the density manually, you can specify a value for each selectable density level. The default setting is "0" (the halfway/medium setting).

♦ Sort

You can specify whether to always use "Sort Copy". The default setting is "Off".

♦ 2 in 1

You can specify whether to always use "2 in 1 Copy". The default setting is "Off".

♦ 2 Sided Original

You can specify whether to always scan in "2 Sided Original" mode. The default setting is "Off".

♦ 2 Sided Copy

You can specify whether to always use "2 Sided Copy". The default setting is "Off".

♦ Color Settings

· Color Balance

Adjusts the overall color tone when the overall copy is reddish or bluish.

You can specify -2 to +2 for each RGB value.

The default setting is "0" (the halfway/medium setting).

· Shaper/Softer

Adjusts the outline of an image.

You can specify -2 to +2 for the image outline sharpness.

The default setting is "O" (the halfway/medium setting).

Contrast

Adjusts the shades of an image.

You can specify -2 to +2 for the image contrast.

The default setting is "O" (the halfway/medium setting).

♦ EjctPrt FaceDwn

You can set the face up or down when prints come out in the output tray.

· On

Use this function when prints come out face down in the output tray. This allows a printed document to be assembled in page order.

· Off

The default setting is "Off".

♦ Output Order

You can start printing from the last page of a document.

- 1 st to Last
- · Last to 1st

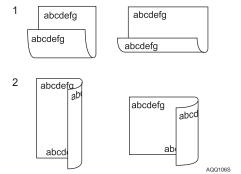
Use this function when prints come out face up in the output tray. This allows a printed document to be assembled in page order.

The default setting is "1st to Last".

♦ 2sd Org.Bind

You can set the copy orientation when making two-sided copies.

- · Top to Bottom
- · Top to Top



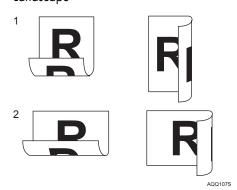
- 1) Top to Bottom
- 2) Top to Top

The default setting is "Top to Top".

♦ 2sd Org.Orient

You can set the original orientation when making two-sided copies.

- Portrait
- · Landscape



- 1) Portrait
- 2) Landscape

The default setting is "Portrait".

■ Reference

- Details about the Color Settings, see p.242 "Specifying the Copy Quality Settings".
- For details about copying double-sided originals, see p.216 "Placing Originals in the ADF".

Registering Addresses

This section describes how to register destinations and users in the Address Book.

Address Book

Registering information such as the names and e-mail addresses in the address book allows you to manage them easily.

You can also use Device Setting Utility or Web Image Monitor to register names in the address book. For details about Device Setting Utility or Web Image Monitor, see Device Setting Utility Help or "Using Web browser".

☆ Important

- · To use network functions with the GX 3000SF, the network interface board must be installed.
- Address book data is stored on the memory. It can be lost if there is some kind of memory failure. The manufacturer shall not be responsible for any damages resulting data loss.
- It is easy to select the fax destination if you register "Name" for the fax destination.
- · You can use the e-mail address as the sender's address when sending scan files in scanner mode.
- Registered Fax numbers and e-mail address can be used as sender's Fax numbers and e-mail address.

♦ 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".

♦ Sending scanned files to the FTP server directly

If you register the path, user name, and password of a shared folder on an FTP server in the address book, you can send scanned files to that folder simply by pressing a Speed Dial key or selecting it from destination search results.

To use this function with GX 3000SF, the network interface board must be installed.

To register the folder to the FTP server, select the FTP protocol.

Reference

- p.299 "Sending Confidential Faxes by Polling Transmission"
- p.452 "Using Web browser"
- p.509 "Entering Text"

Registering Destinations to Quick Dial Key

If you register a fax number to a Quick Dial key, you can send faxes simply by pressing the appropriate Quick Dial key. Similarly, if you register an e-mail address to a Quick Dial key, you can send Internet faxes or scans by e-mail simply by pressing the appropriate Quick Dial key.

Registering a Fax Number to a Quick Dial Key

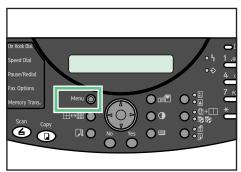
You can register a fax number to a Quick Dial key.

You can resister only a single item to a Quick Dial key: either a fax number or an e-mail address. If a destination has both a fax number and an e-mail address, register the fax number and e-mail address to different Quick Dial keys.

Destinations that are registered to Quick Dial keys can also be registered to a group. For details, see "Registering Destinations to Group Dial".

Groups can also be registered to a Quick Dial key. For details about registering a group to a Quick Dial key, see "Registering Destinations to Group Dial".

1 Press the [Menu] key.



AQR303S

The Menu screen appears.

2 Press the [▲] or [▼] key to display [Program Dest.], and then press the [Yes] key.

```
Program Dest.? ▲ OK=Yes / or 1-3 ▼
```

3 Press the [▲] or [▼] key to display [Quick Dial], and then press the [Yes] key.

```
1 Quick Dia1? ▲ OK = Yes ▼
```

4 Press the [Quick Dial] key to which you want to register a fax number.

You can enter a name of up to 20 characters.

6 Enter the fax number, and then press the [Yes] key.

7 Press the $[\P]$ or $[\P]$ key to select the modem speed, and then press the [Yes] key.

A message notifying you that registration is complete appears.

8 Press the [No] key twice.

The initial screen appears.

To register further information, repeat steps 4 to 7.

■ Note

- · You can display [Quick Dial] by pressing the [1] number key in step 3.
- To enter an e-mail address, press the [★] key in step 6.
- To enter a sub-address such as an F code, press the [▼] key in step 6.
- Telephone numbers assigned to Quick Dial keys can include dial tone waits (*) and pauses (P).
- · You can include one or more pauses.
- · You cannot enter a pause before the first digit of the telephone number.
- To insert a dial tone wait, hold down the "X" key for about two seconds.
- You can include more than one dial tone wait. However, the second and subsequent waits are replaced with pauses. If [Line Settings] is set to [Push], all dial tone waits are replaced with pauses.

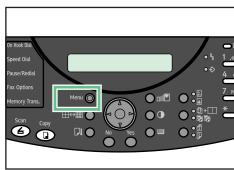
Reference

- p.146 "Registering Destinations to Group Dial"
- p.129 "Registering an E-mail Address to a Quick Dial Key"
- p.130 "Registering an F-Code (SUB) to a Quick Dial Key"
- p.185 "Entering Text"

Registering an E-mail Address to a Quick Dial Key

You can resister an e-mail Address to a Quick Dial key.

1 Press the [Menu] key.



AQR303S

2 Press the [▲] or [▼] key to display [Program Dest.], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Quick Dial], and then press the [Yes] key.

4 Press the [Quick Dial] key to which you want to resister an e-mail address.

5 Enter a name, and then press the [Yes] key.

You can enter a name of up to 20 characters.

6 To switch the character entry mode to [A], press the $[\times]$ key.

You can enter an e-mail address of up to 20 characters.

7 Enter the e-mail address using the number keys, and then press the [Yes] key.

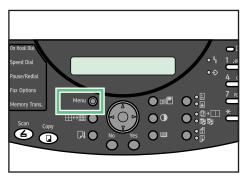
A message notifying you that registration is complete appears.

The initial screen appears.

Registering an F-Code (SUB) to a Quick Dial Key

You can resister an F-code (SUB) to a Quick Dial key.

1 Press the [Menu] key.



AQR303

2 Press the [▲] or [▼] key to display [Program Dest.], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Quick Dial], and then press the [Yes] key.

4 Press the [Quick Dial] key to which you want to resister an e-mail address.

5 Enter a name, and then press the [Yes] key.

You can enter a name of up to 20 characters.

6 Enter the fax number using the number keys, and then press the $[\intercal]$ key.

7 Enter the F-code (SUB) for transmission using the number keys, and then press the [▼] key.

You can enter F-code of up to 20 characters.

8 Enter the password (SID) using the number keys, and then press the [Yes] key.

You can enter a password of up to 20 characters.

A message notifying you that registration is complete appears.

9 Press the [No] key twice.

The initial screen appears.



• p.290 "Setting SUB Codes for Transmission"

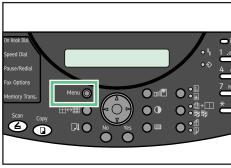
Changing a Registered Quick Dial Keys

You can change the destination registered to a Quick Dial key.

Changing a Fax Destination registered to a Quick Dial key

You can change the fax number registered to a Quick Dial key.

1 Press the [Menu] key.



AQR303S

- 2 The Menu screen appears.
- 3 Press the [▲] or [▼] key to display [Program Dest.], and then press the [Yes] key.

5 Press the [Quick Dial] key to which the fax number you want to change is registered.

A confirmation screen asking whether you want to change the data or not appears.

6 Press the [No] key.

7 Press the [◄] or [▶] key to select [Edit], and then press the [Yes] key.

8 Enter the new name, and then press the [Yes] key.

To delete an registered name, press the [Clear/Stop] key.

9 Enter the new fax number using the number keys, and then press the [Yes] key.

To delete an registered fax number, press the [Clear/Stop] key.

10 To change the modem speed, press the [◄] or [►] key to select a modem speed, and then press the [Yes] key.

A message notifying you that the modification has been completed appears.

Press the [No] key twice.

The initial screen appears.

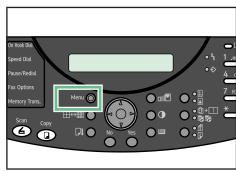


- · You can display [Quick Dial] by pressing the [1] number key in step 3.
- To enter an e-mail address, press the [X] key in step 9.
- To enter a sub-address such as an F code, press the [▼] key in step 9.

Changing an E-mail Address registered to a Quick Dial key

You can change the e-mail address registered to a Quick Dial key.

1 Press the [Menu] key.



AQR303S

2 Press the [▲] or [▼] key to display [Program Dest.], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Quick Dial], and then press the [Yes] key.

4 Press the [Quick Dial] key to which the e-mail address you want to change is registered.

5 Press the [No] key.

6 Press the [X] key to switch the character entry mode to [A].

7 Enter the new e-mail address, and then press the [Yes] key.

To delete an registered e-mail address, press the [Clear/Stop] key.

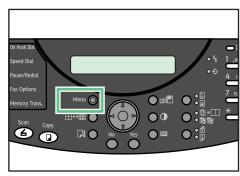
A message notifying you that the modification has been completed appears.

The initial screen appears.

Changing an F-Code (SUB) registered to a Quick Dial key

You can change the F-code (SUB) registered to a Quick Dial key.

1 Press the [Menu] key.



AQR303S

2 Press the [▲] or [▼] key to display [Program Dest.], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Quick Dial], and then press the [Yes] key.

4 Press the [Quick Dial] key to which the F-code you want to change is registered.

5 Press the [▼] key.

6 Enter a new F-code for transmission, and then press the [▼] key.

You can enter an F-code of up to 20 characters.

7 Enter a new password (SID), and then press the [Yes] key.

You can enter a password of up to 20 characters.

A message notifying you that the modification has been completed appears.

8 Press the [No] key twice.

The initial screen appears.

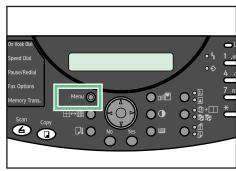


• p.290 "Setting SUB Codes for Transmission"

Deleting a Registered Quick Dial Keys

You can delete the destination registered to a Quick Dial key.

1 Press the [Menu] key.



AQR303S

The Menu screen appears.

Press the [▲] or [▼] key to display [Program Dest.], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Quick Dial], and then press the [Yes] key.

4 Press the [Quick Dial] key to which the data you want to delete is registered.

A confirmation screen appears.

5 Press the [No] key.

```
Programmed Save?
OK=Yes (Edit/Del=No)
```

6 Press the [◄] or [►] key to select [Delete], and then press the [Yes] key.

If you try to delete a destination specified as a transfer destination, a confirmation screen asking whether you want to save the transfer destination appears. To save the destination, press the [Yes] key. To delete the destination, press the [No] key.

A message notifying you that the deletion is complete appears.

7 Press the [No] key twice.

The initial screen appears.

Destinations Registered to Speed Dial Keys

If you register a fax number to a Speed Dial number, you can send faxes simply by keying in the appropriate Speed Dial number using the number keys. Similarly, if you register an e-mail address to a Speed Dial number, you can send Internet faxes or scans by e-mail simply by keying in the appropriate Speed Dial number using the number keys. Usable Speed Dial numbers are 00 to 89.

- You can register a fax number or e-mail address to every Speed Dial number (00 to 89).
 Using Web Image Monitor, you can register destination FTP folders to Speed Dial numbers 90 to 99.
- You can register only a single item-either a fax number or an e-mail address-to a Speed Dial key. If a destination has both a fax number and an e-mail address, register the fax number and e-mail address to different Speed Dial keys.

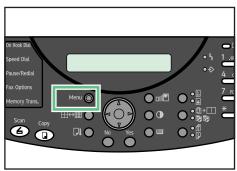
Reference

 You can register a destination registered to a Quick Dial key to a group as well. For details, see p.146 "Registering Destinations to Group Dial".

Registering a Fax Number to a Speed Dial Key

You can registered a fax number to a Speed Dial key.

1 Press the [Menu] key.



AQR303S

The Menu screen appears.

2 Press the [▲] or [▼] key to display [Program Dest.], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Speed Dial], and then press the [Yes] key.

4 Enter the Speed Dial registration number (00 to 89) to which you want to register a fax number using the number keys.

For example, press the [0] and [1] keys to register a fax number to Speed Dial number "01".

5 Enter a name, and then press the [Yes] key.

You can enter a name of up to 20 characters.

6 Enter the fax number, and then press the [Yes] key.

A message notifying you that registration is complete appears.

8 Press the [No] key twice.

The initial screen appears.

To register further information, repeat steps 4 to 7.

♥Note

- · You can also display [Speed Dial] by pressing number key "1" in step 3.
- To enter an e-mail address, press the [X] key in step 6.
- To enter a sub-address such as an F code, press the [▼] key in step 6.
- Telephone numbers assigned to Speed Dial keys can include dial tone waits (*) and pauses (P).
- · You can include one or more pauses.
- · You cannot enter a pause before the first digit of the telephone number.
- To insert a dial tone wait, hold down the "* key for about two seconds.
- You can include more than one dial tone wait. However, the second and subsequent waits are replaced with pauses. If [Line Settings] is set to [Push], all dial tone waits are replaced with pauses.

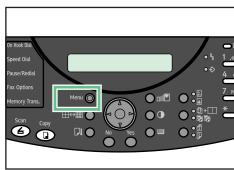
Reference

- p.146 "Registering Destinations to Group Dial"
- p.139 "Registering an E-mail Address to a Speed Dial Key"
- · p.130 "Registering an F-Code (SUB) to a Quick Dial Key"

Registering an E-mail Address to a Speed Dial Key

You can resister an e-mail Address to a Speed Dial key.

1 Press the [Menu] key.



AQR303S

2 Press the [▲] or [▼] key to display [Program Dest.], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Speed Dial], and then press the [Yes] key.

4 Enter the Speed Dial registration number to which you want to resister an e-mail address using the number keys.

5 Enter a name, and then press the [Yes] key.

6 Press the [X] key to switch the character entry mode to [A].

7 Enter the e-mail address, and then press the [Yes] key.

You can enter an e-mail address of up to 20 characters.

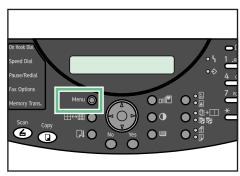
A message notifying you that registration is complete appears.

The initial screen appears.

Registering an F-Code (SUB) to a Speed Dial Key

You can register an F-code (SUB) to a Speed Dial key.

1 Press the [Menu] key.



AQR3038

2 Press the [▲] or [▼] key to display [Program Dest.], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Speed Dial], and then press the [Yes] key.

4 Enter the Speed Dial registration number to which you want to resister an F-code.

5 Enter a name, and then press the [Yes] key.

6 Enter the fax number, and then press the [▼] key.

7 Enter the F-code (SUB) for transmission, and then press the [▼] key.

You can enter an F-code of up to 20 characters.

8 Enter the password (SID), and then press the [Yes] key.

You can enter a password of up to 20 characters.

A message notifying you that registration is complete appears.

9 Press the [No] key twice.

The initial screen appears.



• p.290 "Setting SUB Codes for Transmission"

Changing a Registered Speed Dial Keys

You can change the destination registered to a Speed Dial key.

Changing a Fax Destination registered to a Speed Dial Keys

You can change the fax number registered to a Speed Dial key.

1 Press the [Menu] key.



AQR303S

The Menu screen appears.

2 Press the [▲] or [▼] key to display [Program Dest.], and then press the [Yes] key.

4 Enter the Speed Dial registration number to which the fax number you want to change is registered.

A confirmation screen asking whether you want to change the data or not appears.

5 Press the [No] key.

6 Press the [◀] or [▶] key to select [Edit], and then press the [Yes] key.

7 To change a name, enter the new name, and then press the [Yes] key.

To delete an registered name, press the [Clear/Stop] key.

8 To change a fax number, enter the new fax number using the number keys, and then press the [Yes] key.

To delete an registered fax number, press the [Clear/Stop] key.

9 To change the modem speed, press the [◄] or [►] key to select a modem speed, and then press the [Yes] key.

A message notifying you that the modification has been completed appears.

10 Press the [No] key twice.

The initial screen appears.

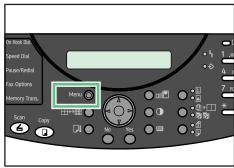
Note

- · You can also display [Speed Dial] by pressing number key "2" in step 2.
- To enter an e-mail address, press the [X] key in step 8.
- To enter a sub-address such as an F code, press the [▼] key in step 8.

Changing an E-mail Address registered to a Speed Dial key

You can change the e-mail address registered to a Speed Dial key.

1 Press the [Menu] key.



AQR303S

2 Press the [▲] or [▼] key to display [Program Dest.], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Speed Dial], and then press the [Yes] key.

4 Enter the Speed Dial registration number to which the e-mail address you want to change is registered.

5 Press the [No] key.

6 Press the [◀] or [▶] key to select [Edit], and then press the [Yes] key.

7 To change a name, enter the new name, and then press the [Yes] key.

To delete an registered name, press the [Clear/Stop] key.

9 Enter the new e-mail address, and then press the [Yes] key.

To delete an registered e-mail address, press the [Clear/Stop] key.

A message notifying you that the modification has been completed appears.

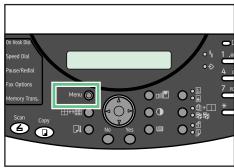
10 Press the [No] key twice.

The initial screen appears.

Changing an F-Code (SUB) registered to a Speed Dial key

You can change the F-code (SUB) registered to a Speed Dial key.

1 Press the [Menu] key.



AQR303S

2 Press the [▲] or [▼] key to display [Program Dest.], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Speed Dial], and then press the [Yes] key.

4 Enter the Speed Dial registration number to which the F-code you want to change is registered.

5 Press the [▼] key.

3

6 Enter a new F-code for transmission, and then press the [▼] key.

You can enter an F-code of up to 20 characters.

7 Enter a new password (SID), and then press the [Yes] key.

You can enter a password of up to 20 characters.

8 To change the modem speed, press the [◄] or [►] key to select a modem speed, and then press the [Yes] key.

A message notifying you that the modification has been completed appears.

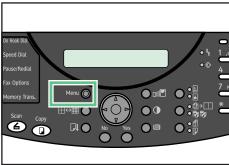
9 Press the [No] key twice.

The initial screen appears.

Deleting a Registered Speed Dial Keys

You can delete the destination registered to a Speed Dial key.

1 Press the [Menu] key.



AQR303S

The Menu screen appears.

2 Press the [▲] or [▼] key to display [Program Dest.], and then press the [Yes] key.

4 Enter the Speed Dial registration number to which the data you want to delete is registered.

A confirmation screen asking whether you want to delete the data or not appears.

- 5 Press the [No] key.
- 6 Press the [◄] or [▶] key to select [Delete], and then press the [Yes] key.

A message notifying you that the deletion is complete appears.

If you try to delete a destination specified as a transfer destination, a confirmation screen asking whether you want to save the transfer destination appears. To save the destination, press the [Yes] key. To delete the destination, press the [No] key.

7 Press the [No] key twice.

The initial screen appears.

Registering Destinations to Group Dial

You can put names that have been registered in the Address Book into a group.

You can register a combined total of 30 group dial and quick dial destinations.

You can register a maximum of 50 destinations to a group.

1 Press the [Menu] key.



AOR303S

The Menu screen appears.

2 Press the [▲] or [▼] key to display [Program Dest.], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Group], and then press the [Yes] key.

4 Press the [Quick Dial] key to which you want to register a group.

5 Enter the group name, and then press the [Yes] key.

You can enter a group name of up to 20 characters.

6 Press the [Quick Dial] key you want to register the group to, and then press the [Yes] key.

To continue registering groups, press the [Yes] key. To quit, press the [B&W Start] key.

A message notifying you that registration is complete appears.

7 Press the [No] key twice.

The initial screen appears.

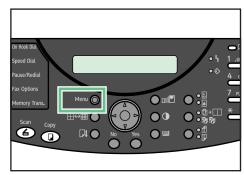


- You can also display [Speed Dial] by pressing number key "3" in step 3.
- If you try to change or delete a destination that is registered both to a Quick Dial or Speed Dial
 key and also to a group, a confirmation screen appears. This screen asks whether you want to
 save the destination. To save the destination, press the [Yes] key. To change or delete the destination, press the [No] key.

Removing a Name from a Group

You can delete the destination assigned to a Speed Dial key.

1 Press the [Menu] key.



AQR303S

The Menu screen appears.

2 Press the [▲] or [▼] key to display [Program Dest.], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Group], and then press the [Yes] key.

4 Press the [Quick Dial] key to which the destination you want to delete is registered.

A confirmation screen asking whether you want to delete the data or not appears.

- 5 Press the [No] key.
- 6 Press the [◄] or [▶] key to select [Edit], and then press the [Yes] key.

7 To change a group name, enter the new group name, and then press the [Yes] key.

Each time you press the [Yes] key, the next destination, Quick Dial key, or Speed Dial number appears in the order it was registered.

3

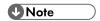
8 If you do not wish to save a displayed destination, press the [No] key to delete it.

To save a destination, press the [Yes] key. Each time you press the [Yes] key, the next destination, Quick Dial key, or Speed Dial number appears in the order it was registered.

A message notifying you that the deletion is complete appears.

- 9 To quit deleting destinations, press the [B&W Start] key.
 - A message notifying you that the deletion is complete appears.
- 10 Press the [No] key twice.

The initial screen appears.



To delete a group registered to a [Quick Dial] key, select [Delete] in step 6, and then press the
[Yes] key.

Settings to Send Fax

This section describes the transmission settings in TX Settings.

♦ Scan Density

You can specify -1 to +1 for the density of scanned originals to be sent.

The default setting is "O" (the halfway/medium setting).

♦ Resolution

Select resolution for scanning originals.

Select [Std], [Detail], [Fine], or [Photo] as the scanning resolution.

Characters containing thin horizontals might appear distorted if sent in [Std] mode. Select [Detail] when sending text containing such characters.

The default setting is "Std".

♦ Memory TX

You can specify whether to always use Memory TX.

The default setting is "On".

Print Fax Header

The Fax Header is printed as the header of every fax you send. The transmitter's own Tel number is printed as the header.

♠ Auto Resend

Enabling of the redial function, and the [Interval] and [Times] settings for redialing depend on the country you select in [Country] in [System Settings].

If the machine cannot connect because the line is busy, or if data cannot sent due to transmission error, the machine redials up to 10 times at intervals of 1 to 99 minutes.

However, if [TX Error] is reported in the journal, the machine redials only once.

The default setting is "On".

■ Reference

• Details about entering the fax information, see p.156 "Registering Fax Information".

Settings to Receive Fax

This section describes the reception settings in RX Settings.

♦ RX Print Timer

You can specify time periods during which the machine can print files it receives.

If the machine receives a file during such a period, it prints the file immediately. Otherwise, the file is stored by RX Memory and only printed when the next period begins.

- · On
 - Start Time= 00:00 to 23:59
 - End Time=

00:00 to 23:59

Password

Enter a password using up to 4 numbers.

Do not forget the password, as it must be entered to disable this function.

· Off

The default setting is "Off".

♦ Number of Rings

You can specify the number of rings.

The maximum and minimum number of rings varies according to the country specified for [Country] in [System Settings].

The default setting for the number of rings also varies according to the country specified for [Country] in [System Settings].

♦ Auto Reduce RX

If the file the machine receives a file that is too large to print, you can specify whether to reduce its size or trim it so that it can be printed.

- · On
- · Off
- Cut

The default setting is "On".

♠ RX Type

You can specify whether to print a multi-page file as it is being received or after the whole file is received.

Memory RX

Prints a multi-page file after the whole file is received.

· Immed. RX

Prints a multi-page file as it is being received.

The default setting is "Memory RX".

RX Mode

You can switch the reception mode.

There are three reception modes: [ManualRX], [Fax Only], and [Auto SW].

ManualRX

An external telephone is required to use this machine as a telephone.

The machine rings when it receives a telephone calls. To receive a fax, manually switch the machine to fax mode.

Fax Only

The machine automatically disconnects from the line when it receives a telephone call.

Auto SW

When the machine receives a call, an external answering machine responds.

If the machine detects a fax signal during or after the recorded message, it switches automatically to fax mode.

When receiving a telephone call, the phone-answering machine records the caller's message.

With certain types of phone-answering machine, this function may not work properly.

If you select [Auto SW] mode, you must make the following settings also:

Ans.Dev. Detect Time
 Set this to between 10 and 30 second(s). The default setting is 20 second(s).

Fax Detect Time
 Set this to between 10 and 70 second(s). The default setting is 40 second(s).

♦ Forwarding

You can specify whether to forward a file sent to the machine or whether to forward and print the file.

- · Off
- On
- · FW&Print

If you select [On] or [FW&Print] mode, you must make the following settings also:

· Destination (Fax number or E-mail address)

The default setting is "Off".

♦ Print Fax Footer

You can specify whether to add a footer when printing received files.

- On
- · Off

The default setting is "Off".

♦ Closed Netwrk RX

Use this function to limit incoming senders. The machine only accepts faxes from senders registered in the address book. This helps you block unwanted documents, such as junk mail, and avoids wasting fax paper.

- On
- · Off

The default setting is "Off".

♦ Fax Tray Prty.

With the same size of paper loaded into multiple trays, you can make the machine use one tray for one function and another tray for another function.

For example, you may load white A4 paper into tray 1 to use when making copies, and yellow A4 paper into tray 2 to use when printing received faxes. You can then easily identify for which purpose paper has been output.

- Tray 1
- · Tray 2
- · Bypass Tray
- Auto

If you enable this function, received documents are printed on the sheet that has the highest priority.

The default setting is "Tray 1".

Specifying the Line Type

This section describes settings for the telephone line selected under [Line Settings].

♦ Dial/Push Phone

Select the line type to which the machine is connected.

- Push
- Dial

There are two types: tone and pulse dial.

This function is not available in some regions.

The default setting is "Push".

Depending on the country specified, if [Dial] is set to [20pps], telephone line connection might not be possible.

If connection is not possible, set [Dial] to [10pps].

♦ PSTN/PABX

You can select the public switched telephone network (PSTN) or a private branch exchange (PABX).

- PSTN
- PABX

Using the number keys, enter the code to obtain an outside line. You can enter up to four digits. The default setting is "PSTN".

Reference

• p.86 "Selecting the Line Type"

Printing Lists and Reports

You can use [Auto Print Report] to specify whether to print communication reports automatically.

♦ Journal

You can specify whether to automatically print communication reports.

- On
- · Off

The default setting is "On".

♦ TX Status Report

You can specify whether to automatically print transmission reports.

- · On
- · On(Error)
- · Off

The default setting is "On (Error)".

♦ RX Status Report

You can specify whether to automatically print reception reports.

- · On
- On(Error)
- · Off

The default setting is "Off".

Registering Fax Information

You can register information about senders under [General Settings].

♦ Date&Time

Set the time and date for the machine's clock.

- · Set Hour
- · Set Minute
- · Set Year
- · Set Month
- Set Day
- · Time Zone=

After specifying [Time Zone], press the [Yes] key to confirm the setting.

♦ Fax No.

The sender's fax number is sent to the other party when sending a fax. You can register "Fax No." using up to 20 numbers, spaces, and the "+" symbol.

♦ User Name

You can register "User Name" using up to 32 alphanumeric characters and symbols.

Network Settings

You can make network-related settings in Network Settings.

- · To use this function with GX 3000SF, the network interface board must be installed.
- Be sure not to press the [YES] key for [Specify] in [Machn. IP Adress] if the machine is configured to obtain its IP address from a DHCP server. If you press [YES], the machine will use a static IP address. To cancel the static IP address, set [Machn. IP Adress] to [Auto] again.

Machn. IP Adress

You can specify the IP address.

- Auto
- Specify

Specify the machine's IP address using the number keys.

Default: 0.0.0.0

The default setting is "Auto".

If you select [Specify], you must enter the subnet mask and gateway address as

"xxx.xxx.xxx.xxx".

("x" indicates a number.)

♦ Subnet Mask

You can specify the subnet mask.

· Default: 0.0.0.0

♦ Gateway Address

You can specify the gateway address.

Default: 0.0.0.0

♦ DNS Settings

Make settings for the DNS server.

When you select [Active], enter the DNS server IP address as "xxx.xxx.xxx.xxx" ("x" indicates a number).

· Default: Inactive

♦ Ethernet Speed

Set the access speed for networks.

Select a speed that matches your network environment. [Auto Select] should usually be selected.

- · Auto Select
- · 10Mbps Half Dup.
- · 10Mbps Full Dup.
- 100Mbps Half Dup.
- 100Mbps Full Dup.

The default setting is "Auto Select".

Reset Ethernet Bd

You can reinitialize the network interface board to reinstate its factory settings.

Settings Required to Use LDAP Server

To use an LDAP server, you need to program it beforehand in LDAP Settings.

By registering the LDAP server, you can search the LDAP server's address book for an recipient's email address when sending files by e-mail using the scanner or fax functions.

Mportant ...

• To use this function with GX 3000SF, the network interface board must be installed.

To execute LDAP Search, be sure to specify, "Server Name", "Server Port No.", "Search Base", "User Name", and "Password".

The required setting depends on the server environment, so check the server environment and specify the setting accordingly. As for the other settings, check the server environment as required and specify the settings accordingly.

♦ Server Name

Register LDAP Server host name.

♦ User Name

Enter user name.

♦ Password

Enter password.

The password is required for authentication to access the LDAP server.

♦ Server Port No.

Specify the port number for communicating with the LDAP server.

Specify a port that matches your environment.

♦ Search Timeout

Specify the maximum time to search the LDAP server's address book.

The time can be set from 5 to 60 seconds in 1 second increments, using the number keys. The default setting is 60 second(s).

♠ Max. Results No.

Use the number keys to specify the maximum number of search results to display (10 to 100). The default setting is 100.

♦ Search Base

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

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.

♦ Search Condition

Specify the search criteria.

- Begin
- Include
- End

The default setting is "Include".

Settings Required to Send Internet Fax and E-mail

Use [SMTP Settings] to make settings for sending e-mail or Internet faxes.

To use this function with GX 3000SF, the network interface board must be installed.

♦ Sender Name

Specify the sender's name.

Enter a sender name using up to 20 characters.

♦ Email Address

Specify the sender's e-mail address.

Enter an e-mail address using up to 64 characters.

♦ SMTP Server Name

Specify the SMTP server name.

Enter [SMTP Server Name] using up to 64 characters. Spaces cannot be entered.

♦ SMTP Port No.

Specify the SMTP Port No.

Enter [SMTP Port No.] between 0 and 65535 using the number keys.

♦ SMTP Svr Timeout

Specify the time to wait for a response from the SMTP server.

The time can be set from 30 to 300 seconds in 1 second increments, using the number keys. The default setting is 60 second(s).

♦ Insert Fixed Txt

When sending an e-mail, you can include a preset message notifying the recipient that a file is attached.

♦ Default Subject

You can register text phrases you often.

Enter Default Subject using up to 20 characters.

♦ SMTP Auth.

Specify SMTP authentication (PLAIN, LOGIN).

When sending e-mail via an SMTP server, you can enhance the level of SMTP server security using authentication that requires a user name and password to be entered.

If the SMTP server requires authentication, set [SMTP Auth.] to [On], and then specify [Name] and [Pwd.=.].

- On
 - Name

Enter [Name] using up to 64 characters.

Password
 Enter [Pwd.=.] using up to 32 characters.

- Off
- · POP before SMTP

Specify POP authentication (POP before SMTP).

When sending e-mail via an SMTP server, you can enhance the level of SMTP server security by connecting to the POP server for authentication.

If you select [POP before SMTP], specify [POP3 Server Name] under [POP3 Settings]. The default setting is "Off".

Reference

- p.185 "Entering Text"
- p.162 "Settings Required to Receive Internet Fax and E-mail"

Settings Required to Receive Internet Fax and E-mail

Use [POP3 Settings] to make settings for receiving e-mail or Internet faxes.

To use this function with GX 3000SF, the network interface board must be installed.

♦ POP3 Server Name

Specify the POP3 server name for receiving Internet faxes.

The specified POP3 server name is used for [POP before SMTP].

If DNS is in use, enter the host name. If DNS is not in use, enter the POP3 or server IP address.

Enter [POP3 Server Name] using up to 64 alphanumeric characters. Spaces cannot be entered.

♦ POP3 Port No.

Specify the port numbers for receiving Internet faxes.

The specified POP3 port number is used for [POP before SMTP].

Enter a port number between 1 and 65535 using the number keys.

♦ POP3 Svr Timeout

Specify the time to wait for a response from the POP3 server before disconnecting the line.

♦ POP3 User Name

Specify e-mail address for receiving Internet faxes.

Enter an e-mail address using up to 64 characters.

♦ POP3 Password

Specify e-mail password for receiving Internet faxes.

Enter a password using up to 32 characters.

♦ Auto Email RX

Specify, in minutes, the time interval for receiving Internet faxes via POP3 server.

If [On] is selected, the time interval can be specified from 1 to 60 in increments of one minute.

♦ Admin Email Addr

Specify the sender's e-mail address.

The specified e-mail address appears in the "From:" box.

Enter within up to 64 characters.

♦ Print Cvr Sheet

You can specify whether to add a header when printing received files.

- On
- · Off

♦ Save Error Info

If an error occurs while the machine is receiving an Internet fax, you can specify whether to save the error report.

- Save
- · Delete

Scanner Features

This section explains Scanner Features settings.

♦ Resolution

You can specify the scanning resolution.

- · 150×150
- · 300×300
- · 600×600

The default setting is "300×300".

♦ File Type

You can specify the file format of scanned images.

- TIFF
- PDF
- · JPEG

The default setting is "PDF".

♦ Compression Type

You can specify the compression method for sending scanned black and white TIFF files.

- MH
- · MR
- · MMR

The default setting is "MH".

♦ Divide&SendEmail

If the file you want to send by e-mail exceeds the specified size, you can split the file into sub-files that you can send separately.

- · Off
- · per Page

You can split an oversize file into groups of pages.

per Size

You can split an oversize file into units of a specified size.

You can split a file into between 2 and 500 sub-files. The default setting is five.

You can split a file into units of between 64 and 4096 KB. The default setting is 2048.

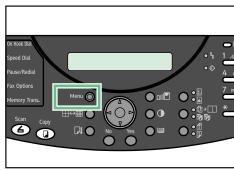
The default setting is "Off".

Checking the Transmission/Reception Result

You can check the fax transmission and reception result in TX/RX Result.

Confirm the transmission and reception result on the screen or in a report.

Press the [Menu] key.



AQR3038

2 Press the [▲] or [▼] key to display [TX/RX Result], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display the transmission or reception results.

4 Press the [B&W Start] key to print the transmission or reception result report.

■ Reference

- p.468 "Printing a Report for Checking the Machine's Settings, Status, and Communication Log"
- p.474 "Checking the Communication Result"

3

Counter Menu

You can display or print the counter value used for all functions.

- Scan
- Full Color
- B&W
- · Level Color
- · Print Counter?

Reference

• For details about the counter, see p.483 "Counter".

Engine Setting Menu

This section describes the Engine Setting menu (Engine Settings).

♦ Paper Tray Prty.

You can specify the prioritized paper feed tray.

The default setting is "Tray 1".

♦ List/Test Print

You can print lists of configurations on machine or the paper printings.

· Configuration Page

You can print the current configuration of the machine.

PCL Configuration (GX 3050SFN only)
 You can print the current configuration of the machine.

♦ Pg-dry Prt.Delay

To prevent spoiling of duplex-printed copies or to prevent inkjet-printed transparencies sticking together, select a print delivery interval to allow them to dry. The interval must be long enough to allow a duplex-printed or an inkjet-printed transparency sheet to dry.

- · Duplex Unit
 - On
 - · Off

Having selected [On], press the [◄] or [▶] key to specify how long to wait for the ink to dry. You can specify 1, 2, 5, 10, 15, or 20 seconds.

The default setting is "Off".

- Transparency
 - · On
 - · Off

Having selected [On], press the $[\P]$ or $[\P]$ key to specify how long to wait for the ink to dry. You can specify 1, 2, 5, or 10 minutes.

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.

When this is set to "Off", an alarm indicator lights if an error occurs and the machine stops.

When this is set to "Immediate", the machine ignores errors and continues printing.

- · Off
- Immediate

The default setting is "Immediate".

♦ Sub Paper Size

You can enable the auto substitute paper size (A4 and LT) feature.

If you select [Auto] but paper of the required size is not available, the machine prints on A4 or letter-size ($8^{1}/_{2}$ " × 11") paper instead. If you select [Off], the machine does not switch to alternative paper.

- · Off
- Auto

The default setting is "Off".

♦ Uni-directn.Prnt

Specify whether to print unidirectionally or bidirectionally.

Unidirectional printing produces higher quality print, but bidirectional printing is faster.

• Env.Selector:On

Printing is done unidirectionally or bidirectionally according to the envelope selector position. If the envelope selector is set to the rear position \square , printing is done unidirectionally. If the envelope selector is set to the forward position \square , printing is done unidirectionally or bidirectionally according to the paper type.

· AutoDetectPpr/Mode

Printing is done unidirectionally or bidirectionally according to the paper type, regardless of the envelope selector position.

· Always Uni-dir.

Printing is always done unidirectionally, regardless of the envelope selector position.

Default: Env.Selector:On

♦ Replace Ink Collector Unit

Contact your service representative when replacing the ink collector unit.

♦ Recycl.Ppr.Mode

Specify whether to print in Recycle Paper mode.

Select Recycle Paper mode when printing on paper that has a high-friction surface, such as recycled paper and certain types of high-quality paper.

This mode prevents the print head nozzles becoming clogged when printing on such paper.

- · On
- · Off

The default setting is "Off".

■ Reference

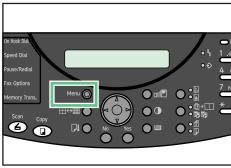
• p.482 "Where to Inquire"

Printing the Configuration Page

This section explains how to print the configuration page.



- The configuration page can be printed on either A4 or letter-size (8¹/₂" × 11") paper. Load
 the paper in the paper tray or bypass tray (optional).
- 1 Press the [Menu] key.



AQR303

2 Press the [▲] or [▼] key to display [Engine Settings], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [List/Test Print], and then press the [Yes] key.

```
2 List/Test Print ▲
0K=Yes ▼
```

4 Press the [Yes] key.

The Engine Settings screen appears.

5 Press the [No] key twice.

The initial screen appears.

2

Host I/F Settings

In the Host I/F Settings menu, you can make network settings and settings for the computer to machine USB connection (if used). Settings made using the Host I/F Settings menu remain effective even if you turn the machine off.

♦ I/O Timeout

Specify how long the machine waits for the currently-connected interface to respond. When the specified time elapses, the machine can receive data from another interface.

If you make the [I/O Timeout] period too short, timeout might occur while data transfer is in progress. If this happens, the print job will be interrupted by a new job from another interface. You can specify 10, 15, 20, 25, 60 seconds.

The default setting is 15 second(s).

♦ USB Speed

You can specify the settings related to communication when the computer and machine are connected via USB. Usually, you do not need to change these settings.

Usually, you do not need to change these settings.

After changing this setting, turn the machine off and then back on.

- · Full Speed
- Auto

The default setting is "Auto".

♦ Fixed USB Port

You can specify the settings related to communication when the computer and machine are connected via USB. Usually, you do not need to change these settings.

Usually, you do not need to change these settings.

- . On
- · Off

The default setting is "Off".

♦ Auto Email Notf.

You can specify whether or not to send notification that a machine error has occurred to a particular e-mail address.

After changing this setting, turn the machine off and then back on.

- On
- · Off

The default setting is "On".

■ Reference

• [Auto Email Notf.] can only be specified using the Web browser. For details, see p.457 "Notifying the Machine Status by E-mail".

PCL Setting

You can set conditions when using PCL for printing.

♦ Orientation

You can select the page orientation.

- Portrait
- · Landscape

Default: Portrait

♦ Form Lines

You can specify the number of lines per page between 5 and 128.

Default:

• **220-240V** : 64 • **120V** : 60

♦ Font Source

You can set the location of the default font.

- Resident
- RAM

Default: Resident

When you select [RAM], you can select only fonts downloaded to the printer RAM.

♦ Font Number

You can specify the ID of the default font you want to use.

• 0 to 63

Default: 0

♦ Point Size

You can specify the point size you want to use for the default font between 4 and 999.75 in 1 increments.

Default: 12.00 points

This setting is effective only for a variable-space font.

♦ Font Pitch

You can specify the number of characters per inch you want to use for the default font between 0.44 and 99.99 in 0.01 increments.

Default: 10.00 pitch

This setting is effective only for fixed-space fonts.

♦ Symbol Set

You can specify the character set for the default font. Available sets 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

Default: PC-8

♦ Courier Font

You can select a courier-type font.

- Regular
- Dark

Default: Regular

♦ Ext. A4 Width

You can extend the width of the printable area of A4 sheets reducing side margin width.

- · On
- · Off

Default: Off

♦ Append CR to LF

You can specify whether or not to append a CR code to each LF code to print text data clearly.

- On
- · Off

Default: Off

♦ Resolution

You can specify the print resolution in dots per inch.

- 300 × 300 dpi
- 600 × 300 dpi
- $600 \times 600 \, dpi$

Default: 600 × 300 dpi

♦ Copies

Specify the number of pages to print.

This setting is disabled if the number of pages to print is specified by the printer driver.

· 1-999

Default: 1

♦ Duplex

Specify whether or not to print on both sides of a sheet.

- · Off
- · Short Edge Bind
- · Long Edge Bind

Default: Off

♦ Blank Pages

Specify whether or not to print blank pages.

- Print
- · Do not Print

Default: Print

♦ Tray Switching

You can set to switch the paper tray.

- Stay
- Switch

Default: Stay

♦ Prt. Err Report

Select this to have an error report printed when a printer or memory error occurs.

- · Off
- On

Default: Off

♦ Density Adjust.

You can adjust the density of the printing color.

- · Light
- Normal
- Dark

Default:

• **220-240V** : Normal

• **120V** : Dark

Maintenance Menu

Using the Maintenance menu, you can specify machine maintenance settings for adjusting settings such as gradation and density.

♦ Nozzle Check

You can print a test pattern to check whether the inks are being correctly ejected from the print head nozzles.

♦ Head-cleaning

You can clean the print head.

Clean the head if certain colors are not printed or are printed faintly.

Head cleaning consumes ink.

♦ Head-flushing

You can clean the print head more thoroughly.

Because head flushing consumes more ink than head cleaning, do it only if the print head cannot be cleaned properly by head cleaning.

If any print cartridge is empty, you cannot perform head-flushing.

♦ Head Position

If bidirectionally printed lines are vertically misaligned, or if printed images are blurred, print the test pattern and adjust the print head alignment.

♦ Adj.Paper Feed

If printed lines are horizontally misaligned or if images are printed unevenly, print the test pattern and adjust the paper feed setting.

♦ Registration

Print the test pattern and align the point where printing starts for each paper feed tray.

♦ Paper Feed Test

You can eject a sheet of paper without printing anything on it.

♦ De-condensation

To remove moisture from inside the machine, you can eject three sheets of paper without printing anything on them.

♦ Move Prnt-Heads

If paper is jammed, you can move the print head to release the paper at the right side.

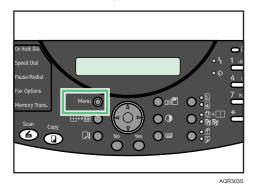
♦ Reset Counter For details

p.362 "Replacing the Friction Pad"

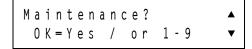
Nozzle Check

Follow the procedure below to check whether the print-head nozzles are clogged up or not by printing a nozzle check test pattern.

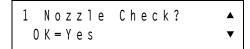
1 Press the [Menu] key.



2 Press the [▼] or [▲] key to display [Maintenance], and then press the [Yes] key.



3 Press the [▼] or [▲] key to display [Nozzle Check], and then press the [Yes] key.



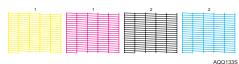
A test pattern is printed.

4 Press the [No] key twice.

The initial screen appears.

5 Check the printed test pattern.

Normal



.....

When print-heads are clogged



5

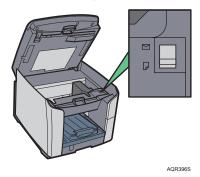
Head-cleaning

Follow the procedure below to perform a normal print-head cleaning. Perform a head cleaning when a particular color cannot be printed or print images are blurred.

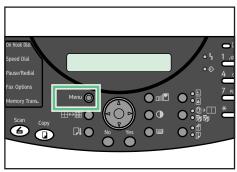
Head cleaning consumes ink.

When the print cartridge is empty, replace it instead of performing a print-head cleaning. After a print cartridge is replaced, a print-head cleaning will be automatically performed.

1 Slide the envelope selector \square to the forward position.



Press the [Menu] key.



AQR303

3 Press the [▼] or [▲] key to display [Maintenance], and then press the [Yes] key.

Maintenance? ▲ OK=Yes / or 1-9 ▼

4 Press the [▼] or [▲] key to display [Head-cleaning], and then press the [Yes] key.

Head cleaning starts.

6 Press the [No] key to display "Cancel?", and then press the [Yes] key.

```
Cancel?
Yes / Continue = No
```

The Maintenance screen appears.

7 Press the [No] key.

The initial screen appears.

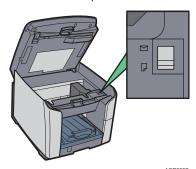
Head-flushing

Follow the procedure below to perform a thorough print-head cleaning.

Since this consumes more ink than a normal head cleaning does, perform this when the problem persists after performing a normal head cleaning.

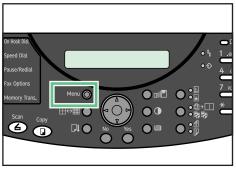
When the print cartridge is empty, replace it instead of performing a print-head cleaning. After a print cartridge is replaced, a print-head cleaning will be automatically performed.

1 Slide the envelope selector \square to the forward position.



3

2 Press the [Menu] key.



AQR303S

3 Press the [▼] or [▲] key to display [Maintenance], and then press the [Yes] key.

```
      Maintenance?
      ▲

      0K = Yes / or 1 - 9
      ▼
```

4 Press the [▼] or [▲] key to display [Head-flushing], and then press the [Yes] key.

```
3 Head-flushing? ▲ 0 K = Yes ▼
```

Press the [◄] or [▶] key to select the color of the print head you want to clean, and then press the [Yes] key. You can select [All Heads], [Print-head 2], or [Print-head 1].

```
* A 1 1 Heads

◀, ▶ & Yes
```

Head flushing starts.

6 Press the [No] key to display "Cancel?", and then press the [Yes] key.

```
Cancel?
Yes / Continue = No
```

The Maintenance screen appears.

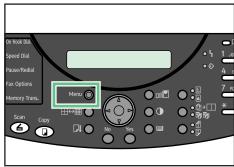
7 Press the [No] key.

The initial screen appears.

Head Position

Follow the procedure below to print a test pattern and adjust the print-head positions if vertical lines are printed unaligned or printed colors look blurred.

1 Press the [Menu] key.



AQR303S

2 Press the [▼] or [▲] key to display [Maintenance], and then press the [Yes] key.

3 Press the [▼] or [▲] key to display [Head Position], and then press the [Yes] key.

```
4 Head Position? 

OK=Yes 
▼
```

4 Press the [◀] or [▶] key to display [Print Test Pattern], and then press the [Yes] key.

```
*Print Test Pattern►

◀,► & Yes
```

5 Press the [◀] or [▶] key to select a test pattern, and then press the [Yes] key.

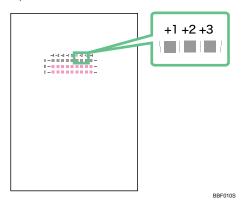
To adjust print-head positions for all resolutions, repeat this procedure selecting the other resolution.

A test pattern to adjust print-head positions is printed.

3

6 Check the optimal adjustment values on the printed test pattern.

The optimal adjustment value is the column number that appears above the lightest gray square with straight vertical lines on both sides. When the column number is "+2" for the "A" line, the optimal adjustment value is "+2" for "A".



7 Press the [◄] or [▶] key to display [Adjust], and then press the [Yes] key.

8 Press the $[\P]$ or $[\P]$ key to select a resolution from step 5, and then press the [Yes] key.

9 Press the [◀] or [▶] key to select a line, and then press the [Yes] key.

10 Press [▲] or [▼] key to enter the optimal adjustment values from step 6, and then press the [Yes] key.

Ad
$$j = +4$$
 \blacktriangleleft , \blacktriangleright & Yes

11 Press the [No] key to display "Cancel?", and then press the [Yes] key.

The Maintenance screen appears.

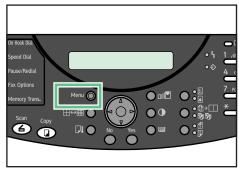
12 Press the [No] key.

The initial screen appears.

Adj.Paper Feed

If horizontal lines are printed unaligned, print images are patchy, or a black or white line is printed at regular intervals, print a test pattern, and then adjust the paper feed setting.

1 Press the [Menu] key.



AQR303S

2 Press the [▼] or [▲] key to display [Maintenance], and then press the [Yes] key.

3 Press the [▼] or [▲] key to display [Adj.Paper Feed], and then press the [Yes] key.

```
5 Adj.Paper Feed? ▲
OK=Yes ▼
```

4 Press the [◀] or [▶] key to display [Print Test Pattern], and then press the [Yes] key.

```
*Print Test Pattern►

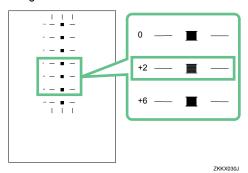
◀,► & Yes
```

A test pattern to adjust paper feed is printed.

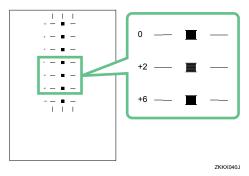
3

5 Check the optimal adjustment values on the printed test pattern.

The optimal adjustment value is the number that appears on the left of the lightest gray square with straight horizontal lines on both sides. When this number is " \pm 2", the optimal adjustment value is " \pm 2".



When horizontal lines beside the lightest gray square are broken, select the optimal adjustment value by referring to the lines broken in the opposite direction. When the "+2" square is the lightest gray square and the "+6" horizontal lines are broken in the opposite direction, the optimal adjustment value is between "+3" and "+5". After adjustment, check the adjustment result.



6 Press the [◄] or [▶] key to display [Adjust], and then press the [Yes] key.

7 Press the [▼] or [▲] key to enter the adjustment value (-14 to +14) from step5, and then press the [Yes] key.

A d j = + 1 4

$$\blacktriangleleft$$
 , \blacktriangleright & Y e s

8 Press the [No] key to display "Cancel?", and then press the [Yes] key.

The Maintenance screen appears.

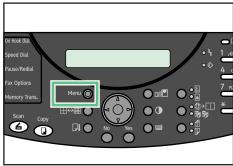
9 Press the [No] key.

The initial screen appears.

Registration

Follow the procedure below to adjust where to start printing on paper loaded in each paper tray after checking the test pattern printed.

Press the [Menu] key.



AQR303S

2 Press the [▼] or [▲] key to display [Maintenance], and then press the [Yes] key.

3 Press the [▼] or [▲] key to display [Registration], and then press the [Yes] key.

```
6 Registration? ▲
OK=Yes ▼
```

4 Press the [◀] or [▶] key to display [Print Test Pattern], and then press the [Yes] key.

```
*Print Test Pattern►

◀,► & Yes
```

To print the registration test pattern, load A4 or letter-size paper in the paper tray for which you want to carry out print registration.

5 Press the [◀] or [▶] key to select a paper tray, and then press the [Yes] key.

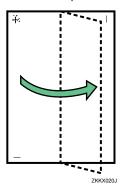
6 Press the [◄] or [▶] key to select a paper type, and then press the [Yes] key.

A test pattern to adjust the print start position is printed.

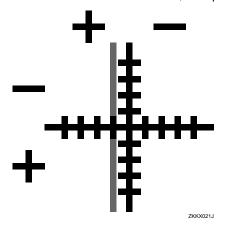
7 Check the optimal adjustment values on the printed test pattern.

3

8 Fold the test pattern sheet in half lengthwise.



9 The optimal adjustment value is the difference between the single vertical line and the cross's vertical line that you can see when the folded paper is held up to light. When the difference is one calibration mark in the "+" direction, the optimal adjustment value for the [Plain(X)] is "+1".



- 10 Fold the test pattern sheet in half widthwise, and then check the adjustment value for the [Plain(Y)]. Adjustment values are in 1 increments.
- 11 Press the $[\P]$ or $[\P]$ key to display [Adjust], and then press the [Yes] key.

12 Press the [◀] or [▶] key to select a paper tray, and then press the [Yes] key.

13 Press the [◀] or [▶] key to select the setting you want to adjust, and then press the [Yes] key.

Press the [▼] or [▲] key to enter the adjustment values (-40 to +40) in the [Plain(Y)] from step10, and then press the [Yes] key.

$$\begin{array}{c} A \ d \ j = 0 \\ 0 \ K = Y \ e \ s \end{array} \qquad \qquad \bullet$$

16 Press the [No] key to display "Cancel?", and then press the [Yes] key.

The Maintenance screen appears.

17 Press the [No] key.

The initial screen appears.

Entering Text

When you enter a character, it appears at the cursor position. If there is a character already at the cursor position, the newly entered character appears before it.

Available Characters

You can enter the following characters:

- · Alphabetic characters
- · Symbols
- Numerals
 0123456789

Keys

♦ Number keys

Use to enter numbers, letters.

♦ [X] key

Press to toggle between entering numbers and letters.

♦ [No] key

Deletes a character at the cursor position. You can delete a character at the right end of a line even if the cursor is placed to the right of the character.

♦ [Clear/Stop] key

Press to delete all characters currently entered.

♦ [**◄**]/[**▶**] key

Shifts the cursor left and right.

How to Enter Text

♦ Modes

Press the [*X] key to toggle between entering numbers and letters.

· [A]

You can enter characters using the Number keys.

· [1]

You can enter numbers using the Number keys.

Entering Letters

To enter characters, press the number keys in [A] mode.

Number Key	Characters available by pressing the key more than once	
1	.→@→_→. * 1	
2	$A \!\!\rightarrow \! B \!\!\rightarrow \! C \!\!\rightarrow \! a \!\!\rightarrow \! b \!\!\rightarrow \! c \!\!\rightarrow \! \ddot{a}^{*2} \!\!\rightarrow \! \! \ddot{a}^{*2} \!\!\rightarrow \! \! \mathring{a}^{*2} \!\!\rightarrow \! \! \mathring{a}^{*2} \!\!\rightarrow \! \! \mathring{a}^{*2} \!\!\rightarrow \! \! \mathring{a}^{*2} \!\!\rightarrow \! \! \mathring{c}^{*2} \!\!\rightarrow \! \! \! \mathring{c}^{*2} \!\!\rightarrow \! \! \! \mathring{c}^{*2} \!\!\rightarrow \! \! \! \! \mathring{c}^{*2} \!\!\rightarrow \! \! \! \! \! \mathring{c}^{*2} \!\!\rightarrow \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! $	
3	D→E→F→d→e→f→É *2 →é *2 →è *2	
4	$G\rightarrow H\rightarrow l\rightarrow g\rightarrow h\rightarrow i\rightarrow i *^2\rightarrow i *^2\rightarrow i *^2$	
5	J→K→L→j→k→l	
6	$M \rightarrow N \rightarrow O \rightarrow_{m} \rightarrow_{n} \rightarrow_{o} \rightarrow \tilde{N}^{*2} \rightarrow \tilde{n}^{*2} \rightarrow \tilde{O}^{*2} $	
7	$P \rightarrow Q \rightarrow R \rightarrow S \rightarrow p \rightarrow q \rightarrow r \rightarrow s \rightarrow \beta^{*2}$	
8	$T \rightarrow U \rightarrow V \rightarrow \iota \rightarrow \iota \rightarrow \nu \rightarrow \ddot{U}^{*2} \rightarrow \ddot{u}^{*2} \rightarrow \dot{u}^{*2} \rightarrow \dot{u}^{*2}$	
9	$W \rightarrow X \rightarrow Y \rightarrow Z \rightarrow W \rightarrow X \rightarrow Y \rightarrow Z$	
0	Space→0	
*		
#	-→·→*→#→!→"→,→;→·→^→` <i>→</i> =→/	
	→ →'→?→\$→@→%→&→+→(→)→[→]→{→}→<→>	

 $^{^{\}star\,1}$ This appears when entering an e-mail address.

- 1 Press the $[\times]$ key to display [A].
- 2 Press the number keys.



- To enter "B", press the [2] key twice.
- To enter the same character again or to enter one of the other characters sharing the number key,
 press the [▶] key to move the cursor, and then enter the character.

^{*2} This appears when entering a name.

Entering Numbers

To enter numbers, press the number keys in [1] mode.

Number key	Characters available by pressing the key more than once
1 *1	-→1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0 *1	Space→0
* *1	★ *2
# *1	#(+) → *

^{*1} This depends on what is registered.

1 Press the number keys.

The numeral is entered and the cursor moves.



 To enter the same number again, press the [▶] key to move the cursor, and then press the number key again.

Deleting Characters

- 1 Press the $[\P]$ or $[\P]$ key to move the cursor to the character to delete.
- 2 Press the [No] key.

This will delete the character at the cursor position.

^{*2} This appears when entering fax number.

4. Using the Printer Function

This chapter explains the printer function.

Printer Driver

This section explains the printer driver dialog box and describes the settings you can specify with it.

Two Types of Printer Properties Dialog Box

This function is supported only by RPCS Raster printer driver.

There are two types of printer properties dialog box, namely: [Custom Setting] and [Multi-tab]. The default is [Custom Setting].

The printer properties dialog box shown in this manual is the dialog box displayed in [Custom Setting] mode.

- · Custom Setting
 - This type is suitable for users who generally use the same settings to print and seldom need to change their printer properties settings.
 - The appearance of the [Custom Setting] dialog box can vary depending on the options that are installed on your machine.
- Multi-tab
 - This type is suitable for users who print using a variety of setting and often need to change their printer properties settings.

To change the default [Custom Setting] to [Multi-tab], do the following:

- 1 Click the [Printer Configuration] tab.
- 2 In the [Window type] area, click [Multi-tab].
- 3 Click [OK].

Reference

• For details about [Custom Setting], see the printer driver Help.

Opening the Printer Properties Dialog Box

This section explains how to open the printer properties dialog box from the [Printers and Faxes] window.

Depending on the operating system settings, the actual procedure may differ.

- 1 On the [Start] menu, click [Printers and Faxes].
- 2 Click the icon of the printer, and then click [Properties] on the [File] menu.
 The printer properties dialog box appears.
- 3 Click [Printing Preferences...] on the [File] menu.

Opening the Printing Preferences Dialog Box

This section explains how to open the [Printing Preferences] dialog box from the [Printers and Faxes] window.

Depending on the operating system settings, the actual procedure may differ.

- 1 On the [Start] menu, click [Printers and Faxes].
- 2 Click the icon of the printer, and then click [Printing Preferences...] on the [File] menu.
 The printing preferences dialog box appears.

Opening from an Application

If you open the printer properties dialog box from an application, the default settings appear. Change the settings as required and carry out printing.

Changes made here are only applicable with that application and only as long as that application stays open.

Some applications may automatically change the printer properties settings.

The procedure below is an example for Paint (included in the standard Windows package).

How to open the printer properties dialog box differs depending on the application. From most applications, the printer properties dialog box can be opened by clicking [Print...] or [Page Setup...] on the [File] menu, and then clicking [Properties] (Windows XP/Vista, Windows Server 2003: [Preferences]). For details, see Help of the application.

- 1 On the [File] menu, click [Print...].
- In the Name list, select the name of this printer, and then click Properties (Windows XP/Vista, Windows Server 2003: Preferences).

The printer properties dialog box (Windows XP/Vista, Windows Server 2003: the [Printing Preferences] dialog box) appears.

Making Option Settings for the Printer

Make option settings for the printer using the printer driver when bidirectional communication is disabled.

Conditions for Bidirectional Communication

This section explains the requirements for bidirectional communication.

Bidirectional communication allows information about paper size and feed direction settings to be automatically sent to the printer. You can check printer status from your computer.

If you use the RPCS raster printer driver and bidirectional communication is enabled under Windows 2000/XP/Vista, and Windows Server 2003, the [Accessories] tab is unavailable.

To support bidirectional communication, the following conditions must be met:

♦ If the machine and computer are connected directly to each other with a cable

- Bidirectional communication is supported by Windows 98/Me/2000/XP/Vista, Windows Server 2003, and Windows NT 4.0.
- The printer must support bidirectional communication.

♦ When connected with the network

- The printer must support bidirectional communication.
- SmartDeviceMonitor for Client included on the CD-ROM must be installed, and TCP/IP must be used.
- Under Windows 2000, [Enable bidirectional support] must be selected, and [Enable printer
 pooling] must not be selected on the [Port] tab with the RPCS raster printer driver.
- In addition to the above, one of the following conditions must also be met:
 - The SmartDeviceMonitor for Client port and the TCP/IP protocol must be used.
 - IPP port name must include the IP address when using the IPP protocol.

If Bidirectional Communication is Disabled

Set up option settings when bidirectional communications are disabled.

■ Windows 98/Me

- 1 On the [Start] menu, point to [Settings], and then click [Printers].
- 2 Click the icon of the printer you want to use.

When you open the printer properties dialog box for the first time after installing the printer driver, or if you have not specified the attached options yet, a prompt to specify the options appears.

- 3 On the [File] menu, click [Properties].
- 4 Click [OK].
- 5 Select options installed from the [Select printer options:] area, and then make the necessary settings.
- 6 Select the appropriate size and type for the tray.
- 7 Click [OK] to close the printer properties dialog box.

■ Windows 2000/Windows NT 4.0

1 On the [Start] menu, point to [Settings], and then click [Printers].

The [Printers] window appears.

2 Click the icon of the printer you want to use.

When you open the printer properties dialog box for the first time after installing the printer driver, or if you have not specified the attached options yet, a prompt to specify the options appears.

- 3 On the [File] menu, click [Properties].
- 4 Click [OK].
- 5 Click the [Accessories] tab.

If options in the [Accessories] tab are disabled, bidirectional connection is enabled. In this case, no change is necessary for option settings.

- 6 Select options installed from the [Select printer options:] area, and then make the necessary settings.
- 7 Select the appropriate size and type for the tray.
- 8 Click [OK] to close the printer properties dialog box.

■ Windows XP, Windows Server 2003

On the [Start] menu, point to [Settings], and then click [Printers].

The [Printers] window appears.

2 Click the icon of the printer you want to use.

When you open the printer properties dialog box for the first time after installing the printer driver, or if you have not specified the attached options yet, a prompt to specify the options appears.

- 3 On the [File] menu, click [Properties].
- 4 Click [OK].
- 5 Click the [Accessories] tab.

If options in the [Accessories] tab are disabled, bidirectional connection is enabled. In this case, no change is necessary for option settings.

- 6 Select options installed from the [Select printer options:] area, and then make the necessary settings.
- 7 Select the appropriate size and type for the tray.
- 8 Click [OK] to close the printer properties dialog box.

■ Windows Vista

- 1 Click [Control Panel] on the [Start] menu, click [Hardware and Sound], and then click [Printers].
- 2 Click the icon of the printer you want to use.
- 3 On the [Organize] menu, click [Properties].
- 4 Click the [Accessories] tab.
 If options in the [Accessories] tab are disabled, bidirectional connection is enabled. In this case, no change is necessary for option settings.
- 5 Select options installed from the [Select printer options:] area, and then make the necessary settings.
- 6 Select the appropriate size and type for the tray.
- 7 Click [OK] to close the printer properties dialog box.



- Under Windows 2000/XP/Vista and Windows Server 2003, Manage Printers permission is required to change the printer properties in the [Printers] folder. Log on as an Administrators or Power Users group member.
- Under Windows NT 4.0, Full Control permission is required to change the printer properties in the [Printers] folder. Log on as an Administrators or Power Users group member.

Printing on Various Paper Types

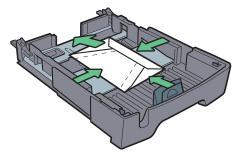
The print method differs depending on the type of paper used for printing. Use a print method appropriate for each paper type.

The procedure is explained using the RPCS Raster printer driver as an example.

Printing on Paper in a Paper Tray

Follow the procedure below to print on plain paper.

- · You can load 100 sheets in the optional bypass tray unit.
- · You can load [Plain] and [Inkjet Plain Paper] in tray 2.
- · Curled paper may jam. Straighten any curls before loading.
- · Load paper with the print side face down in the paper trays.
- · Load paper with the print side face up into the bypass tray.
- · Printing on Inkjet OHP Transparencies
 - Printed inkjet transparencies take some time to dry. We recommend that you remove a
 printed inkjet transparency from the output tray before the next inkjet transparency is delivered.
 - The print delivery time interval can be set longer to avoid printed inkjet transparency from sticking together due to print wetness.
 - When you print on inkjet OHP transparencies, [Dithering:] is automatically set to [Text]. If
 printing with this setting causes problems such as print degradation, select [User settings] in
 the [Print Quality] area on the [Setup] tab, click [Change...] to display the [User settings]
 dialog box, set [Dithering:] to [Photographic], and then print.
- Printing on Envelopes
 - Before loading envelopes, make sure their edges are sharply creased by rubbing them with a pen or similar object.
 - Squeeze the paper guide release, and then slide the paper guides into position according to the envelope size.



AQR141S

4

1 Load plain paper into tray.

How to load paper depends on the paper type.

- 2 Open the printer properties dialog box from the application.
- 3 Select the paper type from the [Paper type:] list.

After selecting the paper type as required, switch the envelope selector to "\sum".

If you select [Inkjet Plain Paper], the machine will print on one side only. To print on both sides, select [Plain].

4 Make the necessary settings, and then click [OK].

The printer properties dialog box closes.

5 Make print settings, and then click [OK].



- If you set [Paper type:] to [Glossy Paper] in the printer properties dialog box, up to 1 sheet can be output for each print job.
- · You can load up to 20 envelopes.

■ Reference

- p.189 "Two Types of Printer Properties Dialog Box"
- p.93 "Paper Handling Precautions"
- p.97 "Printable area"

Canceling Printing

Print jobs can be canceled from either a printer or computer. How to cancel print jobs differs according to their job status. Check the job status first.

- Canceling a Print Job Being Printed
 Cancel the print job from the status monitor or by pressing the [Clear/Stop] key of the printer.
- ♦ Canceling a print job in queue

 Cancel the print job from the task bar of the computer.

Canceling Printing from the Status Monitor

Follow the procedure below to cancel a print job being printed.

- 1 Check that printing and the status monitor have started.
- 2 Click [Stop Printing].



It will take a few moments for printing to stop.

Reference

• p.439 "Using the Status Monitor"

Л

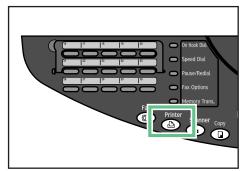
Canceling Printing Using the [Clear/Stop] Key of the Printer

Follow the procedure below to cancel a print job being printed.

1 Check that printing has started.

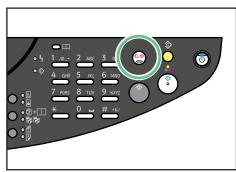
Not only the print job being printed but also the print jobs in queue will be canceled.

2 Press the [Printer] key.



BGF020

3 Press the [Clear/Stop] key.



AQR356S

4 Press the [Yes] key.

Cancel Print Job? Yes / Continue=No

It will take a few moments for printing to stop.



• To cancel a print job using the [Clear/Stop] key, you must first press the [Printer] key to switch the display to the printer function screen.

Canceling Printing from the Task bar

Follow the procedure below to cancel a print job in queue.

- 1 Double-click the icon of the printer on the task bar.
- 2 Select the print job you want to cancel, and then click Cancel (Windows 98/Me: Cancel Printing) on the Document menu.

Adjusting Print Quality

Print quality and color tone can be adjusted to suit the print data.

This section briefly explains some of the settings that you can specify.

For details, see the printer driver Help.

· Printing in Black and White

You can specify whether black and white printing is performed using either black ink only or all the colored inks. If you select [Print black in 4 colors CMYK], the colored inks are used for black and white printing. The default setting is [Print black in 4 colors CMYK].

Since black and white printing is faster than color printing, it is efficient for printing color documents that do not need to be printed in color. Also, the black produced by black and white printing is a more distinct black than that produced by color printing. Be sure to select black and white printing if you specified black and white printing in an application.

· Saving Color Ink When Printing

You can save color ink by printing graphics and images with less than the usual amount of ink. Text is printed as usual so that it can remain clear and easy to read.

· Changing Image Printing Method

When printing images, the higher the resolution of images, the longer the time required for printing. You can print with priority on print quality or print speed.

· Correcting the Hue of Digital Photos

Correct the hue of digital photos. This is effective especially for overexposed or underexposed images.

Exposure is affected by the levels of light in which the photo was taken. If there are extreme light and shade light).

· Printing Low Resolution Images Smoothly

You can print outlines of low-resolution images, which often appear on Web pages, smoothly.

· Changing the Dither Pattern

A dither pattern is a pattern of dots used to simulate a color or shade of an image. If the pattern is changed, the characteristics of the image will also change. You can select a pattern suitable for the image to be printed.

Dithering is a technique where tiny dots are printed in patterns in order to create the illusion of tones and colors that cannot be physically reproduced.

Using Error Diffusion

Error Diffusion is a type of dithering that produces halftones by printing dots densely for dark colors and diffusely for light colors. Select the appropriate pattern for the image you want depending on the operating system or application, error diffusion may not be printed correctly.

· Changing the Color Profiling Pattern

You can select a color-profiling pattern to adjust the tone of colors for prints according to the colors displayed on the computer screen.

Colors on the computer screen are expressed using the three RGB colors, but colors used for printing are composed of the four CMYK colors. When printing, RGB colors are converted to CMYK colors.

Printing Grayscale Images Using Black or CMYK
 You can print black or gray parts of an image using black or CMYK.

· Printing Text in Black

You can print text other than black in black. This is useful when text other than black looks lighter when printed.

Using ICM

You can correct colors using the Windows ICM (Image Color Matching) function.

ICM is a color management system that adjusts colors between I/O devices. Use this function to produce print results with colors as close as possible to those displayed on the computer screen. To use this function, the color profile must be added to the printer.

You can find the color profile in the ICM folder stored on the CD-ROM provided. For information about adding a color profile, search for the words "color profile" in Windows Help, and then see the appropriate topic.

This function is unavailable under Windows NT 4.0.

Adjusting Brightness, Contrast, and Saturation
 You can adjust brightness, contrast, and saturation for printing.

· Adjusting Color Balance

You can adjust color balance by changing the mixture of red (R), green (G), and blue (B).

· Printing a Whole Page as an Image

This section explains how to convert a print job to image data using a Windows application, and then print the image using the printer driver. You can print a whole page as an image. This will allow you to get print results that resemble the display image more closely. Since more data has to be processed, printing will take much longer. Use this function if the printed image differs from the display image.

Black or gray parts will be printed with the four CMYK colors regardless of the settings made in the [Gray reproduction (Text/Line Art):] list on the [Image Adjustments] tab in the [Change User Settings] dialog box.

This setting overrides the watermark setting.

· Changing the Image Data Process

Depending on the application, there may be cases where printing takes a long time or colors are not printed correctly. You can change the image data process to solve the problem.

Since changing the image data processing method may cause printing not to be performed correctly with some applications, you should normally leave this option unselected.

Printing with Particular CMYK Colors

Normally full color (CMYK) is used for color printing. You can print using particular CMYK colors. These settings are unavailable when black and white printing is specified.

· Emphasizing Bold Type According to the Font Size

You can emphasize bold type according to the font size.

This function is not available under Windows 98/Me.

· Changing the Method of Extracting TrueType Fonts

This is useful for correcting garbled or incorrectly printed characters.

If you perform [Reduce/Enlarge] together with this function, printed text may be of reduced quality.

Printing Images Vividly

By changing the printer properties settings or using special paper, vivid images can be printed.



• If [Print black in 4 colors CMYK] on the [Printer Configuration] tab is selected, color ink is also consumed for black and white printing.

Various Print Functions

By using various print functions, you can make prints appropriate for your purposes.

This section briefly describes some of the settings that can be specified.

For details, see the printer driver Help.

· Printing Multiple Document Sets

You can print multiple sets of the same document.

Depending on the application, this setting may not be available.

If you do not use the Collate function, prints will be delivered in page batches (P1, P1, P2, P2 ...). If you use the Collate function, prints will be delivered in document batches (P1, P2, P1, P2 ...).

Collating

You can print complete sets of prints one set at a time when printing multiple sets such as for presentation materials.

Depending on the application, this setting may not be usable.

Even when using the Collate function with Layout, Poster, or Duplex, document boundaries are correctly recognized so problems like the first page and last page being printed on the same sheet do not occur.

Collating might not be possible in the following cases:

- When copying originals containing complex colors, such as photographs.
- When printing on large sheets such as A4, letter, or legal.
- · When printing on glossy paper.
- · Printing Web Pages

You can specify the settings for printing Web pages properly.

When a Web page is printed, it may not fit on the paper used or it may not be printed as it looks on the screen. Use the information below to print Web pages correctly.

- Printing low resolution images smoothly
 - Images displayed on Web sites tend to be low-resolution images to reduce data size. Before printing, be sure to make the setting to print low-resolution images smoothly.
 - When a Web page is printed over multiple sheets, images or text where any two sheets are connected may not be printed.
- Printing the background color of a Web page
 When printing images, the higher the resolution of images, the longer the time required for printing.
- · Fitting a whole Web page to the paper size

If a whole Web page cannot be printed on the paper size used, reduce it using [Fit to paper size] or [Scale] under the [Reduce/Enlarge] function.

220-240V: If [A3 (297 x 420 mm)] or [B4 JIS (257 x 364 mm)] is selected for [Original size:] and [Reduce automatically to fit A4] is selected, print image is automatically reduced to fit A4 size paper.

120V: If [11" x 17"] or [Legal (8 1/2" x 14")] is selected for [Original size:] and [Reduce automatically to fit Letter] is selected, print image is automatically reduced to fit Letter size paper.

- Reducing and Enlarging by a Specified Ratio (Scale, Directional magnification)
 You can print with a reduction or enlargement ratio in the range of 20-300% adjustable in 1% increments. Use this to reduce the size of the print image slightly to insert a margin, for example. Two methods are available: scale and directional magnification. Scale is used to specify the same ratio in both horizontal and vertical directions while directional magnification is used to specify a different ratio for each direction.
- Reducing to A4/Letter Automatically
 You can print a document larger than A4/Letter onto A4/Letter size paper by reducing it. For
 example, if a document is A3/11" × 17" size, it can be automatically reduced to A4/Letter and
 printed.
- Rotating the Image by 180 Degrees
 Use this function if paper loaded in the paper tray has a distinct top and bottom and printing with the paper in that orientation would otherwise make the image upside-down.
- Printing on Registered Custom Size Paper
 You can print on registered custom size paper.

Register the size of the custom size paper loaded in the paper tray in the [Printer Configuration] tab.

On the control panel, you cannot enter values containing decimal points. Even if you specify the custom size paper in the printer properties dialog box, do not enter values containing decimal points.

- Printing on Unregistered Custom Size Paper
 You can print on unregistered custom size paper.
- · Printing on Both Sides of Paper

You can print on both sides of paper.

Only plain paper can be printed on both sides.

If the page size varies within a document, a page break will occur before the page where the size changes.

We recommend one-sided printing for documents containing areas of heavy, solid color image.

If two-sided prints fail to dry fully, set a print-dry delay using the printer driver.

If two-sided prints stick or jam, use single-sided printing.

When printing on both sides, content other than text is printed at lower density.

· Printing Multiple Document Pages per Sheet (Layout)

You can print multiple document pages per sheet.

When using Layout, a suitable reduction or enlargement ratio is selected automatically based on the paper size and the number of pages you want to fit on each sheet.

If the page orientation varies within a document, a page break will occur before a page where the orientation changes.

If an equivalent function is available from your application, do not use it. Use the function that can be set in the printer properties.

Splitting the Document Image across Multiple Sheets (Poster)

You can print a single document page over multiple sheets to make a poster size print.

The enlargement ratio used is based on the specified paper size and the number of sheets you want to split the image over.

Prints are made with a 15 mm (0.6 inches) overlap margin. When pasting sheets together, overlap them to hide this margin.

· Printing from the Last Page

You can start printing from the last page of a document. Use this function when prints come out face up in the output tray. This allows a printed document to be assembled in page order. If an equivalent function is available from your application, do not use it. Use the function that can be set in the printer properties.

· Creating a Binding Margin

You can print with a binding margin. If you create a binding margin, it is offset from the document margin set from the application.

Since the margin opposite the binding margin will be shifted toward the paper edge, be sure to make this margin wide enough when making the document.

If a binding margin is set in an application, do not make this setting in the printer properties. This would result in a binding margin twice as wide as expected.

· Printing Documents with a Header and Footer

You can print documents with character strings in the top and bottom margins.

Besides date, page number, and file name, text of up to 32 characters can be inserted into these areas.

If you print a document using the Reduce/Enlarge function, the header and footer will also be reduced or enlarged.

A header and footer will be printed on every page. For example, if you print several document pages on a sheet of paper (Layout), a header and footer will appear for every page.

If a header and footer are set in an application, do not make this setting in the printer properties.

Printing with a Layout Suitable for Making Booklets

You can print on both sides of paper using a layout suitable for making booklets.

There are two kinds of booklet layout: [Booklet 1] and [Booklet 2]. With [Booklet 1], each sheet is folded in half separately, then the folded sheets are stacked and bound. With [Booklet 2], the whole stack is folded in half in a similar way to a magazine.

· Printing Images or Text Superimposed on Prints

You can print an image or text superimposed on prints. The image or text is referred to as a watermark. A watermark made up of a bitmap file (extension .bmp) is referred to as an image watermark. A watermark made up of text data is referred to as a text watermark. You cannot use both together. Various predefined watermarks are provided. You can also create your own watermarks.

Printing Documents with an Overlay Image Superimposed (Overlay)

You can print a document with an overlay image superimposed.

Before printing using the Overlay function, an overlay image file and overlay set must be created. A superimposing image will be aligned with the document page at the upper left corner. If the document to be printed and superimposing image differ in size and orientation, the superimposing image may be cut or run off.

Depending on the application, you may not get the expected result.

· Displaying the Preview before Printing

You can display and check a document before printing it.

To use [Display Preview and Print screen:], DeskTopBinder must be installed on the computer.

Reference

- p.194 "Printing on Various Paper Types"
- · For details, see the printer driver Help.

Unauthorized Copy Control

To prevent unauthorized copying, you can embed patterns and text beneath the print. You do not need a special paper to use this function. If a paper with text or image patterns is copied by a copier or a multi-function printer, either the patterns are printed vividly or the copy is grayed out, so as to protect the information on the original from leaking. To print with protection against unauthorized copying, you can use [Data security for copying] and [Mask type:].

- This function is designed to discourage copying confidential documents; it does not prevent unauthorized use of information.
- You must install the copy data security unit to gray out files protected by data security for copying that are stored in the document server or printed. You do not have to install the unit to print files that are protected by data security for copying.
- You can use this machine to print files that are protected by data security for copying. However, because you cannot install the copy data security unit on this machine, copies of files cannot be grayed out when using data security for copying. If you print a file protected by data security for copying on a machine that supports copy data security, print will be grayed out.

The last blank page of booklet or duplex-printed documents that contain uneven page numbers can also be stamped. For example, when booklet or duplex printing a fifteen-page document, the sixteenth page (blank) can also be stamped.

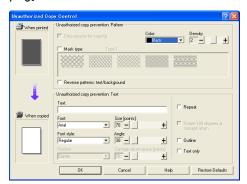
To not stamp the last page, on the [Printer Configuration] tab, set [Spool format:] to [RAW].

Note

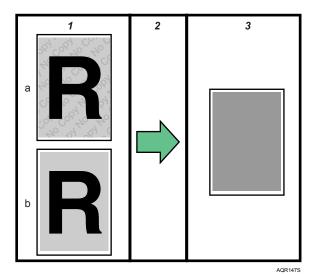
- · When selecting [High speed], [Unauthorized copy...] is not available.
- When selecting [Level Color], [Unauthorized copy...] is not available.
- When selecting [Use error diffusion] and [Whole page], [Unauthorized copy...] is not available.

Using [Data security for copying]

If a document printed with data security for copying is copied by or stored in the Document Box of a copier or multi-function printer with the copy data security unit, the copy or stored file is grayed out. This section explains how to specify the printer driver setting for printing using [Data security for copying].



- ♦ Setting [Data security for copying] in the Printer Driver
 - Select the [Data security for copying] check box. You can also enter the text in the [Text:] box.
 - · You cannot select the [Mask type:] check box at the same time.
 - ♦ Printing a document using [Data security for copying]
 This machine can print only as described in Step 1.



- 1 The pattern and text you have set is printed.
 - a: Text
 - b: Pattern
- 2 The document is copied to the machine that the Copy Data Security unit is installed.
- 3 The document is blanked by gray overprint.



- · You cannot partially embed a pattern and text in a document.
- To make the embedded pattern clear, set the character size at least 50 pt (preferably 70 to 80 pt) and character angle to between 30 and 40 degrees.
- Use $182 \times 257 \text{ mm} (7^{1}/_{4} \times 10^{1}/_{2})$ or larger paper.
- Use ordinary or recycled paper that has at least 70% whiteness.
- Duplex printing may interfere with the function due to text and patterns being visible through the paper.
- Printing with background patterns and text may be slower than normal printing.
- To use this function, set [Print Quality] to [Quality priority].

Specifying Data Security for Copying

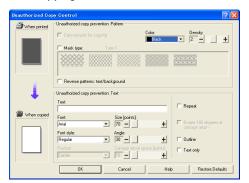
If a document printed with data security for copying is copied by or stored in the Document Box of a copier or multi-function printer with the copy data security unit, the copy or stored file is grayed out.

This section explains how to specify the printer driver setting for printing using [Data security for copying].

- 1 Open the printer properties dialog box.
- 2 Click [Add/Change Custom Settings...], and click [Edit] tab. If the dialog box type is Multi-tab, click [Setup] tab.
- 3 Select the [Unauthorized copy...] check box.
- 4 Click [Control Settings...].
- 5 Select the [Data security for copying] check box.
 Additionally, specify the settings in the [Unauthorized copy prevention: Text] area.
- Click [OK].

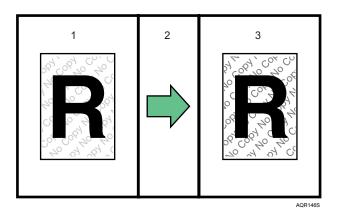
Using [Mask type:]

You can embed patterns and text in a document by setting in the printer driver to prevent unauthorized copying.



♦ Setting [Mask type:] in the Printer Driver

- · Select a pattern from [Mask type:], and then enter text in the [Text:] box.
- You can set only [Text:], but [Mask type:] and [Text:] must be set together.
 To switch text and background patterns, select the [Reverse patterns: text/background] check box.
- ♦ Printing a Document Using [Mask type:]



- 1 The print preview of the pattern and the text you set is displayed.
- 2 The document is copied to the copier or the multifunction machine.
- 3 The pattern and the text you set appear.



- · You cannot partially embed patterns and text strings in a document.
- · Copy results vary according to machine model and settings.
- Printing with background patterns and text may be slower than normal printing.
- · To print a file with [Data security for copying], select [Quality priority] in the [Print Quality] area.

This section explains how to specify the printer driver setting for printing using [Mask type:].

- 1 Open the printer properties dialog box.
- 2 Click [Add/Change Custom Settings...], and click [Edit] tab.
 If the dialog box type is Multi-tab, click [Setup] tab.
- 3 Select the [Unauthorized copy...] check box.
- 4 Click [Control Settings...].
- 5 Select the [Mask type:] check box, and specify mask type.
 Additionally, specify the settings in the [Unauthorized copy prevention: Text] area.
- 6 Click [OK].

Important Notice

- The supplier does not provide warranty regarding the appearance of print patterns and other
 copy protection features. The appearance of the print patterns and the performance of Unauthorized Copy Control may vary depending on the quality of paper used and the machine model
 and settings.
- The supplier takes no responsibility for any damages sustained in connection with use of or inability to make use of Unauthorized Copy Control print patterns.

4

Supporting Multi-Languages

Even if the operating systems of the print server and client computer differ, you can use the Windows' Point and Print function to automatically detect the language being used and display the printer driver's [Printing Preferences] dialog box in that language.

The procedure is explained using the RPCS Raster printer driver as an example.

The following languages are available:

Japanese, English, German, French, Italian, Dutch, Swedish, Norwegian, Danish, Spanish, and Portuguese.

If you are using the machine with an operating system that supports multi-languages, you can change the language of the [Printing Preferences] dialog box.

To change the language, in the printer properties dialog box, click the [Printer Configuration] tab, select [Environment Settings], and then select the language you require.

Depending on how your operating system is configured, the displayed text in the selected language might appear garbled.

For example, if you set [Language] to [Japanese] in [Environment Settings] in the printer properties dialog box, but Japanese fonts are not installed on your computer, the displayed text will be garbled.



• For details about the requirements and restrictions of this function, see the Readme file attached to the printer driver.

5. Using the Copy Function

This chapter explains the copier function.

Setting and Placing Originals

This chapter describes the types of originals you can set and how to place originals.

Originals

This section describes the types of originals that can be placed, paper sizes that are automatically detected, and missing image area.



 As the color of markers or highlighters is difficult to reproduce, the copy might not come out depending on the color or a different color might be copied.

Sizes and Weights of Recommended Originals

The following describes recommended paper sizes and non-recommended originals for the ADF.

Where original is placed	Original size	Original weight
Exposure glass	A4 (210 × 297 mm)□	-
	A5 (148 × 210 mm)□	
	A5 (210 × 148 mm)□	
	A6 (105 × 148 mm)□	
	B5 (182 × 257 mm)□	
	Letter (8 ¹ / ₂ "×11")□	
	Legal (8 ¹ / ₂ " ×14")□	
	Half Letter (8 ¹ / ₂ "×5 ¹ / ₂ ")□	
	Executive (7 ¹ / ₄ "×10 ¹ / ₂ ")□	

Where original is placed	Original size	Original weight
ADF	One-sided originals:	50-110 g/m ²
	A4 (210 × 297 mm) □	
	A5 (210 × 148 mm)□	
	B5 (182 × 257 mm)□	
	Letter (8 ¹ / ₂ "×11")□	
	Legal (8 ¹ / ₂ " ×14")□	
	Half Letter (5 ¹ / ₂ "×8 ¹ / ₂ ")□	
	Executive (7 1/4"×10 1/2") □	
	F (8"×13")□	
	Foolscap (8 ¹ / ₄ "×13")□	
	Folio (8 ¹ / ₂ "×13")□	
	16K (195×267 mm)□	
	Custom Size	
	Original size (width): 139.7 mm-215.9 mm (5.5"-8.5")	
	Original size (length): 139.7 mm-355.6 mm (5.5"-14")	
	Original size (length) Fax Transmission: 139.7 mm-1000 mm (5.5"-39.3")	
	Two-sided originals:	
	A4 (210 × 297 mm)□	
	A5 (148 × 210 mm) (Can only be used under the scanner and fax functions.)	
	B5 (182 × 257 mm)□	
	Letter (8 ¹ / ₂ "×11")□	
	Legal (8 ¹ / ₂ " ×14")□	
	Half Letter (5 ¹ / ₂ "×8 ¹ / ₂ ") □ (Can only be used under the scanner and fax functions.)	
	Executive (7 1/4"×10 1/2")□	
	16K (195×267 mm)□	
	Custom Size	
	Original size (width): 139.7 mm-215.9 mm (5.5"-8.5")	
	Original size (length): 139.7 mm-355.6 mm (5.5"-14")	





You can place a maximum of 30 sheets in the ADF at one time, regardless of the size or thickness
of those sheets.

Non-compatible originals for the ADF

Placing the following types of originals in the ADF can cause paper misfeeds or light & black lines or result in damage to the originals. Place these originals on the exposure glass instead.

- · Originals other than those specified in "Sizes and Weights of Recommended Originals".
- · Stapled or clipped originals
- · Perforated or torn originals
- · Curled, folded, or creased originals
- · Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- · Originals with perforated lines
- · Originals with indexes, tags, or other projecting parts
- · Sticky originals such as translucent paper
- · Thin, highly flexible originals
- · Thick originals such as postcards
- · Bound originals such as books
- · Transparent originals such as OHP transparencies or translucent paper
- · Originals that are still wet with ink or white-out.

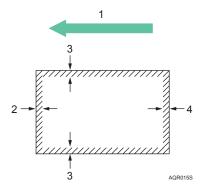


• The original might become dirty if it is written with a pencil or a similar tool.

Missing Image Area

Even if you correctly place originals on the exposure glass, margins of a few millimeters on all four sides of the original might not be copied.

Missing original area



- 1) Feed Direction
- 2) 3 mm (0.12 inch) \pm 2 mm (0.08 inch)
- 3) 3 mm (0.12 inch) \pm 2 mm (0.08 inch)
- 4) 3 mm (0.12 inch) \pm 2 mm (0.08 inch)

Reference

• For details about printable image area, see p.97 "Printable area".

Placing Originals

This section describes the procedure for placing originals on the exposure glass and in the ADF.

Take care to place originals after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be copied onto paper.

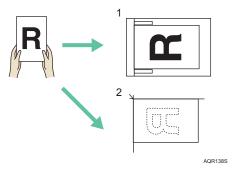
Reference

· For details about original sizes you can set, see p.211 "Originals".

G

Original Orientation

You can set the original orientation in the following ways. When placing the original on the exposure glass, set it facing downwards.



- 1 ADF
- 2 Exposure glass

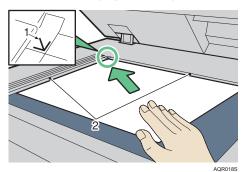
Placing Originals on the Exposure Glass

Place originals on the exposure glass.



- Do not lift the exposure glass cover, ADF forcefully. Otherwise, the cover of the ADF might open or be damaged.
- Be careful when placing thin originals on the exposure glass, because the edges of thin originals can slip underneath the scale.
- Lift the ADF.
- 2 Place the original face down on the exposure glass. The original should be aligned to the rear left corner.

Start with the first page to be copied.



- 1) Positioning mark
- 2) Left scale
- 3 Lower the ADF.



- Straighten curls in the originals before placing them on the exposure glass.
- · Do not load badly curled originals.
- · Load the original squarely.

Placing Originals in the ADF

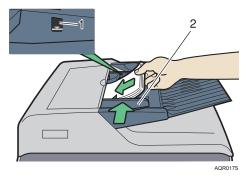
Place originals in the ADF.

Setting should be made when placing custom size originals.

- 1 Adjust the guide to the original size.
- 2 Set the aligned originals face up into the ADF.

Do not stack originals beyond the limit mark.

The last page should be on the bottom.



- 1) Limit mark
- 2) Document guide

♦ Specifying Binding Direction and Orientation for Originals

In Copier Features, you can specify the binding direction and orientation of copies based on the loaded original. By matching the binding direction and orientation of the original, By matching the original's binding orientation and direction, you can align the orientation of the copies (when printing in 2 up page layout, for example).









AQQ112S

1 To copy a portrait original that opens horizontally

Set [2sd Orig.Bind] to [Top to Top]. Set [2sd Orig.Orient] to [Portrait].

2 To copy a landscape original that opens vertically

Set [2sd Orig.Bind] to [Top to Bottom]. Set [2sd Orig.Orient] to [Portrait].

3 To copy a landscape original that opens horizontally

Set [2sd Orig.Bind] to [Top to Top]. Set [2sd Orig.Orient] to [Landscape].

4 To copy a landscape original that opens vertically

Set [2sd Orig.Bind] to [Top to Bottom]. Set [2sd Orig.Orient] to [Landscape].

Note

- · Straighten curls in the originals before placing them on the ADF.
- · To prevent multiple sheets from being fed at once, fan the original before placing it on the ADF.
- · Set the original squarely.

Reference

• p.123 "Setting Copier Features"

Basic Procedure

This chapter describes the procedure for making copies in various modes.



- When User Restriction is set, enter password (up to eight digits) with the number keys so that the machine accepts copy jobs.
- If necessary, select the type of copier function.
 If any other function is displayed, press the [Copy] key.

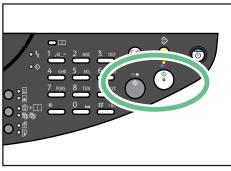
STD	1 0 0 %	1
	1 A 4	

- 2 If necessary, make desired settings.
- 3 Enter the number of copies using the number keys.

The maximum copy quantity that can be set is 99.

When clearing entered values, press the [No] key.

4 Place your originals, and then press the [B&W Start] or [Color Start] key.



AQR32

To copy in black and white, press the [B&W Start] key.

To copy in color, press the [Color Start] key.

Copies are delivered face up.



- To stop the machine during a multicopy run, press the [Clear Modes] key.
- To return the machine to the initial condition after copying, press the [Clear Modes] key.
- Under the copier function, if the machine remains idle for a certain time, it is reset to its status
 immediately after being switched on (initial setting). This is called "Auto Reset Time". You can
 specify how long the machine may remain idle before "Auto Reset Time" is carried out.

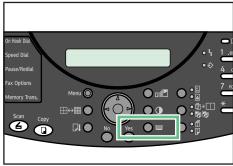
Reference

- p.120 "Setting User Restriction"
- For details about the type of copier, see p.227 "Auto Reduce/Enlarge", p.235 "Image Repeat", p.236 "Poster", p.237 "Mirror Image".
- For details about the orientation and the order of the prints, see p.124 "EjctPrt FaceDwn", p.124
 "Output Order".

When Selecting a Paper Tray

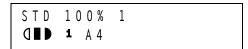
You can select the paper feed tray according to the paper type and size.

Select the paper tray using [Select Paper Tray] key.
 If any other function is displayed, press the [Copy] key.



BBF005S

When Selecting Tray 1



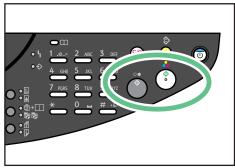
When Selecting Tray 2



When Selecting the Bypass Tray



Place the originals, and then press the [B&W Start] or [Color Start] key.

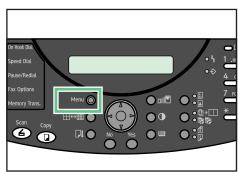


AQR328S

Copying onto Custom Size Paper

You can copy onto custom size paper.

1 Press the [Menu] key.



AQR303S

The Menu screen appears.

2 Press the $[\blacktriangle]$ or $[\blacktriangledown]$ key to display [Tray Paper Setting], and then press the [Yes] key.

3 Press the [▲] or [▼] key to select the desired tray, and then press the [Yes] key.

4 Press the [▲] or [▼] key to display [Paper Size], and then press the [Yes] key.

5 Press the [▶] key to select [Custom].

6 Enter the horizontal size of the original (x) with the number keys, and then press the [Yes] key.

$$x = 210 (55 - 216)$$
 $x = Y e s$ $y \Box \uparrow$

7 Enter the vertical size of the original (y) with the number keys, and then press the [Yes] key.

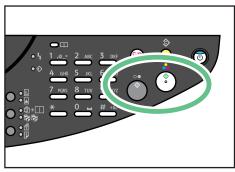
The Tray Paper Setting screen appears.

Press the [No] key to switch to the initial screen.

8 Press the [Select Paper Tray] key, and then select the bypass tray.

The indicated paper size switches to custom size.

9 Place the originals, and then press the [B&W Start] or [Color Start] key.



AQR328S

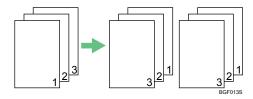
Sort

Copies are assembled as sets in sequential order.

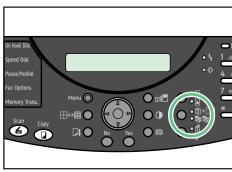
To produce collated sets of copies, set [EjctPrt FaceDwn] to [On] in [Copier Features].

☆ Important

- · Collating might not be possible in the following cases:
 - · When copying originals containing complex colors, such as photographs.
 - · When printing on large sheets such as A4, letter, or legal.
 - · When printing on glossy paper.
- When [Resolution] is set to [Fast], the machine can sort a set of up to about 20 sheets when printing on plain A4 paper.
- · You cannot use the exposure glass with this function.



1 Press the [2 in 1/Sort] key twice so the "Sort" indicator lights.



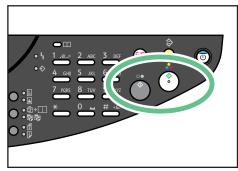
AQR314S

STD 100% 1 Q **I** D **1** A 4

2 Enter the number of copy sets using the number keys.

E

3 Place your originals, and then press the [B&W Start] or [Color Start] key.



AQR328S

■ Reference

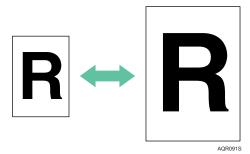
• p.123 "Setting Copier Features".

Making Enlarged or Reduced Copies

This section explains how to make enlarged or reduced copies.

Zoom and Preset Reduce/Enlarge

You can change the reproduction ratio in increments of 1%. You can also select a preset ratio for copying.

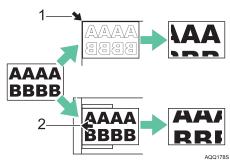




AQR09

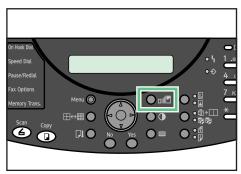
♦ Base Point

When the original is set on the exposure glass, the upper left corner will be the base point. When it is set to ADF, the center left corner of the original will be the base point.



- 1) Base point when placing on the exposure glass.
- 2) Base point when placing in the ADF.

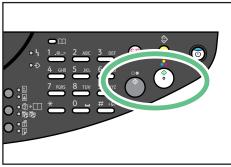
1 Press the [Zoom] key.



AQR334S

2 To select a preset ratio, press the $[\blacktriangleleft]$ or $[\blacktriangleright]$ key. To zoom in or out, press the $[\blacktriangle]$ or $[\blacktriangledown]$ key.

- 3 Press the [Yes] key.
- 4 Place your originals, and then press the [B&W Start] or [Color Start] key.

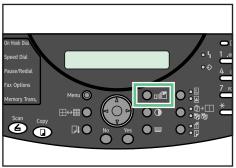


AQR328S

To enter the ratio with the number keys

Select a ratio using the number keys.

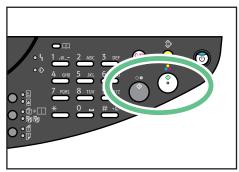
1 Press the [Zoom] key.



AQR334S

2 Enter the desired ratio with the number keys, and then press the [Yes] key.

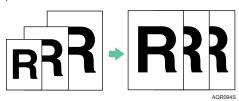
3 Place your originals, and then press the [B&W Start] or [Color Start] key.



AQR328S

Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.





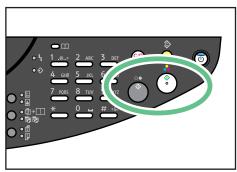
- · You cannot use the ADF with this function.
- 1 Press the [Yes] key.

If any other function is displayed, press the [Copy] key.

If a previous setting remains, press the [Clear Modes] key.

2 Press the [◀] or [▶] key to display [a.Auto Reduc/Enlrg], and then press the [Yes] key.

- 3 Select the paper tray using [Select Paper Tray] key.
- 4 Place your originals, and then press the [B&W Start] or [Color Start] key.



AQR328S

Combining Multiple Pages

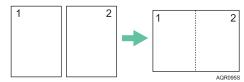
Combine two pages onto a sheet.

One-Sided Combine

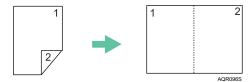
There are two types of One-Sided Combine.



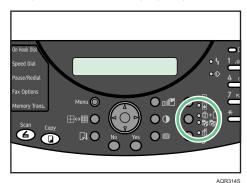
- · You cannot use the exposure glass with this function.
- ♦ 1 Sided 2 Pages to Combine 1 Side Copies 2 one-sided originals to one side of a sheet.



♦ 2 Sided 1 Page to Combine 1 Side
Copies 1 two-sided original onto one side of a sheet.



1 Press the [2 in 1/Sort] key so the "2 in 1" indicator lights. If any other function is displayed, press the [Copy] key.

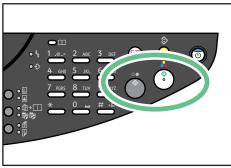


AQR31

STD 100% 1 d **I** D **1** A 4

To copy 1 two-sided originals onto one side of a sheet, press the [2 Sided Original / 2 Sided Copy] key so the "2 Sided Original" indicator lights.

2 Place the originals, and then press the [B&W Start] or [Color Start] key.



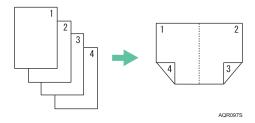
AQR328S

Two-Sided Combine

There are two types of Two-Sided Combine.

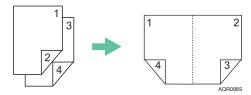


- · You cannot use the exposure glass with this function.
- ♦ 1 Sided 4 Pages to Combine 2 Side Copies 4 one-sided originals to one sheet with two pages per side.

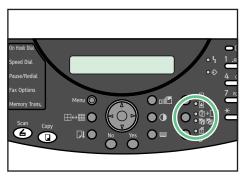


♦ 2 Sided 2 Pages to Combine 2 Side

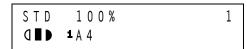
Copies 2 two-sided originals onto one sheet with two pages per side.



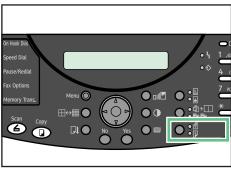
1 Press the [2 in 1/Sort] key so the "2 in 1" indicator lights. If any other function is displayed, press the [Copy] key.



AQR314S



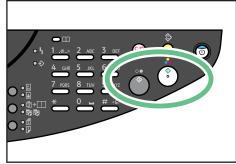
2 Press the [2 Sided Original / 2 Sided Copy] key so the "2 Sided Copy" indicator lights.



AQR316S

To copy 1 two-sided originals onto one side of a sheet, press the [2 Sided Original / 2 Sided Copy] key so the "2 Sided Original" and "2 Sided Copy" indicators light.

3 Place the originals, and then press the [B&W Start] or [Color Start] key.

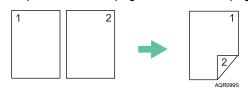


AQR328S

Duplex

The type of duplex available is:

♦ 1 Sided Original to 2 Sided Copy
Copies 2 one-sided pages on 1 two-sided page.



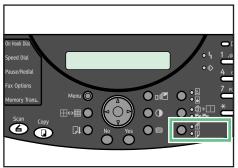
♦ 2 Sided Original to 2 Sided Copy
Copies 1 two-sided page onto 1 two-sided page.



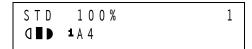
· When printing on both sides, content other than text is printed at lower density.

1 Sided Original to 2 Sided Copy

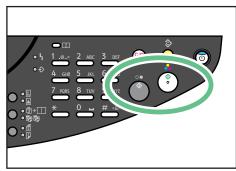
Press the [2 Sided Original / 2 Sided Copy] key so the "2 Sided Copy" indicator lights. If any other function is displayed, press the [Copy] key.



AQR316S



2 Place the originals, and then press the [B&W Start] or [Color Start] key.

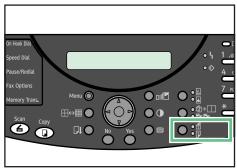


AQR328

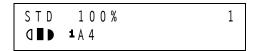
When the "Next page?" message appears, place the next page on the glass, and then press the [Yes] key.

2 Sided Original to 2 Sided Copy

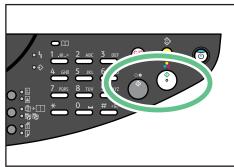
Press the [2 Sided Original / 2 Sided Copy] key so the "2 Sided Original" indicator lights. If any other function is displayed, press the [Copy] key.



AQR316S



2 Place the originals, and then press the [B&W Start] or [Color Start] key.



AQR328

■ Reference

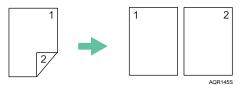
• For details about the orientation of 2 Sided Original and 2 Sided Copy, see p.124 "2sd Org.Bind", p.125 "2sd Org.Orient".

Series Copies

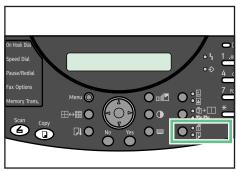
You can separately copy the front and back of a two-sided original onto two sheets.



· You cannot use the exposure glass with this function.



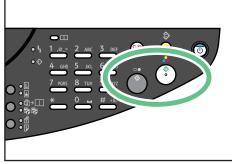
Press the [2 Sided Original / 2 Sided Copy] key so the "2 Sided Original" indicator lights. If any other function is displayed, press the [Copy] key.



AQR316S

STD 100% 1 Q | D 1A4

2 Place the originals, and then press the [B&W Start] or [Color Start] key.



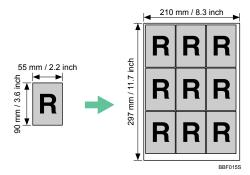
AQR3285

G

Image Repeat

The original image is copied repeatedly.

Multiple copies of a small original can be printed on a single large sheet.



☆ Important

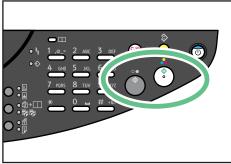
- · You cannot use the ADF with this function.
- Depending on the size of the original, multiple copies might not be printable.
- 1 Press the [Yes] key.

If any other function is displayed, press the [Copy] key.

2 Press the [◀] or [▶] key to display [b.Image Repeat], and then press the [Yes] key.



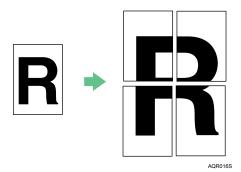
3 Place your originals, and then press the [B&W Start] or [Color Start] key.



AQR328S

Poster

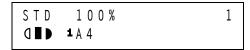
You can enlarge an image and print it over multiple sheets.



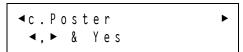
☆ Important

- · You cannot use the ADF with this function.
- 1 Press the [Yes] key.

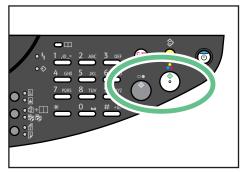
If any other function is displayed, press the [Copy] key.



2 Press the [◄] or [▶] key to display [c.Poster], and then press the [Yes] key.



3 Place your originals, and then press the [B&W Start] or [Color Start] key.

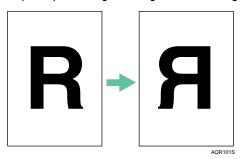


AQR328S

J

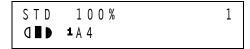
Mirror Image

Copies by reversing the image from left to right, as reflected in a mirror.

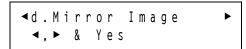


1 Press the [Yes] key.

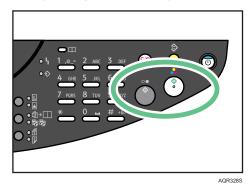
If any other function is displayed, press the [Copy] key.



2 Press the [◄] or [▶] key to display [d.Mirror Image], and then press the [Yes] key.



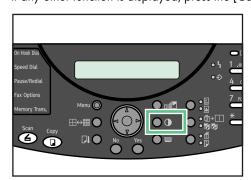
3 Place your originals, and then press the [B&W Start] or [Color Start] key.



Adjusting Image Density

You can adjust the image density in five steps.

Press the [Image Density] key.
If any other function is displayed, press the [Copy] key.



AQR340S

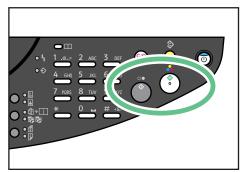
```
STD 100% 1
d I D 1 A 4
```

2 Press the [◄] or [▶] key to adjust the image density.

```
Image Density
- d□□□∎□▶ +
```

The density indicator "" moves.

- 3 Press the [Yes] key.
- 4 Place your originals, and then press the [B&W Start] or [Color Start] key.



AQR328S

Selecting Original Type Setting

Select one of the following 2 types to match your originals:

♦ Text

Select this mode when your originals contain only text (no pictures). Press the [Text/Photo] key so the "Text" indicator lights.

♦ Photo

Delicate tones of photographs and pictures can be reproduced with this mode. Press the [Text/Photo] key so the "Photo" indicator lights.

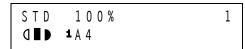
- · When copying developed photographs
- When copying photographs or pictures that are printed on paper (e.g. magazines)
- · When copying copies or originals generated by printers

♦ Text/Photo

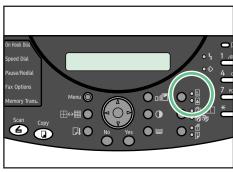
Select this mode when your originals contain photographs or pictures with text. Press the [Text/Photo] key so the "Text" and "Photo" indicator lights.

1 Press the [Text/Photo] key to select the original type.

If any other function is displayed, press the [Copy] key.



The indicator of the selected original type goes on.



AQR320S

Specifying the Resolution

You can specify the copy resolution.

Under the Copier function, the usable resolutions depend on the paper type.

If you select an unusable resolution, the machine prints the copy in the [STD] mode.

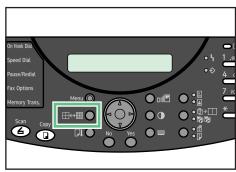
: Usable

- : Unusable

Paper Type	Fast	STD	H.Qty. (High Quality)
Plain Paper	0	0	0
Inkjet Plain Paper	_	0	0
Thick	0	0	0
Envelope	0	0	0
Postcard	0	0	0
Inkjet Postcard	_	0	0
Glossy Paper	_	0	_
Transparency	_	0	_

1 Press the [Resolution] key, and then select "STD", "H.Qty.", or "Fast".

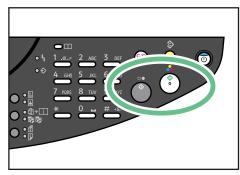
If any other function is displayed, press the [Copy] key.



AQR322S

STD 100% 1 d **1** A 4

2 Place the originals, and then press the [B&W Start] or [Color Start] key.



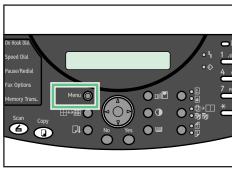
Specifying the Copy Quality Settings

This section explains how to specify the settings controlling copy quality.

Color Balance

Adjusts the general color tone when the overall copy is reddish or bluish.

1 Press the [Menu] key.



AQR303S

The Menu screen appears.

2 Press the [♠] or [▼] key to display [Copier Features], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [Color Settings], and then press the [Yes] key.

4 Press the [◀] or [▶] key to select [Color Balance], and then press the [Yes] key.

5 Press the [◀] or [▶] key to select the color you want to adjust, and then press the [Yes] key.

E

6 Press the [◀] or [▶] key to adjust the color balance, and then press the [Yes] key.



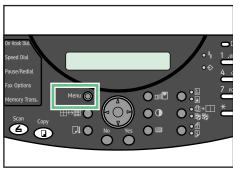
The Copier Features screen appears.

Press the [No] key to switch to the initial screen.

Sharp/Soft

Adjusts the outline of an image.

1 Press the [Menu] key.



AQR303S

The Menu screen appears.

2 Press the [▲] or [▼] key to display [Copier Features], and then press the [Yes] key.

```
Copier Features?
OK=Yes / or 1-13
```

3 Press the [▲] or [▼] key to display [Color Settings], and then press the [Yes] key.

```
9 Color Settings?
OK=Yes
```

4 Press the [◀] or [▶] key to select [Sharper/Softer], and then press the [Yes] key.

5 Press the [◀] or [▶] key to adjusts the outline of an image, and then press the [Yes] key.



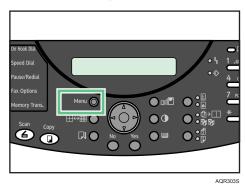
The Copier Features screen appears.

Press the [No] key to switch to the initial screen.

Contrast

You can adjust the copy contrast.

1 Press the [Menu] key.



The Menu screen appears.

2 Press the [▲] or [▼] key to display [Copier Features], and then press the [Yes] key.

```
Features?
Copier
```

3 Press the [▲] or [▼] key to display [Color Settings], and then press the [Yes] key.

```
Color
         Settings?
0 K = Y e s
```

Press the [◄] or [▶] key to select [Contrast], and then press the [Yes] key.



Press the [◄] or [▶] key to adjust the shades of an image, and then press the [Yes] key.



The Copier Features screen appears.

Press the [No] key to switch to the initial screen.

6. Using the Scanner Function

This chapter explains the scanner function.

Using the TWAIN Scanner

You can use this machine to scan originals into a client computer.

When Using as a TWAIN Scanner

This section explains the necessary preparations and the procedure for using the TWAIN scanner.

☆ Important

- To use the TWAIN scanner, you must install the TWAIN driver, which is on the supplied CD-ROM.
- To use the TWAIN scanner, a TWAIN-compliant application, such as DeskTopBinder or Page-Manager, must be installed on the client computer.

Reference

• p.74 "Installing the TWAIN Driver (Network)"

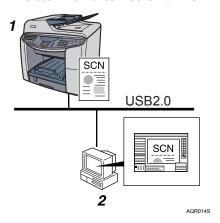
Outline of the TWAIN Scanner Function

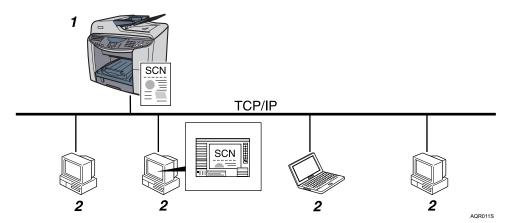
This section outlines the TWAIN scanner.

You can connect the devices either by USB 2.0 or Ethernet.

☆ Important

• To use Ethernet connection with GX 3000SF, the network interface board must be installed.





1 This machine

Scans an original after receiving a scan instruction from a client computer, and then sends the scan file to the client computer.

2 Client computer

Specifies the scanner settings and controls the scanner using an application, such as DeskTop-Binder Lite, that supports the TWAIN scanner. Receives the files scanned by the machine and displays them using an application that supports the TWAIN scanner.



When using the machine as a TWAIN scanner, you do not need to press the [Scanner] key on the
machine's control panel. To use functions other than the TWAIN scanner, press the [Scanner]
keys.

Basic Procedures for Scanning Files Using TWAIN Scanner

This section describes the basic operation for scanning with the TWAIN scanner.

☆ Important

 To use the TWAIN scanner, a TWAIN-compliant application, such as DeskTopBinder, and the TWAIN driver must be installed on the client computer.

The following procedure uses Windows XP and DeskTopBinder Lite by way of example. DeskTopBinder Lt is not supplied with this machine. If you want to use PageManager, see the manual supplied with PageManager.

- 1 On the [Start] menu, point to [Programs], point to [DeskTopBinder], and then click [DeskTopBinder].
- 2 On the [Tools] menu, click [Scanner Settings...].
- 3 Click [Select Scanner Driver...].
- 4 Select the name of the machine you want to use in the list, and then click [Select...].
- 5 Click [OK].
- 6 Place originals.
- 7 On the [File] menu, point to [Add Document], and then click [Scan...]. The Scanner Control dialog box appears.
 - Alternately, you can click on the screen.
 - A dialog box that is used to control a scanner using the TWAIN driver is referred to as the Scanner Control dialog box.
- 8 Make settings according to such factors as the type of original, type of scanning, and orientation of the original.
 - For details, see the TWAIN driver Help.
- 9 In the Scanner Control dialog box, click [Scan...].
 - If there are more originals to be scanned, place the next original, and then click [Scan].
 - If there are no more originals to be scanned, click [Close].
- 10 On the [File] menu, click [Exit].
- 11 Enter the file name, and then click [OK].
 - The DeskTopBinder viewer closes and the image is stored in DeskTopBinder Lite.

- If you have already selected a scanner, you do not need to select the scanner unless you want to change it.
- Using DeskTopBinder, you can edit and print scan files. For more information about DeskTop-Binder, see DeskTopBinder manuals.
- The model name of the connected scanner appears in the title bar of the Scanner Control dialog box. If there is more than one scanner of the same model on the network, make sure you have selected the correct scanner. If you have not, click [Select Scanner Driver...], and then select the scanner again.

Original Orientation of TWAIN Scanner

To correctly display the top/bottom orientation of the scanned original on a client computer, the placement of the original and the settings made in the Scanner Control dialog box must match. Be sure to place your original in the orientation \Box .

- 1 Open the Scanner Control dialog box.
- 2 In the [Original Scan Method] area, select where the original is placed or loaded.
- 3 Select [Manual Adjust] in [Adjust Image Quality], and then select [Off], [Right 90 degrees], or [Left 90 degrees] in the [Rotation] box.
 - The following table shows the relationship between the original orientation and the Scanner Control dialog box settings:

Placing an Original on the Exposure Glass

Originals	TWAIN Scanner Control Dialog Box Key
Vertical This orientation is the TWAIN driver's standard setting. Place originals in this orientation normally	[Off]
AQR008S	
Horizontal	[Right 90 degrees]
AQR007S	

Placing an Original in the ADF

Orientation	TWAIN Scanner Properties Dialog Box Key (Original Orientation)
Vertical	[Portrait]
AQR009S	
Horizontal	[Landscape]
AQR010S	

Sending Scan Files by E-mail

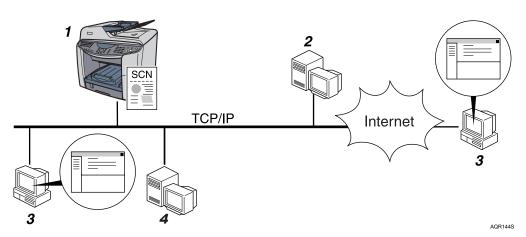
You can attach scan files to e-mails and send them via connections such as LAN and the Internet.



To use this function with GX 3000SF, the network interface board must be installed.

Before Sending Scan Files by E-mail

This section outlines the function for sending scan files by e-mail.



1 This machine

A scan file can be attached to an e-mail and sent to a mail server.

2 SMTP server

You need to have an access to an e-mail server that supports SMTP (Simple Mail Transfer Protocol), to send scan files by e-mail. However, it is not essential to have an e-mail server inside the LAN where this machine belongs. It transfers a received e-mail to a specified destination through a LAN or the Internet.

3 Client computer

Use e-mail client software to receive e-mail messages and scan file attachments that are generated by this machine.

4 LDAP server

Use this server for administering e-mail accounts, searching the network, and authenticating the computers that access the machine. Using the LDAP server, you can search for destinations from the machine.

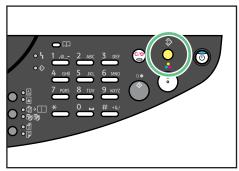
Basic Procedures for Sending E-mail

This section describes the basic operation for sending scan files by e-mail, placing originals on the exposure glass as an example.

1 Make sure that no previous settings remain.

If a previous setting remains, press the [Clear Modes] key.

If any other function is displayed, press the [Scanner] key.



AQR330S

2 Place originals.

3 Select the destination, and then press the [▼] key.

You can specify multiple destinations as "CC".

4 If necessary, specify the sender, and then press the [▼] key.

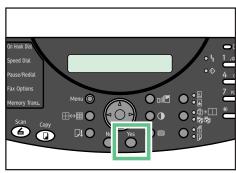
5 If necessary, enter the subject, and then press the [▼] key.

6 If necessary, specify the "CC", and then press the [▼] key.

If necessary, specify the color mode, resolution, file type, and compression type, and then press the [Yes] key.

8 If necessary, specify the items to specify the original, and then press the [Yes] key.





AQR308S

Scanning starts.

If you place the original on the ADF, press the [B&W Start] key. After all originals are scanned, the transmission starts immediately.

9 If you still have originals to send, place them on the machine, and then press the [Yes] key. Repeat this step until all originals are scanned.

When loading additional originals, if you leave the machine idle for a minute, the job is cancelled.

10 After all originals are scanned, press the [No]key, and then press the [B&W Start] key.



AQR324S

Transmission starts.

♦ File Name

When sending scan files, the file name is automatically generated by the machine. The file name takes the following form:

File name: xxxx_YYMMDDhhmmss_xx.extension

· xxxx: Sender Name

· YY: Year

· MM: Month

• DD: Day

• hh: Hour

· mm: Minute

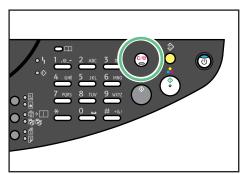
• ss: Second

• xx: File Number

Depending on the characters (\, /, :, *, ?, ", <, >, |, Space) used for the sender name, the sender name may be omitted from the file name. In this case, the file name will take the form "YYMMDDhhmmss_xx.extension".



- If you place the original on the ADF, press [2 Sided Original / 2 Sided Copy] key to scan two sided original.
- If you have selected two or more destinations as "CC", the destinations can be made to appear
 one by one by pressing [▲] or [▼] key.
- To cancel a selected destination, display the destination in the destination field, and then press the [Clear/Stop] key.
- To cancel scanning, press the [Clear/Stop] key.



AQR356S

Reference

- For details about selecting the destination in step 3, see p.256 "Specifying Destination".
- For details about specifying the sender in step 4, see p.261 "Specifying Sender".
- For details about specifying the scan type in step 7, see p.271 "Specifying Scan Type"", p.271 "Specifying Resolution", p.271 "Specifying File Type", p.272 "Specifying Compression Type".
- For details about specifying the items to specify the originals in step 8, see p.272 "Specifying Scan Size", p.273 "Adjusting Image Density (Scanner)".

Placing Originals (Scanner)

To set and how to place originals, see the "Using the Copier Function".

Reference

· See the p.211 "Setting and Placing Originals".

Specifying Destination

This section explains how to specify e-mail destinations.

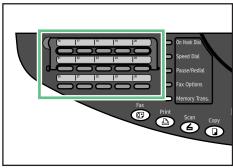
You can specify e-mail destinations by any of the following methods:

- · Using the Quick Dial keys
- · Using the [Speed Dial] key
- Using the [Address Book] key
 You can also use the [Address Book] key to search for addresses registered in the LDAP server.
- · Entering the destination an e-mail address manually.

Using the Quick Dial keys (Specifying Destination)

This section explains how to select a destination registered to a Quick Dial key.

1 Press the Quick Dial key to which the destination is registered.



AQR341S

Send Email/File -Set Orig-

2 Press the [▼] or [Yes] key.

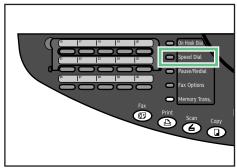
■ Reference

For details about how to register an e-mail destination to the Quick Dial key, see p.126 "Registering Addresses".

Using the [Speed Dial] key (Specifying Destination)

This section explains how to select a destination registered to the Speed Dial.

1 Press the [Speed Dial] key.



AOR3439

```
Send Email/File
-Set Orig-
```

2 Use the number keys to enter the number.

```
Speed Dial=
```

3 Press the [▼] or [Yes] key.

```
T \circ = T \land I \lor A \land N

N \circ x \circ t = \checkmark (S \circ n \circ d = Y \circ s)
```

Reference

For details about how to register an e-mail destination to the [Speed Dial] key, see the p.126
"Registering Addresses".

Using the [Address Book] keys (Specifying Destination)

You can use the [Address Book] key to select e-mail destinations.

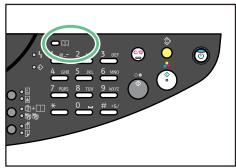
Using the Address Book, you can select the e-mail destination by either of the following methods:

- Selecting the E-Mail Destination in [Display] Mode
 You can display a list of the destinations that are stored in the machine's Address Book, and use
 the list to select destination e-mail addresses.
- Selecting the E-Mail Destination in [Search] Mode
 You can search through the machine's Address Book or the LDAP server for a destination.

Selecting the E-Mail Destination in [Display] Mode

You can select the e-mail destination in [Display] mode.

1 Press the [Address Book] key.



AQR346S

Send Email/File -Set Orig-

Press the [◀] or [▶] key to select [Display], and then press the [Yes] key.

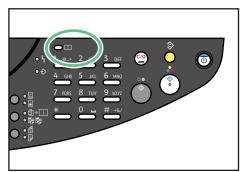
*Display Search
◀,► & Yes

3 Press the [▲] or [▼] key to display the destination, and then press [▼] or [Yes] key.

Selecting the E-Mail Destination in [Search] Mode

You can search through the machine's address book or the LDAP server for a destination.

1 Press the [Address Book] key.



AQR346S

Send Email/File -Set Orig-

2 Press the [◀] or [▶] key to select [Search], and then press the [Yes] key.

3 Press the [◀] or [▶] key to select where to search, and then press the [Yes] key.

4 Enter the beginning of the destination name.

5 Press the [Yes] key.

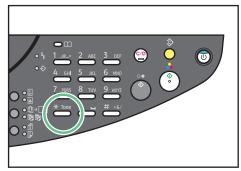
6 Press the [▲] or [▼] key to select the destination.

7 Press the [Yes] key.

8 Press the [Yes] key.

This section explains how to enter an e-mail address manually.

1 To switch the text mode, hold down the [X] key until [A] or [1] appears.



BGF0239

Enter Email address or host address [1]

2 Enter the e-mail address.

T o = a $N e x t = \blacktriangleright$

3 Press the [Yes] or [▼] key.

T o = a b c . c o m p a n y @ a b c N e x t = ▼ (Send = Yes)

U Note

• To modify or change an entered e-mail address, press the [Clear/Stop] key.

b

Specifying Sender

This section explains how to specify the e-mail sender.

To send e-mails, you must specify the name of the sender.

You can specify the e-mail sender by any of the following methods:

- · Using the Quick Dial keys
- · Using the [Speed Dial] key
- Using the [Address Book] key
 You can also use the [Address Book] key to search for addresses registered in the LDAP server.



 You can register a sender in advance. In this case, you cannot specify the sender other than the registered sender in advance.

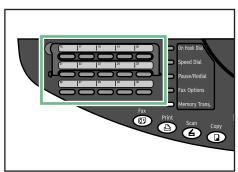
Reference

• p.160 "Settings Required to Send Internet Fax and E-mail".

Using the [Quick Dial] key (Specifying Sender)

This section explains how to select a sender registered to a Quick Dial key.

1 Press the [Quick Dial] key that the sender is registered to.



AQR341S

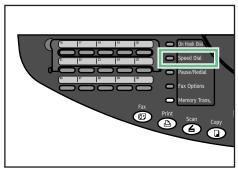
2 Press [▼] or [Yes] key.

■ Reference

For details about how to register an e-mail destination to the Quick Dial keys, see p.126 "Registering Addresses".

This section explains how to select a sender registered to the Speed Dial.

Press the [Speed Dial] key.



AQR3435

```
Sender = [A]
Next = ▼ (Send = Yes)
```

2 Use the number keys to enter the number.

```
Speed Dia1=
```

3 Press the [▼] or [Yes] key.

```
Sender = abc@abc.compa
Next = ▼ (Send = Yes)
```

Using the [Address Book] key (Specifying Sender)

You can use the [Address Book] key to select e-mail senders.

Using the Address Book, you can select the e-mail sender by either of the following methods:

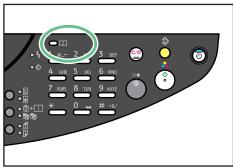
- Selecting the e-mail Sender in [Display] Mode
 You can display a list of the senders that are stored in the machine's Address Book, and use the
 list to select sender e-mail addresses.
- Selecting the e-mail Sender in [Search] Mode
 You can search through the machine's Address Book or the LDAP server for a sender.

b

Selecting the E-Mail Sender in [Display] Mode

You can select the e-mail sender in [Display] mode.

1 Press the [Address Book] key.



AQR346S

```
Sender = [A]
Next = ▼ (Send = Yes)
```

2 Press the [◀] or [▶] key to select [Display], and then press the [Yes] key.

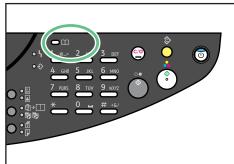
```
*Display Search
◀,► & Yes
```

3 Press the [▲] or [▼] key to display the e-mail sender, and then press the [▼] or [Yes] key.

Selecting the E-Mail Sender in [Search] Mode

You can search through the machine's Address Book or the LDAP server for a sender.

1 Press the [Address Book] key.



AQR346S

3 Press the [◀] or [▶] key to select where to search, and then press the [Yes] key.

4 Enter the beginning of the destination name.

5 Press the [Yes] key.

6 Press the [▲] or [▼] key to select the destination.

7 Press [▼] or [Yes] key.

8 Press the [▼] or [Yes] key.

Sender = Tokyo office
Next =
$$\blacktriangledown$$
 (Send = Yes)

b

Sending Scan Files by FTP

Using the Scan to FTP, you can send scan files over the network to FTP server folders.

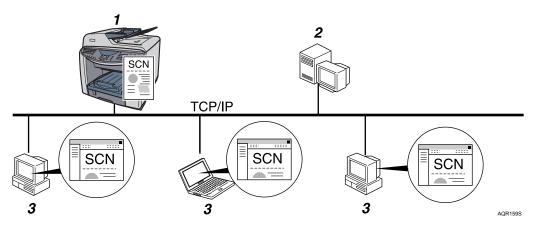
• To use this function with GX 3000SF, the network interface board must be installed.

■ Reference

 FTP server must be registered to this machine in advance. For details, see p.464 "Specifying an FTP Proxy Server".

Before Sending Scan Files by Scan to FTP

This section outlines the function for sending scan files by Scan to FTP.



1 This machine

You can send scan files to FTP server folders.

To send scan files to FTP server folders, use the FTP protocol.

2 FTP server

The FTP server is a server that provides file transfer services among computers on the network. Transferred files are stored on this server.

3 Client computer

You can browse scanned files saved to an FTP server from a client computer. You need to have an FTP client program on the computer to connect to an FTP server.

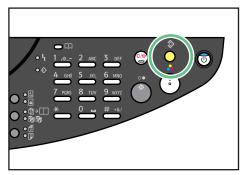
Basic Procedures for Sending by Scan to FTP

This section describes the basic operation for sending scan files by Scan to FTP, placing originals on the exposure glass as an example.

1 Make sure that no previous settings remain.

If a previous setting remains, press the [Clear Modes] key.

If any other function is displayed, press the [Scanner] key.



AQR330S

2 Place originals.

```
Send Email/File
-Set Orig-
```

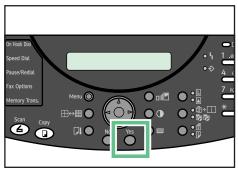
3 Select the destination, and then press [▼] or [Yes] key.

```
T o = G r o u p
N e x t = ▼ (S e n d = Y e s)
```

4 If necessary, specify the color mode, resolution, file type, and compression type, and then press the [Yes] key.

```
*Color Gray B&W
◀,▶ & Yes
```

5 If necessary, specify the items to specify the original, and then press the [Yes] key.



AQR308S

Scanning starts.

If you place the original on the ADF, press the [B&W Start] key. The scanning starts. After all originals are scanned, the transmission starts immediately.

6 If you still have originals to send, place them on the machine, and then press the [Yes] key. Repeat this step until all originals are scanned.

When loading additional originals, if you leave the machine idle for a minute, the job is cancelled.

7 After all originals are scanned, press the [No] key.

8 Press the [B&W Start] key.



AQR324S

Transmission starts.

♦ File Name

When sending scan files, the file name is automatically generated by the machine. The file name takes the following form:

File name: xxxx_YYMMDDhhmmss_xx.extension

· xxxx: Sender Name

· YY: Year

· MM: Month

• DD: Day

• hh: Hour

· mm: Minute

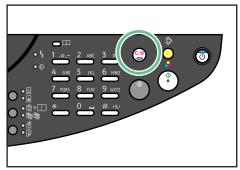
• ss: Second

• xx: File Number

Depending on the characters (\, /, :, *, ?, ", <, >, |, Space) used for the sender name, the sender name may be omitted from the file name. In this case, the file name will take the form "YYMMDDhhmmss_xx.extension".



- If you place the original on the ADF, press [2 Sided Original / 2 Sided Copy] key to scan two sided original.
- If you place the original on the exposure glass, select [E.Gl] in step 5.
- To cancel a selected destination, display the destination in the destination field, and then press the [Clear/Stop] key.
- · To cancel scanning, press the [Clear/Stop] key.



AQR310S

Reference

- For details about specifying destination in step 3, see p.270 "Specifying a FTP Destination".
- For details about specifying destination in step 3, see p.271 "Specifying Scan Type".
- For details about specifying the scan type in step 4, see p.271 "Specifying Resolution", p.271 "Specifying File Type", p.272 "Specifying Compression Type".
- For details about specifying the items to specify the originals in step 5, see p.272 "Specifying Scan Size", p.273 "Adjusting Image Density (Scanner)".

Placing Originals (Scanner)

To set and how to place originals, see the "Using the Copier Function".

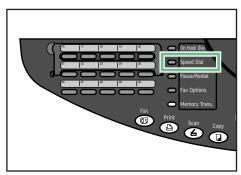
■ Reference

· See the p.211 "Setting and Placing Originals".

This section explains how to specify Scan to FTP destinations.

You can use a Speed Dial to select a Scan to FTP folder destination.

1 Press the [Speed Dial] key.



AQR343S

2 Use the number keys to enter the number.

FTP folder destinations are registered under 90 to 99.

3 Press [▼] or [Yes] key.

■ Reference

• FTP server must be registered to this machine in advance. For details, see p.464 "Specifying an FTP Proxy Server".

Various Scan Settings

This section describes various scan settings.

Specifying Scan Type

Select a scanning type for your original.

- 1 Select [Color], [Gray], or [B&W] as the scanning type.
- 2 Press the [◀] or [▶] key to select a scan type, and then press [▼] or [Yes] key.

```
Color Gray *B&W
◀,► & Yes
```

Specifying Resolution

Select a scanning resolution for your original.

Select [150×150], [300×300], or [600×600] as the scanning resolution.

You can select [600×600] only if the original type is set to [B&W].

Press the [◄] or [►] key to select a resolution, and then press the [Yes] key.
To specify the file type, press the [▼] key.

```
150x150 *300x300 ►
0K=Yes (Setting=▼)
```

Specifying File Type

This section explains how to set the file type of the document you want to send.

You can specify the file type of documents that you are sending by e-mail or Scan to FTP.

You can select one of the following file types:

· TIFF, PDF, JPEG

You can select JPEG or PDF only if the original type is set to [Color] or [Gray].

You can select TIFF or PDF only if the original type is set to [B&W].

Press the [◄] or [►] key to select a file type, and then press the [Yes] key.

To specify the coding method, press the [▼] key.

Specifying Compression Type

This section explains how to specify the compression type of images sent by Scan to FTP and Scan to e-mail.

You can select one of the following image formats:

· MH, MR, MMR

You can select the compression type only if the original type is set to [B&W]. If you set the original type is set to [Color] or [Gray], the compression type is automatically set to JPEG.

1 Press the [◀] or [▶] key to select a compression type, and then press the [Yes] key.

```
* M H M R M M R ▲

◀, ► (Send = Yes)
```

Specifying Scan Size

Select the size of the original you want to scan.

The following items and sizes can be selected:

- ♦ [ADF]: Scans original sizes using the ADF. A4□, A5□, B5□, LT□, HL□, LG□, EXE
- ♦ [E.Gl]: Scans original sizes using the exposure glass. A4□, A5□, B5□, A6□, LT□, HL□, EXE
- 1 Press the $[\P]$ or $[\P]$ key to select placing an original, and then press the $[\P]$ key.

2 Press the [◀] or [▶] key to select an original size, and then press the [Yes] key.



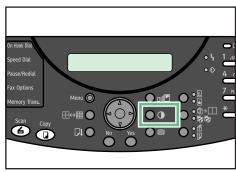


- If you send a file scanned using [B&W] mode, the page size associated with the file may become smaller than the size specified during scanning. To maintain the specified page size when sending a file, set [Scan Type] to [Color] or [Gray].
- If a file is scanned using [B&W] mode, then sent and printed, the size of the printed pages may
 be smaller than the size specified during scanning. To print a file at the size specified originally,
 specify the page size in the printer properties dialog box.

Adjusting Image Density (Scanner)

This section explains how to adjust the image density.

1 Press the [Image Density] key.



AOR340

Press the [◄] or [▶] key to adjust the density, and then press the [Yes] key.





· You can select the original type using the [Text / Photo] key.

■ Reference

• For details about selecting original type, see p.239 "Selecting Original Type Setting".

7. Using the Facsimile Function

This chapter explains the facsimile function.

Before Sending a Fax

This section explains how to send a fax. To send a fax, you must first specify how to send it in [System Settings] and [TX Settings].

♠ Important

- 120V: The fax number code is required by international law. You cannot legally connect a fax machine to the telephone system if the fax number code is not programmed. Further, the fax header code and the date and time of transmission must be included in the header of all pages faxed to, from, or within the United States.
- Depending on the receiver's device model and its settings, multiple copies of the transmitted file may be printed.

In the [System Settings], you can specify the following settings:

- · Auto Reset Time
- · Energ.SaverTimer
- · Auto Off Timer
- · Language
- Adjust Sound Vol
- Daylight-saving
- Country
- · Func. Priority
- · Auto Print Report
- · Parameter Setting

In the [TX Settings], you can specify the following settings:

- · Adjst Scan Dens.
- · Resolution
- Memory TX
- · Print Fax Header
- · Auto Resend

Reference

- p.108 "Setting the Machine"
- p.150 "Settings to Send Fax"

Placing Originals (Facsimile)

See the "Using Copy Function", you can set and how to place originals.

Place the original either on the exposure glass or in the ADF.

The following procedure explains how to send a fax using the ADF.



To send a fax from the exposure glass, select memory transmission as the transmission mode. If
the transmission mode is set to immediate transmission, the machine automatically switches to
memory transmission when faxing.

Reference

- · p.211 "Setting and Placing Originals"
- p.281 "Sending a Fax by Memory Transmission Mode"
- p.283 "Sending a Fax by Immediate Transmission Mode"

Transmission Modes

There are two types of transmission mode, memory transmission and immediate transmission. In both modes, the machine automatically hangs up, waits, and then redials if the line is busy.

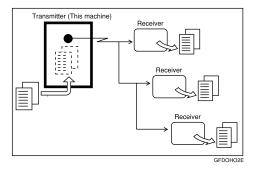
☆ Important

 We recommend you call the receiver and confirm with them when sending important documents.

♦ Memory Transmission:

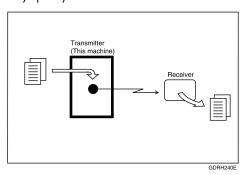
Transmission starts automatically after the original is stored in memory. This is convenient when you are in a hurry and want to take the document away with you.

You can use memory transmission mode to send an Internet Fax.

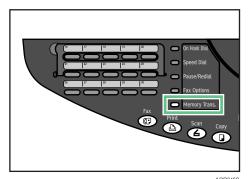


♦ Immediate Transmission:

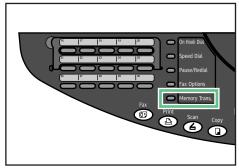
Immediately dials a destination number, and while scanning the original, sends it. It is very convenient when you want to send an original quickly or when you want to check the destination you are sending to. When using this type of transmission, the original is not stored in memory. You can only specify one destination.



Normally memory transmission mode is selected. You can change transmission mode using the [Memory Trans.] key.



If it is lit, memory transmission mode is set.



AQR347

Check the [Memory Trans.] indicator on the operation panel to see which mode is active. If the indicator is unlit, immediate transmission mode is set.

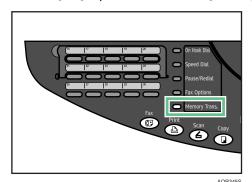
Note

• In [TX Settings], you can select memory transmission as the default fax mode.

Basic Procedures for Sending a Fax

This section explains the basic procedures for sending a Fax.

1 Press the [Fax] key, and make sure the [Memory Trans.] indicator lights.



If it is lit, memory transmission mode is selected.

Normally memory transmission mode is selected.

To fax in immediate transmission mode, press the [Memory Trans.] key. The indicator will now be unlit

2 Place the original in the ADF.

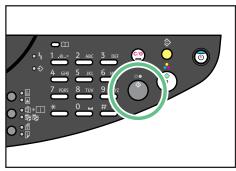
To change the scan settings, press the [Resolution] key, and then specify the settings.

3 Specify the destination.

If you press a Quick Dial key, the destination assigned to it appears on the display and transmission begins automatically. You do not have to press the [B&W Start] key as in step 4. (below).

If you make a mistake, press the [Clear/Stop] key, and then enter the correct number.

4 Press the [B&W Start] key.



AQR324S

If you have placed the original on the exposure glass, proceed to step 5.

The transmission starts.

After transmission, the initial screen appears.

To cancel a fax during sending, press the [Clear/Stop] key, and then remove the original.

5 Press [Yes] key.

6 Press the [B&W Start] key.

The transmission starts.

After transmission, the initial screen appears.

To cancel a fax during sending, press the [Clear/Stop] key, and then remove the original.

Reference

- · p.211 "Setting and Placing Originals"
- p.281 "Sending a Fax by Memory Transmission Mode"
- p.283 "Sending a Fax by Immediate Transmission Mode"
- p.287 "Canceling a Transmission"
- · p.311 "Specifying the Destination"
- p.319 "Specifying the Resolution of the Original"

Sending a Fax by Memory Transmission Mode

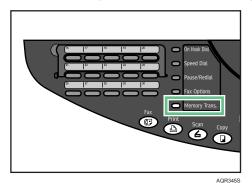
You can use memory transmission mode to send both normal and Internet Faxes. You can also use this mode to send a fax at a specified time or to multiple destinations.

☆ Important

• If memory is full (When [Memory Full] appears on the display), memory transmission is disabled. Use immediate transmission instead.

The display shows the percentage of free memory space for storing originals.

1 Press the [Fax] key, and make sure the [Memory Trans.] indicator lights.



Normally memory transmission mode is selected.

If it is not, immediate transmission mode is selected. Press the [Memory Trans.] key.

2 Place the original in the ADF.

To change the scan settings, press the [Resolution] key, and then specify the settings.

3 Specify the destination.

If you press a Quick Dial key, the destination assigned to it appears on the display and transmission begins automatically. You do not have to press the [B&W Start] key as in step 4. (below).

If you make a mistake, press the [Clear/Stop] key, and then enter the correct number.

4 Press the [B&W Start] key.



AQR324S

The transmission starts.

After transmission, the initial screen appears.

To cancel a fax during sending, press the [Clear/Stop] key, and then remove the original.

Note

• In [TX Settings], you can select memory transmission as the default fax mode.

Reference

- p.150 "Settings to Send Fax"
- p.211 "Setting and Placing Originals"
- p.283 "Sending a Fax by Immediate Transmission Mode"
- p.287 "Canceling a Transmission"
- p.311 "Specifying the Destination"
- p.319 "Specifying the Resolution of the Original"

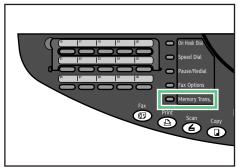
Sending a Fax by Immediate Transmission Mode

You can use immediate transmission mode to send normal faxes.

This function is not available for Internet Fax.

You can only specify one destination per transmission. If you specify multiple destinations, then transmission mode will automatically change to memory transmission.

1 Press the [Memory Trans.] key.



AOD3479

Make sure the [Memory Trans.] indicator is unlit.

2 Place the original in the ADF.

To change the scan settings, press the [Resolution] key, and then specify the settings.

3 Specify a destination.

If you press a Quick Dial key, the destination assigned to it appears on the display and transmission begins automatically. You do not have to press the [B&W Start] key as in step 4. (below).

If you make a mistake, press the [Clear/Stop] key, and then enter the correct number.

4 Press the [B&W Start] key.



AQR324S

The machine simultaneously scans and faxes the original.

After transmission, the initial screen appears.

Reference

- p.150 "Settings to Send Fax"
- p.211 "Setting and Placing Originals"
- p.281 "Sending a Fax by Memory Transmission Mode"
- p.287 "Canceling a Transmission"
- p.311 "Specifying the Destination"
- p.319 "Specifying the Resolution of the Original"

7/

Transmission Functions

This section explains functions of transmission.

Automatic Redial

If a fax document could not be sent because the line was busy or an error occurred during transmission, the machine redials.

This function is not available for Internet Fax.

If the machine is still unable to send the fax after redialing the specified number of times, it prints a [TX Status Report].



 In [TX Settings], you can specify that the machine redial up to 10 times in intervals of 2 to 99 minutes.

Reference

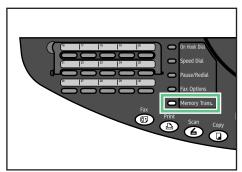
- p.150 "Settings to Send Fax"
- p.470 "TX Status Report"

Suspended Transmission

If you specify to send a fax while the machine is currently sending another fax, the later fax is suspended and sent after the current transmission is completed.

1 Place or load the original while the machine is sending another fax.

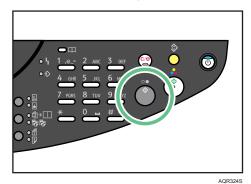
2 Press the [Fax] key, and make sure the [Memory Trans.] indicator lights.



AQR3459

To send a fax in immediate transmission mode, press the [Memory Trans.] key. Make sure the [Memory Trans.] indicator is unlit.

4 Press the [B&W Start] key.



The machine dials the suspended fax's number when the current transmission is completed.

Dual Access

All keys are acceptable during reception, except the [On Hook Dial] key.

During printing the received data, the fax function can't execute scanning.

Only the [Clear/Stop] key is acceptable during scanning. But the [Clear/Stop] key is not acceptable during printing.

ECM (Error Correction Mode)

If part of a transmission fails because of a line problem, the lost data is automatically resent.

This function is not available for Internet Fax.



- For this function to work, the other machine must have ECM.
- If you turn ECM off, you cannot use the function that JBIG Transmission.

JBIG Transmission

If you use JBIG (Joint Bi-level Image experts Group) compression, you can send originals scanned using [Photo] faster than with other compression methods.

This function is not available for Internet Fax.



- This function requires that the other party's fax machine has both the JBIG function and ECM function
- If ECM is turned off, JBIG transmission is unavailable.

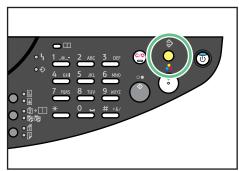
Reference

· p.323 "JBIG Reception"

Canceling a Transmission

The procedure for cancelling a transmission varies depending on when it is performed.

- ♦ Canceling transmission before pressing the [B&W Start] key
 - 1) Press the [Clear modes] key.

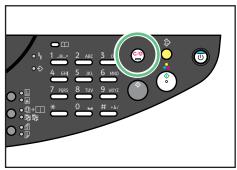


AQR330S

The initial screen appears.

♦ Canceling transmission after pressing the [B&W Start] key

1) Press the [Clear/Stop] key.



AQR356S

A confirmation screen appears.

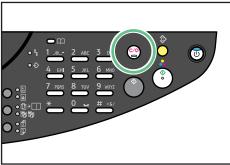
2) Press the [Yes] key.

```
Cancel transmission?
Yes / Continue=No
```

The transmission is cancelled.

♦ Canceling transmission after it has started

1) Press the [Clear/Stop] key.



AQR356S

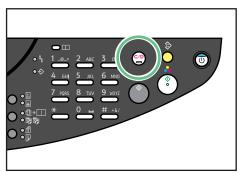
A confirmation screen appears.

2) Press the [Yes] key.

```
Cancel transmission?
Yes / Continue=No
```

The transmission is cancelled.

- ♦ Canceling transmission while the machine is waiting to redial
 - 1) Press the [Clear/Stop] key.



AQR356S

A confirmation screen appears.

2) Press the [Yes] key.

Cancel transmission? Yes / Continue=No

The transmission is cancelled.

Other Transmission Functions

This section explains how to fax using various other useful functions.

Setting SUB Codes for Transmission

This procedure explains how to protect sensitive faxes using SUB Code transmission.

A SUB Code cannot be used with Internet Fax.



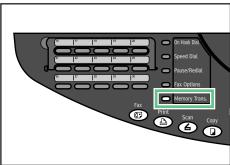
- · Documents can be sent to facsimiles that have the Personal Box function.
- Obtain the SUB Code of the other party in advance.
- · When sending a confidential document, inform the other party of the SUB Code in advance.

A SUB Code is an ID consisting of numbers, [#], and spaces. Document transmitted with a SUB Code is stored in the other party's memory, and not printed automatically. The other party inputs the SUB Code to print the received document.

Privacy can be mutually protected when transmitting a confidential document intended for a particular receiver, since only a person who knows the SUB Code can print the document.

Documents can also be sent via facsimiles that have the transfer station function.

1 Press the [Fax] key, and make sure the [Memory Trans.] indicator lights.



AOR3459

Normally memory transmission mode is selected.

2 Place the original in the ADF.

To change the scan settings, press the [Resolution] key, and then specify the settings.

3 Specify the destination.

If you make a mistake, press the [Clear/Stop] key, and then enter the correct number.

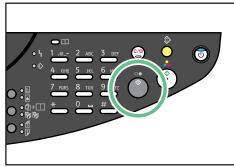
4 Press the [▼] key, and then enter the SUB Code using the number keys.

You can enter the SUB Code using up to 20 digits.

5 Press the $[\mathbf{v}]$ key, and then enter the SID Code using the number keys.

You can enter the SID Code using up to 20 digits.

6 Press the [B&W Start] key.



AQR324S

The transmission starts.



- · You can specify the SUB Code only, not the SID Code. Press the [B&W Start] key after step 4.
- You can store SUB or SID Codes as well as names and fax numbers in the Address Book.

Reference

• p.126 "Address Book"

Transfer Request

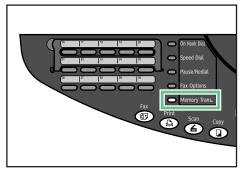
Documents can also be sent via facsimiles that have the Transfer Station function.

This function helps you save costs when you send the same document to more than one place in a distant area, and saves time since many documents can be sent in a single operation.

You can use this function together with [Send Later].

This function is not available for Internet Fax.

1 Press the [Fax] key, and make sure the [Memory Trans.] indicator lights.



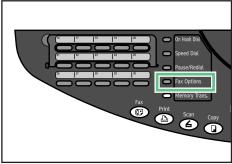
AQR345S

Normally memory transmission mode is selected.

2 Place the original in the ADF.

To change the scan settings, press the [Resolution] key, and then specify the settings.

3 Press the [Fax Options] key.



AQR30

4 Press the [▲] or [▼] key to display [5 Transfer Request], and then press the [Yes] key.

5 Specify the destination, and then press the [Yes] key.

If you make a mistake, press the [Clear/Stop] key, and then enter the correct number.

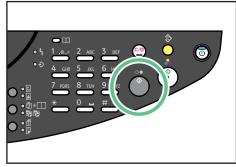
6 Press the [▼] key, enter the SUB Code using the number keys.

You can enter the SUB Code using up to 20 digits.

7 Press the $[\mathbf{v}]$ key, and then enter the SID Code using the number keys.

You can enter the SID Code using up to 20 digits.

8 Press the [B&W Start] key.



AQR324S

The transmission starts.



- · You can specify the SUB Code only, not the SID Code. Press the [B&W Start] key after step 6.
- · You can store SUB Codes or SID Codes as well as names and fax numbers in the Address Book.

Reference

• p.126 "Address Book"

Last number Redial

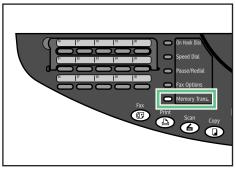
By pressing the [Pause/Redial] key, you can redial and fax to the last dialed destination.

This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination each time.

This function is not available for Internet Fax.

If the last person to dial a number on the machine sent the document under [Send Later] this function cannot be used.

1 Press the [Fax] key, and make sure the [Memory Trans.] indicator lights.



AQR345

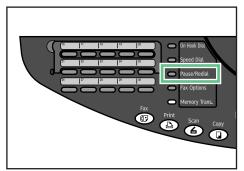
Normally memory transmission mode is selected.

To send by immediate transmission mode, press the [Memory Trans.] key. Make sure the [Memory Trans.] indicator is unlit.

Place the original in the ADF.

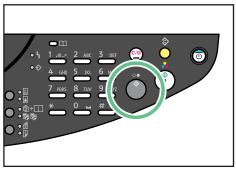
To change the scan settings, press the [Resolution] key, and then specify the settings.

3 Press the [Pause/Redial] key.



AQR344S

4 Press the [B&W Start] key.



AQR324S

After transmission, the initial screen appears.

Broadcast

You can send a fax to multiple destinations simultaneously.

This function is available in memory transmission mode only.

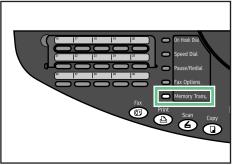
This function is available for Internet Fax. You can also specify an e-mail address as a broadcast destination. For details about specifying e-mail addresses as destinations, see "Internet Fax".

You can broadcast faxes to a maximum of 130 destinations: 30 by the Quick dial keys, 90 by the Speed Dial, and 10 by the number keys.

Faxes are sent to destinations in the order they were specified. You can use this function together with [Send Later].

The following example shows how to broadcast a fax to the destination registered to the [Quick dial] key and a destination whose the fax number is 0987654.

Press the [Fax] key, and make sure the [Memory Trans.] indicator lights.

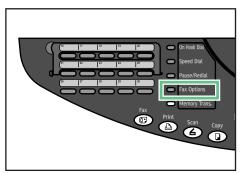


AQR3455

Normally memory transmission mode is selected.

To change the scan settings, press the [Resolution] key, and then specify the settings.

3 Press the [Fax Options] key.



AQR304S

4 Press the [Yes] key.

5 Press the [Quick Dial 01] key, and then press the [Yes] key.

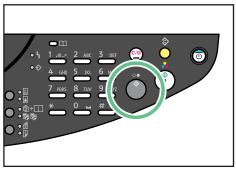
6 Press 0987654 using the number key, and then press the [Yes] key.

No.002=0987654 SUB=
$$\blacktriangledown$$
 [1]

7 Press the [B&W Start] key.

A confirmation screen asking whether you want to check the specified destination appears.

8 Press the [B&W Start] key.



AQR324S

Faxes are sent to destinations in the order they were specified.



- · After you specify the destination, you can also consecutively specify the SUB or SID Code.
- You can store SUB or SID Codes as well as names and fax numbers in the Address Book.

Reference

• p.126 "Address Book"

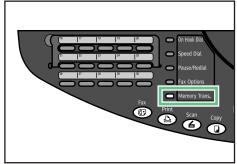
Polling Transmission

Using polling transmission, you can store scan files in memory for sending. The message will be sent when the other party calls you up. You can store up to 30 files in memory.

This function is available in memory transmission mode only.

When sending a fax to a single destination, the fax is deleted from memory after it is sent by polling transmission. When sending a fax to multiple destinations, the fax remains in memory even after it is sent by polling transmission.

1 Press the [Fax] key, and make sure the [Memory Trans.] indicator lights.

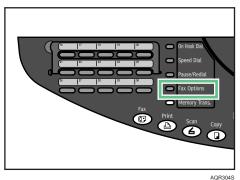


AQR3458

Normally memory transmission mode is selected.

To change the scan settings, press the [Resolution] key, and then specify the settings.

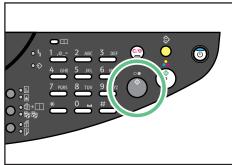
Press the [Fax Options] key.



Press the [▲] or [▼] key to display [3 Polling TX], and then press the [Yes] key.

5 Press the [◄] or [▶] key to display [Single] or [Multi], and then press the [Yes] key.

Press the [B&W Start] Key.



The machine scans the original and stores the scan fax in memory.

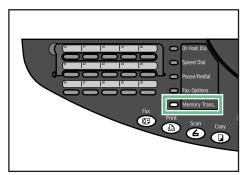
Sending Confidential Faxes by Polling Transmission

You can send confidential faxes by specifying a SEP Code; sub-address and password.

This function is available in memory transmission mode only.

When sending a fax to a single destination, the fax is deleted from memory after it is sent by polling transmission. When sending a fax to multiple destinations, the fax remains in memory even after it is sent by polling transmission.

1 Press the [Fax] key, and make sure the [Memory Trans.] indicator lights.



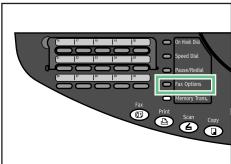
AQR345

Normally memory transmission mode is selected.

2 Place the original in the ADF.

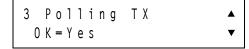
To change the scan settings, press the [Resolution] key, and then specify the settings.

3 Press the [Fax Options] key.



AQR304S

4 Press the [▲] or [▼] key to display [3 Polling TX], and then press the [Yes] key.



6 Enter the SEP Code (sub-address) using the number keys, and then press the [Yes] key.

As the sub address, enter four-digit numbers between 0000 and 9999. Using the number keys, enter the four-digit sub-address.

7 Enter the SEP Code (password) using the number keys, and then press the [B&W Start] key.

As the password, enter four-digit numbers between 0000 and 9999. Using the number keys, enter the four-digit password.

The machine scans the original and stores the scan file in memory.

U Note

- You can carry out polling transmission by specifying the sub-address only, and not the password.
 Press the [B&W Start] key to perform polling transmission after step 6.
- You can store SEP Code as well as names and fax numbers in the Address Book.
- If polling transmission fails due to a communication error, the stored file remains in memory until it is sent.

Reference

- p.126 "Address Book"
- · p.327 "Polling Reception"
- p.308 "Canceling a Reserved Transmission"

_/

Send Later

You can specify when to send a fax to a specified destination. This function is useful for sending a fax to a destination in a different time-zone.

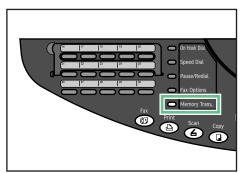
This function is available in memory transmission mode only.

Use [Send Later] to specify a transmission time within 24 hours.

You can use this function together with [Broadcast], [Polling RX], and [Transfer Request].

This function is available for Internet Fax.

1 Press the [Fax] key, and make sure the [Memory Trans.] indicator lights.



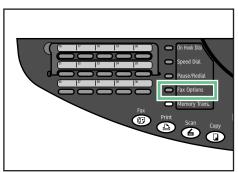
AQR3458

Normally memory transmission mode is selected.

2 Place the original in the ADF.

To change the scan settings, press the [Resolution] key, and then specify the settings.

3 Press the [Fax Options] key.



AQR304

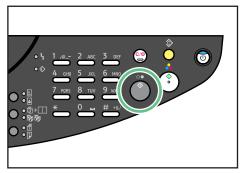
4 Press the [▲] or [▼] key to display [2 Send Later], and then press the [Yes] key.



If you make a mistake, press the [Clear/Stop] key, and then enter the correct number.

6 Specify the destination, and then press the [Yes] key.

7 Press the [B&W Start] key.



AQR323S

The transmission starts at the specified time.

● Note

- You can specify [Send Later] to send a fax at the same time as another fax specified by [Send Later]. If you do this, the fax specified earlier is sent first.
- If you press the [Fax Options] key after step 5, you can specify [Send Later] to use it together with [Broadcast], [Transfer Request], or [Polling RX].
- After you specify the destination, you can also specify the SUB or SID Code. You can enter the SUB or SID Code using up to 20 digits.
- You can store SUB or SID Codes as well as names and fax numbers in the Address Book.

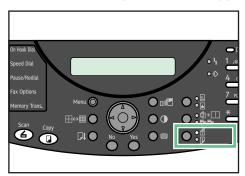
Reference

- p.126 "Address Book"
- p.295 "Broadcast"
- p.292 "Transfer Request"
- p.327 "Polling Reception"
- p.333 "Internet Fax Functions"

Scanning and Sending 2-Sided Originals

You can scan and send 2-sided originals using the ADF.

1 Press the [2 Sided Original / 2 Sided Copy] key.



AQR398

Make sure the 2 Sided Original indicator lights.

2 Place the original in the ADF.

To change the scan settings, press the [Resolution] key, and then specify the settings.

3 Specify the destination.

4 Press the [B&W Start] key.



AQR324S

The transmission starts.

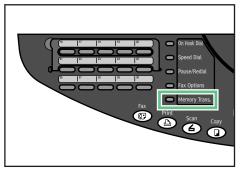
Sending a Fax Using the On Hook Dial Function

The On Hook Dial function allows you to dial while listening to the tone from the internal speaker. You can send a fax checking the connection.

This function is available in immediate transmission mode only.

This function is not available for Internet Fax.

1 Press the [Memory Trans.] key.



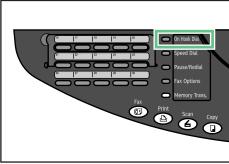
AQR347S

Make sure the [Memory Trans.] indicator is unlit.

2 Place the original in the ADF.

To change the scan settings, press the [Resolution] key, and then specify the settings.

3 Press the [On Hook Dial] key.



AQR342S

* 0 n - h o o k *

You will hear a low tone from the internal speaker.

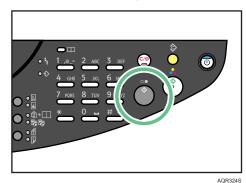
To cancel this operation, press the [On Hook Dial] key again, or press the [Clear/Stop] key.

4 Specify the destination.

If you have specified the destination using the [Quick Dial] key, proceed to step 6.

If you make a mistake, press the [Clear/Stop] key, and then enter the correct number.

5 Press the [B&W Start] key.



When the line is connected and you hear a high-pitched tone, press the [B&W Start] key.



AQR324S

The transmission starts.

After transmission, the initial screen appears.

To cancel a transmission, press the [Clear/Stop] key, and then remove the originals.



• This function is unavailable in some countries.

Reference

- · p.211 "Setting and Placing Originals"
- p.283 "Sending a Fax by Immediate Transmission Mode"
- p.287 "Canceling a Transmission"
- p.311 "Specifying the Destination"
- p.319 "Specifying the Resolution of the Original"

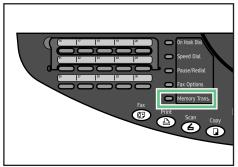
Faxing Using the External Telephone (Manual Transmission)

Pick up the handset of the external telephone and dial. When the line is connected and you hear a high-pitched tone, press the [B&W Start] key to send your fax document. If you hear a voice at the other end, speak as normal.

This function is available in immediate transmission mode only.

This function is not available for Internet Fax.

1 Press the [Memory Trans.] key.



AOD347

Make sure the [Memory Trans.] indicator is unlit.

2 Place the original in the ADF.

16:00	Std Orig-Fax	100%
-Set	Orig-Fax	0 n 1 y

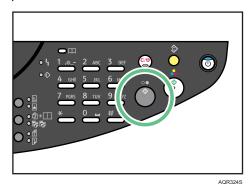
To change the scan settings, press the [Resolution] key, and then specify the settings.

3 Pick up the handset of the external telephone.

You will hear a dial tone.

4 Specify the destination.

5 When the line is connected and you hear a high-pitched tone, press the [B&W Start] key to send your fax document.



If you hear a voice, tell the receiver that you want to send them a fax document (ask them to switch to facsimile mode).

The transmission starts.

6 Replace the handset.

After transmission, the initial screen appears.

To cancel a transmission, press the [Clear/Stop] key, and then remove the originals.



• If you pick up the handset of the external telephone while the machine is in on hook dial mode, the machine's speaker switches off and you can use the external telephone.

■ Reference

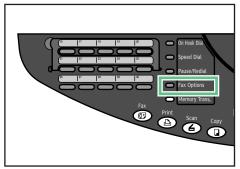
- · p.211 "Setting and Placing Originals"
- p.283 "Sending a Fax by Immediate Transmission Mode"
- p.287 "Canceling a Transmission"
- p.311 "Specifying the Destination"
- p.319 "Specifying the Resolution of the Original"

Canceling a Reserved Transmission

You can cancel a reserved transmission.

You can cancel the following types of transmission:

- Broadcast
- · Send Later
- · Polling Transmission
- · Transfer Request
- 1 Press the [Fax Options] key.



AQR304S

2 Press the [▲] or [▼] key to display [6 Cancel Reserv.], and then press the [Yes] key.

```
6 Cancel Reserv. ▲
0K=Yes ▼
```

The reserved transmission job is displayed. To display its details, press the [▶] key.

If multiple reserved transmission jobs are stored, press the $[\blacktriangle]$ or $[\blacktriangledown]$ key to display the job you want to cancel.

3 Press the [Yes] key.

```
*02 [13:00] B-cast
Del=Yes (Conf.=►)
```

The reservation is canceled.

Memory File Transfer

You can transfer all files stored in memory to another fax machine.

This function is useful when the machine cannot print due to problems such as lack of ink or paper.

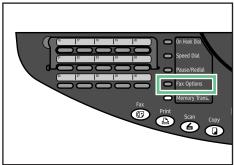
Use this function in emergencies only.

Enter the number of the fax machine to which you want to transfer the files.

All files will be transferred in a single transmission.



- · If a transfer error occurs, affected pages are not retransmitted.
- Image data that could not be completely transferred during the single transmission is not retransmitted.
- The [Mem. File Trnsf.] transmission is not recorded in the Journal.
- · Image data might not transfer completely.
- 1 Press the [Fax Options] key.

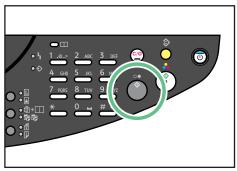


AOR304

2 Press the [▲] or [▼] key to display [Mem. File Trnsf.], and then press the [Yes] key.

3 Enter the fax number using the number keys.

4 Press the [B&W Start] key.



AQR324S

The transmission starts.



- Regardless of the machine's settings, all image data is transferred without headers and footers.
- Regardless of the transfer result (successful or with errors), image data in memory is not deleted.
- The fax number can be specified using the number keys only. You cannot use the Quick Dial,
 Speed Dial, or [Pause/Redial] keys.
- · You cannot use [Mem. File Trnsf.] to transfer data to e-mail addresses.
- The fax number entered in [Mem. File Trnsf.] is not stored for redialing.
- The [Auto Resend] function is not available.
- · You can cancel a transmission by pressing the [Clear/Stop] key.

Specifying the Destination

This section explains how to specify the destination.

You can specify the destination by fax number and, for Internet Fax, by e-mail address.

You can specify the destinations using the following methods:

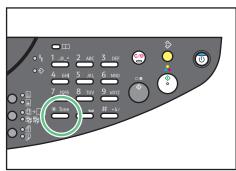
- · Enter a Fax number manually using the number keys.
- · Using the [Quick Dial] key.
- · Using the [Speed Dial] key.
- · Using the [Address Book] key.

If you select the [Address Book] key, you can search for destinations that are registered in the LDAP server.

Enter the destination using the number keys

This section explains how to select a destination using the number keys.

To specify an e-mail address, press the $[\times]$ key. A soft keyboard appears on the display.



BGF023S

I Enter a fax number or e-mail address using the number keys.



You can insert pauses in a fax number.

Entering a pause

When dialing, you can press the [Redial/Pause] key as many times as needed to increase the length of a pause.

On some PBXs (private branch exchanges), after you dial the code for the outside line, there is a brief delay before you hear the dial tone for the outside line. If this is the case with your PBX, insert a pause by pressing "0", and then the [Redial/Pause] key.

- · It is useful to register external phone numbers.
- If you enter "#012345678" for the fax number, the machine reads it as "0P012345678" for transmission. ("O" indicates an external phone number; "P", a pause.)



- If you press the [Pause/Redial] key at the first digit of a Fax number, the redial screen appears.
- · A pause is shown as a "P" on the display.
- You can also program numbers including pauses in the destination list.

Selecting External Phone Numbers

If your phone system uses PBX (private branch exchange), be sure to press the [#] key before selecting registered external phone numbers.

Entering Tone

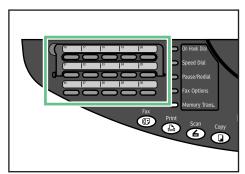
This function allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line). The [+] key lets you temporarily switch the dialing mode during a telephone call from "Pulse" to "Tone". "Tone" is shown as a [+] on the display.

This function is available in immediate transmission mode only.

Specifying the Destination Using the [Quick Dial] Key

This section explains how to select a destination registered to the [Quick Dial] key.

1 Press the [Quick Dial] key in which the destination's number is registered.



AQR341

Flip the Quick Dial flip plate down to access Quick Dial keys 01 through 15, flip up to access keys 16 through 30.

Quick Dial 01

&=Tokyo Office

The registered name is shown on the display.

If the name is not registered, the Fax number is shown on the display.

If you make a mistake, press the [Clear/Stop] key and try again.

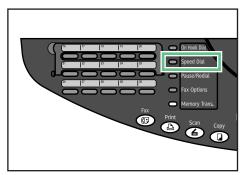


· Registering the names or Fax number in the [Address Book] key, you can display to the list.

Specifying the Destination Using the [Speed Dial] Key

This section explains how to select a destination registered to the [Speed Dial] key.

1 Press the [Speed Dial] key.



AQR343

2 Using the number keys to enter the registered number (00~89).

The registered name is shown on the display.

If you make a mistake, press the [Clear/Stop] key and try again.



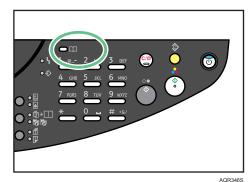
· Registering the names or Fax number in the [Address Book], you can display to the list.

Reference

• p.136 "Destinations Registered to Speed Dial Keys"

Specifying the Destination Using the [Address Book] Key

You can use the [Address Book] key to select destinations.



See the "Searching". You can search the machine's address book by the following methods:

- · Searching by name
- · Searching from the list
- · Searching from LDAP server

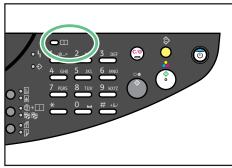
Reference

• p.126 "Address Book"

Selecting the Fax Destination in [Display] Mode

You can select the fax destination in [Display] mode.

1 Press the [Address Book] key.



AQR3469

2 Press the [◄] or [▶] key to select [Display], and then press the [Yes] key.

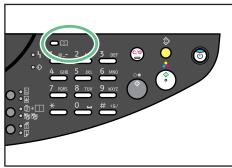


3 Press the [▲] or [▼] key to display the destination, and then press [▼] or [Yes] key.

Selecting the Fax Destination in [Search] Mode

You can search through the machine's address book or the LDAP server for a destination.

1 Press the [Address Book] key.



AQR346S

2 Press the [◄] or [▶] key to select [Search], and then press the [Yes] key.

3 Press the [◄] or [▶] key to select where to search, and then press the [Yes] key.

4 Enter the beginning of the destination name.

5 Press the [Yes] key.

6 Press the [▲] or [▼] key to select the destination.



• p.185 "Entering Text"

Entering the Fax Number Twice

This function forces you to confirm the fax number by entering it twice.

To prevent transfer of data to the wrong fax number, transmission goes ahead only if the two fax numbers match.

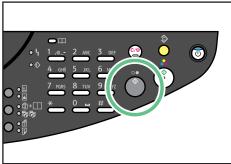


- · This function does not work with the Quick Dial or Speed Dial keys.
- · This function cannot be used to transfer data by e-mail.
- · If the two numbers do not match, they are both cleared.
- 1 Place the original in the ADF.

To change the scan settings, press the [Resolution] key, and then specify the settings.

Specify the destination.

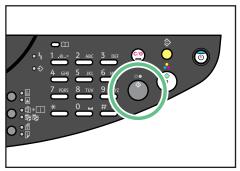
3 Press the [B&W Start] key.



AQR324S

4 Re-enter the fax number.

5 Press the [B&W Start] key.



AQR324S

The transmission starts.

■ Reference

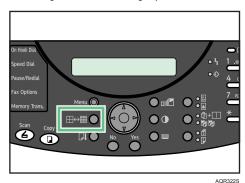
• p.115 "Parameter Setting"

Specifying the Resolution of the Original

You can specify the resolution of the original.

Specifying the Resolution Settings

To change the scan settings, press the [Resolution] key.



You can specify the [Resolution]; [Std], [Detail], [Fine], [Photo].

Normally settings is selected [Std].



■ Reference

• p.150 "Settings to Send Fax"

Before Receiving a Fax

This section explains how to receive a fax.

- When receiving important fax documents, we recommend you confirm the contents of the received documents with the senders.
- The machine may not be able to receive fax documents when free memory space is low.
- If free memory reaches 0% during memory reception, any further reception becomes impossible and the current communication is terminated.
- In the following cases, the machine may not receive a fax properly. If this happens, check the
 machine status, contact the sender, find out about the status of their machine, and ask them to
 send the fax again.
 - The data sent to the machine has been corrupted or a format error has occurred.
 - While receiving the fax, the machine was switched off or its power or telephone cord unplugged.
 - The machine's memory became full while receiving fax data.

This machine automatically prints received faxes onto A4 paper. To perform manual reception and polling reception, you must manually select these functions.

Before you receive a fax, be sure to specify the reception method in [System Settings] and [RX Settings].

In [RX Settings], you can specify the following settings:

- · RX Print Timer
- · Number of Rings
- Auto Reduce RX
- RX Type
- RX Mode
- Forwarding
- · Print Fax Footer
- Closed Network RX
- · Fax Tray Priority

Reference

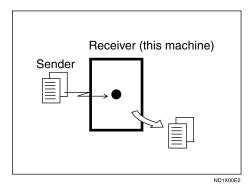
- p.108 "Setting the Machine"
- p.151 "Settings to Receive Fax"
- p.325 "Manual RX Mode"
- · p.327 "Polling Reception"

Types of Reception

There are two types of reception that [Immed. RX] and [Memory RX].

♦ Immed. RX:

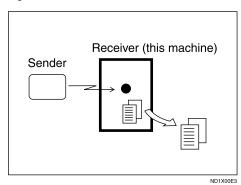
Each page of a fax document is printed as soon as it is received. This method is used for standard fax documents.



If the substitute reception is used, a fax document is not printed: it is stored in memory.

♦ Memory RX:

The machine waits until all pages of the document have been received into memory before printing it.



Reference

- p.151 "Settings to Receive Fax"
- · p.322 "Substitute Reception"

Reception Functions

This section explains functions of reception.

Substitute Reception

Substitute reception is used when the machine cannot print any fax documents.



If memory full occurs during substitute reception, any further reception becomes impossible
and the current communication is terminated. In this case, the machine stores the part of the
file it has received and returns an error notification to the sender.

If one of the conditions in the following list occurs, the machine receives fax documents using substitute reception.

- · During copy
- · Paper empty
- · Ink empty
- · Paper size error
- · Scanner unit open
- · Paper misfeed
- · During warm-up
- · During printing
- · No Ink
- Ink collector full
- · Ink collector is not set

In substitute reception, a received fax document is stored in memory instead of being printed. Fax documents received using substitute reception are automatically printed when the condition which caused the machine to use substitute reception is rectified.

A message and "RX" is displayed during substitute reception.

16:00	STD	RX	8 5 %
Paper	size	err	o r

JBIG Reception

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than with other methods of compression. It allows you to receive documents sent in the JBIG format through JBIG transmission.

☆ Important

• If ECM is turned off, JBIG reception is unavailable.

■ Reference

• p.287 "JBIG Transmission"

Types of Reception modes

You can switch the reception mode.

There are 3 reception modes; [Fax Only], [Manual RX], and [Auto SW].

· An external telephone is required to use this machine as a telephone.



• In [RX Settings], you can specify the reception mode.

Reference

• p.151 "Settings to Receive Fax"

Fax Only Mode

The machine receives all incoming calls in the fax mode. When the machine receives a telephone call, it disconnects the call. The machine is usually set to this mode.

Manual RX Mode

This section explains how to receive a fax manually. If the incoming call is a fax, you can switch to fax mode to receive it.



- · An external telephone is required to use this machine as a telephone.
- 1 If the machine rings, press the [On hook Dial] key or pick up the handset of the external telephone. You will hear a low tone from the internal speaker.



2 Press the [B&W Start] key.



AQR324S

The reception starts.

After reception, the initial screen appears.

To cancel a fax during reception, press the [Clear/Stop] key.



• If an original is loaded in the ADF and its destination specified when you press the [B&W Start] key in step 2, the machine scans and faxes the original. Before pressing the [B&W Start] key, make sure no original is loaded in the ADF.

Auto SW Mode

When the machine receives a call, the external answering machine responds.

You can switch the machine to [Auto SW] mode if the external telephone connected to the machine is equipped with an answering machine.

☆ Important

· An external telephone is required to use this machine as a telephone.



- If you select [Auto SW] mode, you must then specify the following settings also:
 - · Ans.Dev. Detect Time
 - · Fax Detect Time

Useful Reception Functions

This section explains various useful reception functions.



• p.151 "Settings to Receive Fax"

Polling Reception

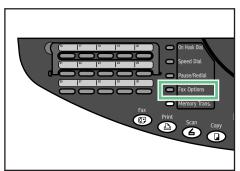
Use this function to receive faxes that are stored in the memory of the sender's machine. In addition to normal faxes, you can use this function to retrieve faxes that are protected by sub-address and password. You can also poll documents from many terminals with only one operation.

This function is not available for Internet Fax.

You can use this function together with [Send Later].

The following example shows how to poling reception a fax to the destination whose the fax number is 0987654.

1 Press the [Fax Options] key.

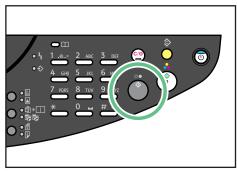


AQR3048

2 Press the [▲] or [▼] key to display [4 Polling RX], and then press the [Yes] key.

3 Specify the destination, and then press the [Yes] key.

To retrieve faxes from multiple senders, specify the next sender.



AQR324S

Press the [Yes] key, a screen for specifying destination appears.

5 Press the [B&W Start] key.

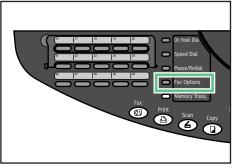
The polling reception starts.

Receiving Secure Faxes by Polling Reception

This section explains how to use polling reception to receive faxes that are protected by SEP Code (sub-address and password).

You can use this function together with [Send Later].

1 Press the [Fax Options] key.



AQR304S

2 Press the [▲] or [▼] key to display [4 Polling RX], and then press the [Yes] key.

3 Specify the destination, and then press the [▼] key.

No.001=0987654
0K=Yes (Subads.=
$$\blacktriangledown$$
)

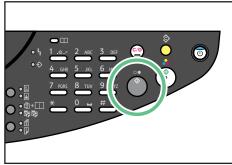
4 Enter the sub address specified by the sender, and then press the [Yes] key.

You can enter the sub-address using up to 20 digits.

5 Enter the password specified by the sender, and then press the [Yes] key.

You can enter the password using up to 20 digits.

6 Press the [B&W Start] key.



AQR324S

7 Press the [B&W Start] key.

The polling reception starts.



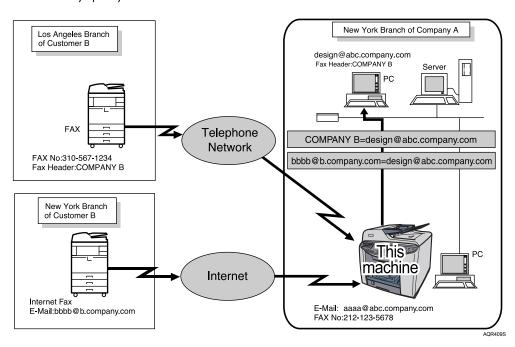
- The receiver incurs call charges for polling reception.
- Make sure the number of digits in the SEP Code matches the specification of the machine from which you are receiving.

■ Reference

• p.297 "Polling Transmission"

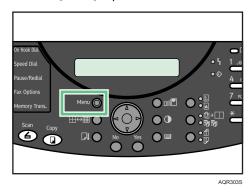
This section explains how to forward a received fax to another destination and how to print the fax at the receiving end. You can specify this setting in [RX Settings].

You can only specify one destination.



To specify the forwarding destination, enter fax numbers or an e-mail address. Additionally, you can specify the forwarding destination using the number keys, the Quick Dial keys, or the [Speed Dial] key. You cannot specify the forwarding address by selecting the Group Dial.

1 Press the [Menu] key.



The menu screen appears.

2 Press the [▲] or [▼] key to display [RX Settings], and then press the [Yes] key.

3 Press the [▲] or [▼] key to display [6 Forwarding], and then press the [Yes] key.

4 Press the [◀] or [▶] key to display [On] or [FW&Print], and then press the [Yes] key.

5 Specify the destination, and then press the [Yes] key.

The RX Settings screen appears.

Press the [No] key to switch to the initial screen.

To cancel forwarding, press the [Clear/Stop] key. If forwarding is cancelled, the fax sent to the machine is deleted after it is printed.



- The machine deletes the fax after they are forwarded. If [FW&Print] is selected, the fax is deleted after it is forwarded and printed.
- · A fax with the following additional features cannot be forwarded:
 - · Transfer Request, Polling reception
- · If there are faxes waiting to be forwarded when [Forwarding] is set to [Off], those faxes are forwarded.

Reference

- p.151 "Settings to Receive Fax"
- p.339 "Forward to E-mail address"

Closed Network RX

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.

This function is not available for Internet Fax.



- When you register a destination to the Quick Dial keys or the [Speed Dial] key be sure not to enter blank spaces or a "P" in the last four digits, as these will cause a communication error.
- If [Closed Netwrk RX] is specified, the machine cannot perform polling reception.

Reference

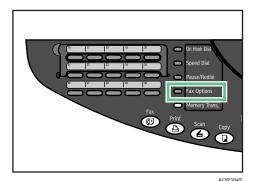
• p.126 "Address Book"

Canceling a Reserved Reception

You can cancel reserved reception.

You can cancel the following types of reception:

- · Polling Reception
- Forward
- 1 Press the [Fax Options] key.



2 Press the [▲] or [▼] key to display [6 Cancel Reserv.], and then press the [Yes] key.

```
6 Cancel Reserv. ▲
0K=Yes ▼
```

The reserved reception job appears.

If multiple reservation jobs are stored, press the $[\blacktriangle]$ or $[\blacktriangledown]$ key to display the reserved reception job you want to cancel.

3 Press the [Yes] key.

To display the detailed data, press the [▶] key.

The reservation is canceled.

Reference

- p.327 "Polling Reception"
- p.330 "Forwarding Received Documents"
- p.339 "Forward to E-mail address"

Internet Fax Functions

This section explains how to use the Internet Fax function.



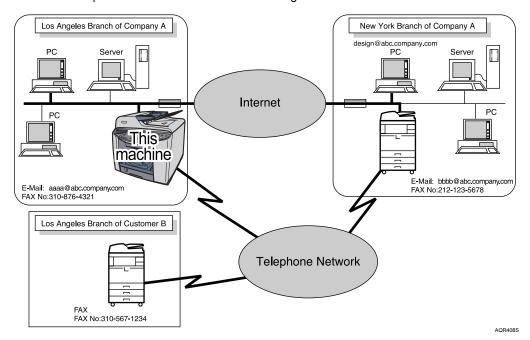
• To use this function under GX 3000SF, the optional network interface board must be installed.

This machine converts scanned document images to e-mail format and transmits the data over the Internet.

The e-mail sent by this machine can be received by another Internet Fax machine.

Instead of dialing the telephone number of the destination you want to send to, enter its e-mail address.

You can also print or forward received e-mail messages.



Notes on Using Internet Fax

The following are notes about using Internet Fax.

- The level of security for Internet communications is low. It is recommended that you use the telephone network for confidential communications.
- Internet Fax delivery might be delayed due to network congestion.
- · You may not be able to send large files as e-mail, depending on e-mail environment conditions.
- · When available memory is low, you may not be able to send Internet Fax documents.
- Because the machine sends documents as e-mail messages with an attached TIFF image, viewer
 applications are required in order to view documents when they are received on a computer.
- With a large volume of document, it may take some time before transmission starts. This is due to
 the time the machine requires to convert the data in memory.

Functions Not Available for E-mail Transmission

This section lists the functions not available when sending Internet Faxes.

The following functions are supported by standard fax transmission, but not Internet Faxing:

- · Immediate Transmission
- · Transmission by SUB Code
- On Hook Dial
- Manual Dial
- · JBIG Transmission
- ECM (Error Correction Mode)

Functions Not Available for E-mail Reception

This section lists the functions not available when receiving Internet Faxes.

The following functions are supported by standard fax reception, but not Internet Faxing:

- · Reception by SUB Code
- Closed Network RX

About Settings of Internet Fax Function

To use the Internet Fax function, specify [Network Settings] and [SMTP Settings] beforehand.

Reference

- p.157 "Network Settings"
- p.160 "Settings Required to Send Internet Fax and E-mail"

Sending Internet Faxes

This section explains how to send an Internet Fax.



Internet Fax is executed in only memory transmission that starts transmission automatically
after storing documents in memory. If you specify immediate transmission in Internet Fax,
switch to memory transmission.

The machine sends scans as e-mail attachments to specified e-mail addresses.

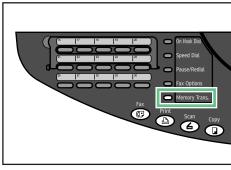
You can also send Internet Faxes using the following types of transmission:

- · A fax from the exposure glass.
- · Send Later
- Broadcast

To specify an e-mail address, press the $[\times]$ key. A soft keyboard appears on the display.

It is helpful to register the e-mail address to the [Address Book] key beforehand.

1 Press the [Fax] key, and make sure the [Memory Trans.] indicator lights.



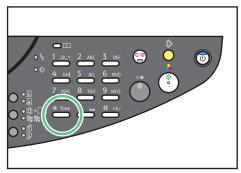
AQR345

Normally memory transmission mode is selected.

2 Place the original in the ADF.

```
16:00 Std 100%
-Set Orig- Fax Only
```

3 Press the $[\times]$ key using the number key.



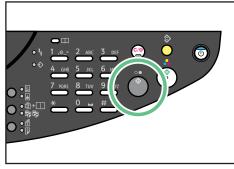
BGF023S

4 Specify the e-mail address.

You can specify a destination using the number keys, the Quick Dial keys and the [Speed Dial] key, or the [Address Book] key.

See the "Specifying the Destination".

5 Press the [B&W Start] key.



AQR324S

The Internet Fax is sent to the destination.



 Using [Broadcast], you can simultaneously send a file to multiple destinations specified by fax numbers and e-mail addresses. When you do this, the file is sent first to destinations specified by e-mail addresses.

■ Reference

- p.160 "Settings Required to Send Internet Fax and E-mail"
- p.185 "Entering Text"
- p.211 "Setting and Placing Originals"
- p.281 "Sending a Fax by Memory Transmission Mode"
- p.287 "Canceling a Transmission"
- p.295 "Broadcast"
- p.301 "Send Later"
- p.311 "Specifying the Destination"
- p.319 "Specifying the Resolution of the Original"

Reception of Internet Fax

This section explains how to receive an Internet Fax.

You can receive e-mail documents by Internet Fax.

There are two methods of receiving Internet faxes:

- automatic
- manual

This machine receives e-mail automatically from the specified POP3 server, and then prints it.

The following operation allows you to receive Internet faxes manually.

1 Press the [Fax Options] key.



AQR304

2 Press the [▲] or [▼] key to display [Internet Fax RX], and then press the [Yes] key.

```
8 Internet Fax RX ▲ OK=Yes ▼
```

3 Press the [Yes] key.

```
Receive Email
OK=Yes
```

When the entire file is received, the machine prints it.

If the machine does not receive e-mail, the message *No Email Received* is displayed, and then the initial screen appears.

■ Reference

• p.162 "Settings Required to Receive Internet Fax and E-mail"

Forward to E-mail address

You can forward an Internet Fax to an e-mail address. See the "Forwarding Received Documents". You can only specify one destination.



- · You can forward a received fax to another destination. You can specify this setting in RX Settings.
- If the Internet Fax fits onto A4 paper and its resolution is 200 × 200 dpi or smaller, you can forward it to another e-mail address.

Reference

- p.151 "Settings to Receive Fax"
- p.330 "Forwarding Received Documents"

Sending Fax Documents from Computers

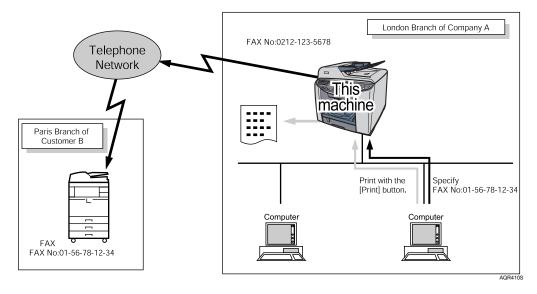
Documents created using Windows applications can be sent to another fax machine from a computer that is connected to this machine. You can send the documents with the Cover Sheet.

You can connect a computer to this machine by USB 2.0 or network.

Mportant ...

- · To use Ethernet connection with GX 3000SF, the network interface board must be installed.
- · This function is not available under Windows NT 4.0.
- Errors occurring when the machine is used as a LAN-Fax will not be displayed on the computer. Check for errors by using the Device Setting Utility or Web Image Monitor.
- The facsimile function of this machine cannot be used with IPv6.

Connect your computer to the machine by Ethernet or USB 2.0. Then print a document from a Windows application, selecting the LAN Fax driver as the printer. Specify the fax destination and send the print job. With this function, you can fax a document directly from your computer without first printing it. You can also print the faxed document to check the transmitted image.



●Note

 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.

Reference

- p.76 "Installing the LAN-Fax Driver (Network)"
- p.445 "Using Device Setting Utility"
- p.454 "Web Image Monitor settings"

Setting LAN-Fax Driver Properties

This section describes the basic operation for the LAN-FAX driver.

The following example is the procedure for Windows.

- 1 On the [Start] menu, point to [Settings], and then click [Printers and Faxes].
- 2 Click the icon of the printer, and then click [Printing Preferences...] on the [File] menu.
 The LAN-FAX properties dialog box appears.
- 3 In the [Settings] tab, specify the [Paper Size], [Orientation], and [Resolution].
- 4 In the [Sender Information] tab, specify the sender settings.
- 5 In the [Address Book] tab, register the destinations.

■ Reference

• p.76 "Installing the LAN-Fax Driver (Network)"

8. Troubleshooting

This chapter provides a guide to solving common problems, and explains how to replace print cartridges, and other consumables.

Software Cannot Be Installed

This section explains how to troubleshoot software installation problems under different environments.

Confirming Installation

Check whether the software has been installed.

If the icons or folders do not appear, the software is not properly installed. In this case, you must repeat the installation procedure.

♦ Printer Driver

You can install the printer driver by clicking [Quick Install for USB], [Quick Install for Network], or [RPCS Raster Printer Driver] (GX 3000SF), [PCL/RPCS Raster Printer Drivers] (GX 3050SFN). If printer driver is installed, the printer icon appears in the [Printers and faxes] folder. In the printer properties dialog box, check that USB connection or network printer is selected as a port. To check the connection, perform a test print. If the test print is not printed, see p.349 "If Test Print Fails".

♦ TWAIN Driver

If you install the TWAIN driver, you can scan originals using applications running on client computers. To check whether the TWAIN driver is installed correctly, see p.247 "Basic Procedures for Scanning Files Using TWAIN Scanner".

♦ User Guide

You can install the User Guide by clicking [Quick Install for USB], [Quick Install for Network], or [User Guide]. If the User Guide is installed, the User Guide icon appears in the [program] folder.

♦ SmartDeviceMonitor for Client

You can install the SmartDeviceMonitor for Client by clicking [Quick Install for Network] or [Desk-TopBinder - SmartDeviceMonitor for Client]. If SmartDeviceMonitor for Client is installed, SmartDeviceMonitor for Client icon appears in the [SmartDeviceMonitor for Client] folder.

♦ Device Setting Utility

You can install Device Setting Utility by clicking [Quick Install for USB]. If Device Setting Utility is installed, Device Setting Utility icon appears in the [Programs] folder.

♦ LAN-Fax driver

You can install the LAN-Fax driver by clicking [Quick Install for USB] or [LAN-Fax Driver for Network]. If the LAN-Fax driver is installed, the printer icon appears in the [Printers and faxes] folder.

■ Reference

- p.349 "If Test Print Fails"
- p.57 "Quick Install for USB"
- p.63 "Quick Install for Network"

Checking Your Computer Environment

Check the system requirements for installing the software.

Quick Install for USB

The CD-ROM may not be inserted properly.	Check that the "Drivers, Manual & Utilities".
	CD-ROM is inserted properly. Check also that it is not damaged and the CD-ROM drive is working properly.
The power cord or USB cable may not be properly connected.	Check that the power cord and USB cable are properly connected and not damaged.
The operating system is incompatible. There is insufficient hard disk space.	Check that the computer's operating system is fully compatible with this machine. See "Checking the Computer and Installation Area", Quick Installation Guide.
Other applications are not closed.	When installing software, quit all other applications.
	Installation may be disrupted if other applications are open. Also, quit any anti-virus applications that are running.
Windows made USB settings automatically.	Open Windows' Device Manager, and then, under [Universal Serial Bus controllers], remove any conflicting devices. Conflicting devices have a yellow [!] or [?] icon by them. Take care not to accidentally remove required devices. For details, see p.355 "Deleting Devices".
The machine is turned on before installation.	Switch the machine off and then on, and then try Quick Install for USB again.
Windows NT 4.0 is running.	Windows NT 4.0 do not support USB connection with the machine. Connect the machine via a network in this case. [Quick Install for USB] is unavailable. [LAN-Fax Driver for Network] is unavailable. Configure the machine as a shared network machine. For details about network printer settings, see "Sharing the Printer".
The USB connection does not work.	Switch the machine off, unplug the USB cable from the machine, launch [Quick Install for USB] again, and then switch the machine on when the dialog box confirming software installation appears. If this does not solve the problem, press the [Menu] key, and then change [USB Speed] in [Host I/F Settings] from [Auto] to [Full Speed]. Then, uninstall the software, delete the device, and launch [Quick Install for USB] again.

An error occurs during software installation.

If an error occurs because the machine is detected as an unidentified device, follow the instructions under "The USB connection does not work". If this does not solve the problem, do the following: First reboot Windows. Then, on the [Start] menu, select [Settings], and then select [Control Panel]. Double-click the System icon, and then on the [Hardware] tab, click [Device Manager]. Under [Other Devices], select the printer, and then open its properties dialog box. On the [General] tab, click [Reinstall Driver] to reinstall the software.

Quick Install for Network

The CD-ROM may not be inserted properly.	Check that the "Drivers, Manual & Utilities".
	CD-ROM is inserted properly. Check also that it is not damaged and the CD-ROM drive is working properly.
The power cord or Ethernet cable may not be properly connected.	Check that the power cord and Ethernet cable are properly connected and not damaged.
The operating system is incompatible. There is insufficient hard disk space.	Check that the computer's operating system is fully compatible with this machine. See "Checking the Computer and Installation Area", Quick Installation Guide.
Other applications are not closed.	When installing software, quit all other applications. Installation may be disrupted if other applications are open. Also, quit any anti-virus applications that are running.
The machine's IP address has not been specified. The computer and machine are not on the same network segment.	If the machine cannot be found and only "Printer Port" appears in the machine selection dialog box, either the machine's IP address has not been specified or the computer and machine are not on the same network segment. Before installing the software, check the machine's IP address and the network topology. Otherwise, select "Printer Port" in the dialog box, and then install the software. If you do this, SmartDeviceMonitor for Client will not be simultaneously installed, so install it afterwards, and then configure the port.

Driver Cannot Be Installed

This section explains that If the "Drivers, Manual & Utilities" screen does not appear even when you double-click the [Setup.exe] icon, or if an error occurs during installation.

♦ Printer driver

Access the CD-ROM drive from [My Computer] or [Explorer]. Double-click the [RDISETUP.exe] icon, and then install the printer driver by following the instructions that appear on the screen. To install a printer driver downloaded from a Website or copied from a CD-ROM, save the printer driver directly on the hard disk, and then install it. On the [Start] menu, point to [Settings], and then click [Printers and Faxes]. In the [Printers and Faxes] window, install the printer driver.

♦ TWAIN driver

Access the CD-ROM drive from [My Computer] or [Explorer]. Double-click the [InstScan.exe] icon, and then install the TWAIN driver by following the instructions that appear on the screen.

♦ LAN Fax Driver

Access the CD-ROM drive from [My Computer] or [Explorer]. Double-click the [InsFax.exe] icon, and then install the LAN Fax driver by following the instructions that appear on the screen.



· An error occurs if the path to the location of the stored data is too long.

R

USB Connection is not Automatically Detected

If the computer and machine are connected via USB and the machine is not automatically detected by the operating system, do the following:

- 1 Delete the printer driver.
- 2 Delete the device.
- 3 Run [Quick Install for USB] again.

If these steps do not solve the problem, contact your sales or service representative.

■ Reference

- For details about deleting the printer driver, see p.352 "Uninstalling the Printer Driver".
- For details about deleting the device, see p.355 "Deleting Devices".
- For details about [Quick Install for USB], see p.57 "Quick Install for USB".

Q

If Test Print Fails

This section explains how to troubleshoot Test Print problems.

The power cord or USB cable or Ethernet cable is not properly connected.	Check that the power cord and USB cable, Ethernet cable are properly connected.
The port connection is not properly set.	1) On the [Start] menu, point to [Settings], and then click [Printers and Faxes]. 2) Click the icon of the printer, and then click [Properties] on the [File] menu. 3) Click the [Ports] tab (Windows 98/Me: the [Details] tab), and then check the printer port.
Ink feed is incomplete.	Ink begins automatically feeding into the print-heads when the power of the machine is first turned on or when a cartridge is replaced.
	Wait until ink feed is complete at which point the [Power] key stops blinking and remains lit.
A machine error has occurred.	Use the control panel to check if a printer error has occurred. If it has, correct the error, and then perform the print again.

If you cannot solve the problem, contact sales or service representative.



- Select USB or network printer in the list when the selected port connection is something other than USB or network printer.
- To connect via USB when USB does not appear in the list, you must re-install the printer driver.

Reference

- See p.348 "USB Connection is not Automatically Detected".
- If the Status monitor displays an error message, see p.419 "Status Monitor Errors".

Cannot Scan Files with the TWAIN Driver

This section explains how to troubleshoot when files cannot be scanned with the TWAIN driver.

Installation is not complete.	Uninstall and then reinstall the TWAIN driver. see p.353 "Uninstalling the TWAIN Driver".
Antivirus software or the operating system firewall is operating.	If antivirus software or the operating system firewall is operating, you may not be able to connect to the machine or carry out scanning. Configure the firewall to allow use of the machine's IP address.
A machine error has occurred.	Use the control panel to check if a printer error has occurred. If it has, correct the error, and then perform the print again.

Cannot Send Files with the LAN Fax Driver

This section explains how to troubleshoot when files cannot be sent by the LAN Fax driver.

The port connection is not properly set.	 On the [Start] menu, point to [Settings], and then click [Printers and Faxes]. Click the icon of the printer, and then click [Properties] on the [File] menu. Click the [Ports] tab (Windows 98/Me: the [Details] tab), and then check the printer port.
A machine error has occurred.	Use the control panel to check if a printer error has occurred. If it has, correct the error, and then perform the print again.

Uninstalling

If software was installed incorrectly or incompletely, uninstall and then reinstall it.

 Before uninstalling software or deleting devices, turn off any other machines connected to your computer via USB, or disconnect the USB cable to the machines.



- The following explanation uses Windows 98 as an example. Procedures under other operating systems may differ.
- · Screens vary according to the operating environment.
- · To reinstall the software, restart Windows.

Reference

When reinstalling the software, see Quick Installation Guide.

Uninstalling the Printer Driver

To update the driver, uninstall the old driver before installing the new one.

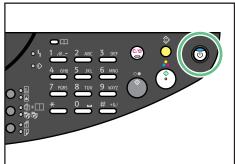
☆ Important

The following explanation uses Windows 98 as an example. Procedures under other operating systems may differ.

The Status monitor installed with the current printer driver is uninstalled when the current printer driver is uninstalled.

Registered custom settings are also deleted. To continue using registered custom settings, save them as custom settings files before uninstalling.

1 Press the machine's [Power] key to turn the machine off.



AOR301

2 On the [Start] menu, point to [Settings], and then click [Printers].

Q

3 Click the icon of the printer, and then click [Delete] on the [File] menu.

A confirmation message appears.

4 Click [Yes].

The printer driver is uninstalled.

- 5 Double-click [My computer].
- 6 On the [View] menu, click [Folder Options...].
- 7 Click the [View] tab.
- In the [Advanced Settings:] box, click [Do not show hidden files], and then deselect the [Display the full path in title bar] check box.
- Click [OK].
- 10 On the [Start] menu, point to [Find], and then click [Files or Folders...].
- 11 Click the [Name & Location] tab, and then enter "INF" in the [Named:] field.
- 12 In the [Containing text:] field, enter the model name (e.g., gelsprinter GX 3000sf).
- 13 In the [Look in:] box, select the hard disk on which Windows is installed, and then click [Find Now].
- 14 Right-click the file displayed as the search result, and then click [Delete...].

 The INF file is uninstalled.
- 15 After uninstalling the printer driver, restart Windows.

Reference

• For details about updating the driver, contact your sales or service representative.

Uninstalling the TWAIN Driver

Use this procedure to uninstall the TWAIN driver.



- This procedure is based on Windows XP. Procedures and screens might vary depending on the operating system you are using.
- Start Windows, and then insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Select a language for the interface, and then click [OK].
- 3 Click [Browse This CD-ROM].
- 4 Open the Drivers, Manual & Utilities folder, and then double-Click [InstScan.exe].
- 5 Select [Delete the current driver], and then click [Install].

- 6 Check the uninstallation result, and then click [Finish].
- 7 Restart Windows.

Uninstalling the Device Setting Utility

Use this procedure to uninstall the Device Setting Utility.



- This procedure is based on Windows XP. Procedures and screens might vary depending on the operating system you are using.
- On the [Start] menu, point to [All Programs], [Device Setting Utility], and then click [Uninstall].
- 2 Click [OK].
- 3 After uninstalling the Device Setting Utility, restart Windows.

Uninstalling the Fax Driver

Use this procedure to uninstall the Fax driver.



- This procedure is based on Windows XP. Procedures and screens might vary depending on the operating system you are using.
- Start Windows, and then insert the provided "Drivers, Manual & Utilities" CD-ROM into the CD-ROM drive.
- 2 Select a language for the interface, and then click [OK].
- 3 Click [Browse This CD-ROM].
- 4 Open the Drivers, Manual & Utilities folder, and then double-Click [InstFax.exe].
- 5 Select [Delete the current driver], and then click [Install].
- 6 Check the uninstallation result, and then click [Finish].
- 7 Restart Windows.

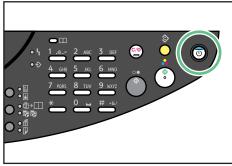
Q

Deleting Devices

If this machine is registered under Windows as an unauthorized device, you can delete the machine's device data. Be sure not to delete necessary devices. If USB connection is established normally, you do not need to perform this procedure.

☆ Important

- The following explanation uses Windows 98 as an example. Procedures under other operating systems may differ.
- 1 Press the [Power] key.



AQR301

- 2 On the [Start] menu, point to [Settings], and then click [Control Panel].
- 3 Double-click [System].
- 4 Click the [Device Manager] tab.
- 5 Click [USB Printing Support] or [Product Name].
- 6 Click [Remove].

A confirmation message appears.

- 7 Click [OK].
- 8 Click [Close].

Replacing Consumables

Replacing a Print Cartridge

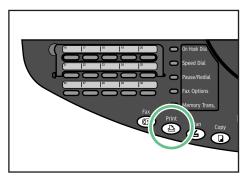
Follow the procedure below to replace a print cartridge.

Checking the remaining ink

Follow the procedure below to check when to replace print cartridges using the status monitor or the cartridge replacement indicators.

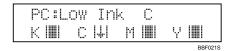
Checking the cartridge replacement indicators of the machine control panel

1 Press the [Printer] key.

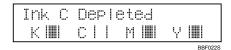


AQR35

following display appears.



In the above display, the control panel is indicating that the cyan print cartridge is almost empty.



In the above display, the control panel is indicating that the cyan print cartridge is empty.

From left to right, the cartridge replacement indicators display the status of the black (K), cyan (C), magenta (M), and yellow (Y) print cartridges.

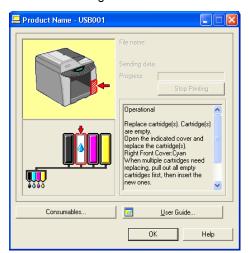
■ Checking Using the Status Monitor

This function is supported only by RPCS Raster printer driver.

- 1 Open the printer properties dialog box.
- 2 Click the [Maintenance] tab.

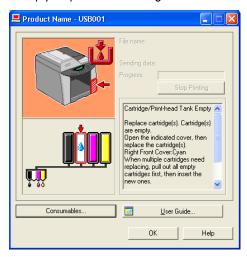
Q

- 3 Click [Display Status Monitor].
 The status monitor dialog box appears.
- 4 Check the cartridge status.



In the illustration above, the cyan print cartridge is empty.

If the background of the image in the top left corner of dialog box is yellow, the indicated cartridge is empty. Replace the cartridge.

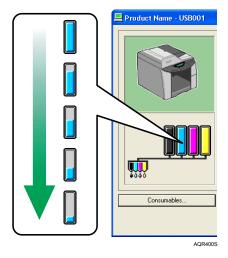


In this illustration, the cyan ink has completely run out.

If the background of the image in the top left corner of dialog box is red, the machine has run out of the indicated ink. Replace the cartridge.

From left to right, the cartridge replacement indicators display the status of the black (K), cyan (C), magenta (M), and yellow (Y) print cartridges.

• The cartridge status can be used for determination of cartridge change. If cartridge status is not monitored, visual indication of the cartridge may not be correct.



Replacing a print cartridge

Follow the procedure below to replace an empty print cartridge.

Clear any errors, such as when there is a paper jam or when no paper is loaded, before replacing a print cartridge.

ACAUTION

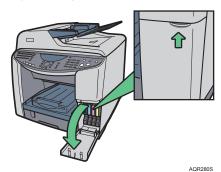
- If ink comes into contact with your eyes, rinse immediately in running water. For other symptoms, consult a doctor.
- If ink is ingested, induce vomiting by drinking a strong saline solution.
 Consult a doctor immediately.
- · If your skin comes into contact with ink, wash the affected area thoroughly with water or soap and water.
- · Keep the ink or ink container out of reach of children.

☆ Important

· Take care to install the cartridges in the correct position.

Q

- Remove the print cartridges' packaging.
 If multiple cartridges are empty, replace all the empty cartridges. You can shorten the time for needed replacement.
- 2 Open the right front cover.



3 Take out the empty cartridges.



AQR0505

- 4 Check the cartridges' orientation, and then install them gently.
 Install in the following order from the left: black, cyan, magenta, and yellow.
- 5 Push in the cartridge using the PUSH area.



AODOE16



AOR0525

Reference

• p.485 "Recommended Consumables"

Handling print cartridges

Important points about handling print cartridges are explained.

ACAUTION

- If ink comes into contact with your eyes, rinse immediately in running water. For other symptoms, consult a doctor.
- If ink is ingested, induce vomiting by drinking a strong saline solution.
 Consult a doctor immediately.
- · If your skin comes into contact with ink, wash the affected area thoroughly with water or soap and water.
- · Keep the ink or ink container out of reach of children.

♦ About Print cartridges

- Print cartridges comply with the manufacturer's safety specifications. To ensure safety and reliability, use genuine print cartridges.
- · When using the machine for the first time, install the print cartridges supplied with the machine.

♦ Using Print cartridges

- Print cartridges should be opened before their expiration date and used within six months of being opened.
- Do not open the package of a print cartridge until the cartridge will be installed in the machine.
- · Do not touch the ink supply port of print cartridges.
- · Do not shake print cartridges strongly. Ink may leak out.
- · Do not take apart print cartridges.
- Do not open the right front cover except when installing print cartridges. Do not turn off the power or unplug the power cord during the process of installing the cartridges.
- · Always confirm the color of a print cartridge before installing it.
- Do not remove a print cartridge once it has been installed unless necessary.
- · Do not remove a print cartridge while printing is being performed. Printing will stop.
- · After replacing the print cartridge, be sure to close the right front cover.
- Even when printing in black and white, the printer consumes color ink for maintenance. The
 printer also consumes color ink when printing blacks and grays if [Print black in 4 colors
 CMYK] on the [Printer Configuration] tab in the printer properties dialog box is selected. The
 default setting is [Print black in 4 colors CMYK].
- Printing stops if one of the print cartridges becomes empty. If a cartridge containing a color ink such as cyan, yellow, or magenta becomes empty, you cannot print, even in black/white.

♦ Storing Print cartridges

Avoid storing print cartridges in hot or freezing places.

♦ Ink consumption

 In addition to printing, ink is consumed when the power is turned on, head cleaning is performed, or print cartridges are installed.

Replacing the Friction Pad

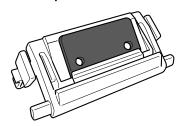
Replace the friction pad when the following message appears on the control panel:



☆ Important

- Dispose of the removed component as general plastic waste or hand it in for collection.
- After replacing the friction pad, be sure to reset the counter on the control panel. Replacement is complete only after this is done.

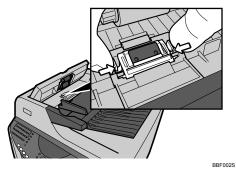
Friction pad



BBF001S

Use the following procedure to change the friction pad:

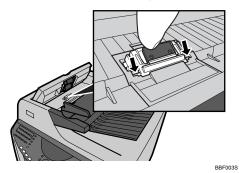
- 1 Open the ADF cover.
- 2 Grasp the old friction pad firmly at both ends, and then lift it up.



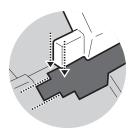
BBF002S

ŏ

3 Push down the new friction pad until it locks into place.



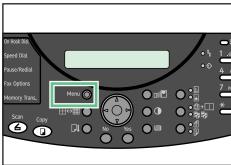
Make sure the friction pad shaft is correctly aligned.



BBF014S

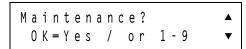
Press down on the friction pad several times to make sure it is properly engaged at both ends.

- 4 Close the ADF cover, pressing it down firmly until it clicks.
- 5 Press the [Menu] key.



AOR30

6 Press the [▲] or [▼] key to display [Maintenance], and then press the [Yes] key.



7 Press the [▲] or [▼] key to display [Reset Counter], and then press the [Yes] key.

```
10 Reset Counter? ▲ OK=Yes ▼
```

The following message appears:

8 Press the [Yes] key.

The counter is reset and the Maintenance menu reappears.

Press the [No] key to switch to the initial screen.



· For details about buying a replacement friction pad, contact your sales or service representative.

Replacing the Ink Collector Unit

↑ WARNING

 Disposal should take place at an authorized dealer or an appropriate collection site. If you dispose of the used ink collector unit yourself, dispose of them according to local regulations.

ACAUTION

- · Keep the ink collector unit out of reach of children.
- Be careful not to get ink on your clothes when replacing an ink collector unit. Ink stains on clothes are hard to remove.
- · If ink comes into contact with your eyes, rinse immediately in running water. For other symptoms, consult a doctor.
- If ink is ingested, induce vomiting by drinking a strong saline solution.
 Consult a doctor immediately.
- If your skin comes into contact with ink, wash the affected area thoroughly with soap and water.
- · You must use the supplied gloves when changing the ink collector unit.

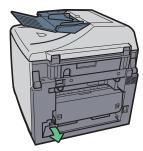
A

Replace the ink collector unit when the following message appears on the control panel:

The following message appears when the ink collector unit is full.

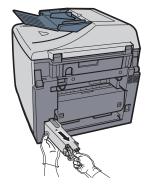
Ink can spill when the ink collector unit is removed. Cover nearby surfaces with paper or similar.

- 1 Turn off the machine's power.
- 2 Take the new ink collector unit out of the box.
- 3 Carefully open the machine's rear side left cover.



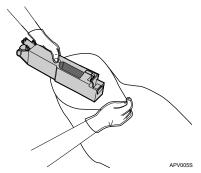
AQR075S

4 Put on both supplied gloves, and then slide the full ink collector unit carefully out, keeping it level.



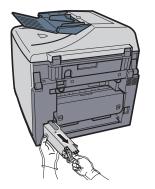
BGF010

Pull out while pressing the area marked "Push".



Take care not to drop the plastic bag when the old ink collector unit is inside it. The bag might tear, causing ink to spill.

6 Slide the new ink collector unit carefully into the machine, until you hear it click.



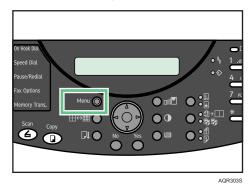
BGF012S

Make sure the ink collector unit is fully inserted. If it is not, ink will leak inside the machine.

- 7 Carefully, close the machine's rear side left cover.
- 8 Switch on the machine's power.
- 9 The "Ink Collector Full" message is still displayed, so reset the machine using the following steps.

```
*Warning*
Ink Collector Full
```

Warning Replace Ink Collectr 10 Press the [Menu] key.



Press the [▲] or [▼] key to display [Engine Settings], and then press the [Yes] key.

```
Engine Settings ? ▲ OK=Yes / or 1-8 ▼
```

12 Press the [▲] or [▼] key to display [Replce InkCollct], and then press the [Yes] key.

```
7 Replice InkCollict A
0 K = Yes 
•
```

The following message appears:

```
Overflow may occur if Unit is
```

not replaced. Reset counters?

13 Press the [Yes] key.

When the new ink collector unit is reset, the following message appears:

```
Reset complete
Power Off/On
```

14 Turn off the machine's power, and then turn it back on.

If the "Ink Collector Full" message is still displayed, repeat the replacement procedure from step 1, taking care to properly insert the unit.

```
*Warning*
Ink Collector Full
```

```
*Warning*
Replace Ink Collectr
```



The sensor inside the ink collector unit has an LED that contains trace quantities of gallium arsenide. Dispose of the ink collector unit in accordance with local regulations or consult a waste disposal agent.

When You Have Problems Operating the Machine

This section contains troubleshooting procedures to help you deal with any problems you encounter when operating the machine.

Power Cannot Be Turned On

If the Power key does not light or does not blink when it is pressed, check if there is something wrong with the power cord or wall outlet.

Check the following:

- · Make sure that the power plug is firmly inserted into the wall outlet.
- Check if there is something wrong with the wall outlet. Do this by connecting another electronic product whose operation you are familiar with.

If the above steps do not solve the problem, turn the power off, pull out the power cable, and contact your sales or service representative.

"*Please Wait*" appears.

- This message is displayed for a while after you turn the machine on, disappearing when
 the machine is ready for use. If the message fails to disappear, contact your sales or service representative.
- If the machine has not been in use for a long time, it may take longer than normal to print or start up when switched on. Wait a while.

"*Invalid Password*" appears.

The entered password is invalid. Be sure to make a note of the password and keep it somewhere safe in case you need to remind yourself what the password is.

"Setting from PC..." appears.

The machine has been logged on via Device Setting Utility or Web Image Monitor.

This message appears when someone has logged onto the machine in the administrator using Web Image Monitor. The machine is inoperable while this message is being displayed. For this reason, when you log onto the machine in the administrator mode, be sure to log off after specifying settings.

Paper Will Not Feed Even When the Power Is On

If printing will not start even when the power is on, check if an error has occurred using the indicators or status monitor.

- An indicator is lit or blinking.
 - · Only the Power key is blinking.
 - The printer may be receiving data or replenishing its ink. Wait momentarily for the blinking Power key to stop and stay lit.
 - The Resume key or a cartridge replacement indicator is blinking or lit.
 An error has occurred.
- An error message is displayed on the status monitor. (The status monitor is supported only by RPCS Raster printer driver.)
 - Click [User Guide...] to display the page corresponding to the error where you can check how to solve the problem in more detail. See p.419 "Status Monitor Errors"

Cannot select the optional bypass tray

The printer driver has not detected the optional bypass tray. Open the printer properties dialog box, click the [Accessories] tab, and check whether "Bypass Tray Unit" is indicated against the displayed machine image.

If you reattach the bypass tray, you must switch the printer off and then back on again for the tray to be recognized.

Paper Is Not Fed or Delivered Normally

If the machine is operating but paper will not feed or paper jams multiple times, check the condition of the machine and paper.

Paper does not feed smoothly.

- Paper guides are not adjusted properly.
 Paper guides are not adjusted properly. The paper guides of the paper tray do not match
 the paper loaded. Adjust the paper guides and load the paper again. See p.99 "Loading
 Paper".
- Paper is not loaded properly.
 Paper is not loaded properly. The paper is not loaded properly. Load the paper correctly.
 See p.99 "Loading Paper".
- Paper is curled.
 Paper is curled. Remove the loaded paper and check if it is curled. If it is, straighten the
- Paper that is not compatible is loaded.
 Paper that is not compatible is loaded. Remove the loaded paper and replace it with compatible paper. See p.96 "Non-compatible paper".

Paper jams multiple times.

- The guide board is not closed.
 Make sure that the guide board is closed. Remove the duplex unit and press both sides of the guide board until it clicks closed.
- Printing densely colored images on both sides.
 When printing images containing areas of solid color that consume a lot of ink, we recommend single-sided printing.
- Printed paper is used. / The paper is too thick or too thin.
 Use recommended paper. Do not reuse copy paper that has been already copied or printed onto.
- The paper is damp.
 Use paper that has been stored in the recommended temperature and humidity condition.
- The number of sheets loaded exceeds the capacity of the machine.
 Load paper only as high as the upper limit markings on the paper guide of the paper tray or bypass tray.

Multiple sheets of paper are fed at one time.

Load the paper again. Remove the paper from the paper tray, fan it well, and tap it on a flat surface such as a desk to even the edges. Check the position of the paper guides of the paper tray, and then load the paper again.

The ADF friction pad is worn.

If originals do not feed in smoothly or often become jammed inside the ADF, the friction pad is probably worn out and needs to be replaced. Replace the friction pad. See p.362 "Replacing the Friction Pad".

Though a paper jam is cleared, paper does not feed

When a paper jam occurs, clear the paper jam, and then press the [Yes] key. See p.373 "Removing Jammed Originals and Paper".



• If an error is displayed on the status monitor, follow the instructions to solve the problem. p.419 "Status Monitor Errors".

Removing Jammed Originals and Paper

This section explains how to resolve paper jams. Error messages appear in the status monitor when jams occur. Remove paper from the location indicated in the message.

If you cannot locate paper jams or jammed paper cannot be removed easily, you can check the condition of paper from the top of the machine.

Reference

• p.38 "Detaching and Reattaching the Multi Bypass Tray (Optional)"

Removing Paper Jammed in the Paper Tray (Tray 1)

Follow the procedure below to remove paper jammed in tray 1.

Lift the output tray.



AQR154S

- 2 Pull out tray 1.
 - Pull tray 1 completely out. Take care not to drop it.
- 3 Remove jammed paper.



AOR053S

If you cannot remove the jammed paper or it is difficult to remove, the paper may be jammed inside the machine. Examine the paper carefully and remove.

If you cannot locate jammed paper, it may be jammed inside the machine.

4 Push tray 1 gently in until it stops.



AQR042S

5 Lower the output tray.



AQR043S

6 Open and close the scanner unit.



AQR061S

Printing starts.

Blank paper may be delivered after printing resumes.



· Make sure to unfold the output tray before printing.

■ Reference

- p.381 "Removing Paper Jammed around the Guide Board"
- p.371 "Paper Is Not Fed or Delivered Normally"

Removing Paper Jammed in the Optional Tray (Tray 2 (Optional))

Follow the procedure below to remove paper jammed in tray 2.

1 Hold the grip on tray 2, lift the tray slightly, and then pull it out.



AQR044S

Pull tray 2 completely out. Take care not to drop it.

2 Remove jammed paper.



AQR366

3 Push tray 2 gently in until it stops.



AQR047S



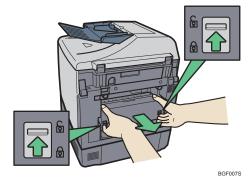
AQR061S

Printing starts.

Blank paper may be delivered after printing resumes.

If you cannot locate paper jammed in tray 2, follow the procedure below to remove the paper jammed.

1 Unlock the duplex unit at the back of the machine by raising the levers on its sides. Then, detach the duplex unit.



2 Remove jammed paper.



AQR055S

3 Reattach the duplex unit.



AQR290S

Printing starts.

Blank paper may be delivered after printing resumes.

■ Reference

• p.371 "Paper Is Not Fed or Delivered Normally"

Removing Paper Jammed in the Multi Bypass Tray (optional)

Follow the procedure below to remove paper jammed in the multi bypass tray.

1 Remove any paper in the bypass tray.

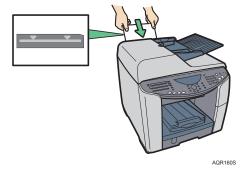


AQR056S

Remove jammed paper.



AQR057S



4 Open and close the scanner unit.



AQR061S

If it is difficult to remove jammed paper, follow the procedure below to remove it.

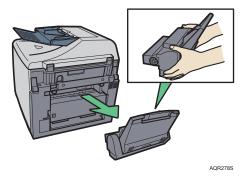
1 Remove any paper in the bypass tray.



AQR056S

2 Push the bypass tray extension in.

Detach the multi bypass tray.

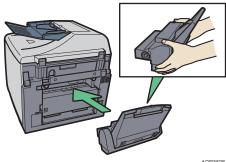


Remove the jammed paper from the rear of the machine.



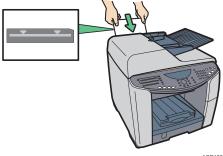
AQR058S

5 Reattach the multi bypass tray.



AQR362S

- Pull the bypass tray extension out.
- Load paper in the bypass tray with the side to be printed on facing up.



AQR160S

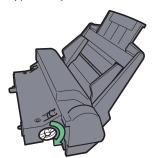
8 Open and close the scanner unit.



AQR061S

Note

• If you cannot remove the jammed paper using the above procedure, clear the jam from the multi bypass tray.



AKR168S

- Turn the knob on the multi bypass tray clockwise to eject the jammed paper.
- If this does not eject the paper, turn the knob one-turn counterclockwise, and then turn it clockwise. This will eject the paper.

■ Reference

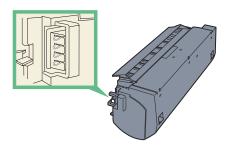
• p.371 "Paper Is Not Fed or Delivered Normally"

Removing Paper Jammed around the Guide Board

Follow the procedure below to remove paper jammed around the guide board.

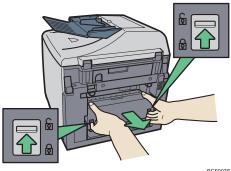


- · If the multi bypass tray is attached to the machine, detach it.
- · When removing the duplex unit, be careful not to touch its metal contacts or knock them against anything.

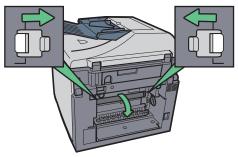


BBF007S

Unlock the duplex unit at the back of the machine by raising the levers on its sides. Then, detach the duplex unit.

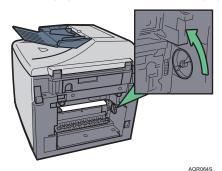


2 Unlock the guide board by moving the tabs on both sides toward the middle, and then open the guide board.



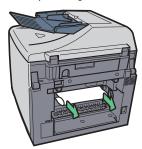
AQR063S

3 Turn the paper feed wheel to release paper from the feed belt.



Release paper from the roller to make it removable.

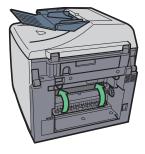
4 Insert your finger between the paper and the roller, and then remove the paper slowly.



AQR065S

Do not touch the feed belt.

5 Close the guide board.



AQR066S

Push the PUSH area on both sides of the guide board until it firmly closes.

6 Reinstall the duplex unit in its original position, and then lower the levers on its sides.



AQR0678

7 Lock the lever for attaching the duplex unit.

If you have detached the multi bypass tray, reattach it.

Printing starts.



 Depending on how the paper was jammed, printing may resume from the next page, not the one jammed.

■ Reference

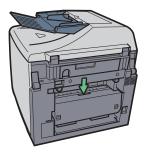
- p.371 "Paper Is Not Fed or Delivered Normally"
- p.38 "Detaching and Reattaching the Multi Bypass Tray (Optional)"

Removing Paper Jammed in the Duplex Unit

Follow the procedure below to remove paper jammed in the duplex unit.

☆ Important

- · If the multi bypass tray is attached to the machine, detach it.
- Press the duplex unit cover button at the center of the bypass tray, and then open the duplex unit cover.

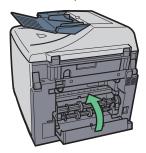


AQR068S



AQR069S

3 Close the duplex unit cover.



AQR070S

If you have detached the multi bypass tray, reattach it.

Printing starts.



• Depending on how the paper was jammed, printing may resume from the next page, not the one jammed.

■ Reference

• p.38 "Detaching and Reattaching the Multi Bypass Tray (Optional)"

Removing Paper Jammed in the Output Tray or under the Scanner Unit

Follow the procedure below to remove paper jammed in the output tray or under the Scanner Unit.

1 Remove jammed paper.



AOR0715

Open and close the scanner unit.



AQR061

Printing starts.

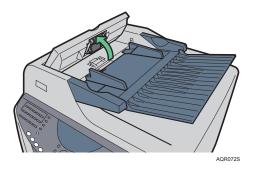


• Depending on how the paper was jammed, printing may resume from the next page, not the one jammed.

Removing Paper Jammed in the ADF

Follow the procedure below to remove the paper jammed in the ADF.

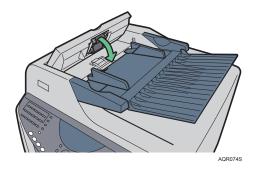
1 Open the ADF cover.



2 Remove the misfed original.



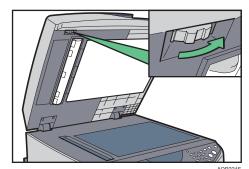
3 Close the ADF cover.



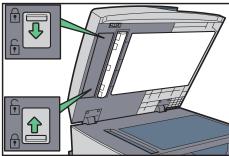
Printing starts.



- After you remove the jammed paper, the message "Reset XX Orig. in ADF then press Yes key" appears on the control panel. Reload the indicated number of originals, and then press the [Yes] key to resume scanning.
- If it is difficult to remove the jammed original, open the ADF cover, and then turn the knob as shown to remove the original.



• To remove small pieces of paper jammed in the ADF, release the lock on the back of the ADF, open the cover, and then remove the paper.



A001089

Troubleshooting When Using the Printer Function

This section explains likely causes of and possible solutions for printer function problems.

If You Have Problems Using the Printer Function

Use the following procedures if printing does not start even after performing [Print].

Printing will not start

- · The power is off.
 - Check whether the power of the machine is on or whether the power can be turned on or not
- The Interface cable was connected after the machine was powered.
 - Connect the interface cable before turning on the machine.
- The appropriate Interface cable is not used.
 - The type of interface cable you should use depends on the computer. Be sure to use the correct one. If the cable is damaged or worn, replace it. See p.55 "Confirming the Connection Method".

An Error Occurs

If an error occurs when you try printing, change the computer or printer driver settings.

Do the following:

- Check the printer icon name does not exceed 32 alphanumeric characters. (If it does, shorten it.)
- Check whether other applications are operating.
 Close all other applications because these could be interfering with the installation. Be sure to close all resident programs also.
- Check the printer properties settings.
 In the [Change User Settings] dialog box, on the [Misc.] tab, select the [Change data processing] check box. For details, see p.200 "Changing the Image Data Process".
- Check whether the latest printer driver is being used.
 If the printer driver being used is not the latest one, update it with the latest version. See p.401 "Control Panel Error Messages: General".

There is considerable delay between the print start instruction and actual printing.

- Processing time depends on data volume. High volume data, such as graphics-heavy documents, take longer to process.
 - If the data-in lamp is blinking, data has been received by the machine. Wait for a while. Making the following setting on the printer driver may reduce the computer's workload. On the [Setup] tab of the printer properties dialog box, set [Print Quality] to [High speed].
- "Energy Save Mode" might be set.
 The machine requires time to warm up if it has been in "Energy Save Mode". Specify "Energy Save Mode" in [System Settings]. p.108 "Energ.SaverTimer"

R

Points to Remember when Printer Sharing under Windows 98/Me

When running printer sharing from a print server and connecting to a printer from a Windows 98/ Me computer, there is a risk of printer driver installation failure on the client side.

If this occurs, make the following settings on both the print server and the client:

Details of Problems that can Occur

Printer sharing is not displayed on the client computer, and when you attempt to print, print does not start and an "Error Message" appears.

Printer Server Settings

On the print server, from the Printers icon, open Printer Properties. On the [General] tab, delete [Comment]. Try the following if you cannot get out of "Printer Server Settings":

- 1) On the [Sharing] tab, enter the [Share Name] using less than seven letters.
- 2) On the [Sharing] tab, delete [Comment].
- 3) Enter the server machine name (computer name) using less than seven letters.

To Reset a Client Computer

- 1) Delete the client computer's printer driver, and then restart Windows.
- 2) On the print server, make the necessary settings under "Print Server Settings".
- 3) Reinstall the printer driver on the client computer.

Print Results Are Not Satisfactory

If there is a problem with the quality of the printing such as dirty or faint and patchy prints, first check the condition of the machine.

Checking the condition of the machine

Have you printed the nozzle check test pattern?

Print the nozzle check test pattern to check whether the print head nozzles are all ejecting ink properly, and, if necessary, carry out head cleaning or head-flushing. The procedure is as follows:

- 1) Print the nozzle check test pattern.
- 2) If the pattern is patchy, clean the print head, then print the test pattern and check the result.
- 3) Do not use the printer for at least 10 minutes, then print the test pattern again and check the result.
- 4) Clean the print head, then print the test pattern. Then, clean and print a second time, and then check the result.
- 5) If the pattern is still patchy, flush the print head, then print the test pattern again and check the result.
- 6) Do not use the printer for at least 10 minutes, then print the test pattern again and check the result.
- 7) If the pattern is still patchy, switch the printer off and leave it unpowered for about eight hours. Then, switch it back on, print the test pattern and check the result.

If the pattern is still patchy, contact your sales or service representative.

See p.174 "Nozzle Check" and p.175 "Head-cleaning".

Does the envelope selector setting match?

Set the envelope selector according to the type of paper. For envelopes, set the lever to the rear position \square ; for everything else, set the lever to the forward position \square . See p.194 "Printing on Various Paper Types".

Has the machine not been used for a long time?

The ink may be dry or the nozzles of the print-heads may be clogged. Print the nozzle check test pattern and clean the print-heads as necessary. See p.174 "Nozzle Check" and p.175 "Head-cleaning".

Did you switch the envelope selector over?

Depending on the paper thickness, printed images may be smudged or skewed if you switch the envelope selector over. If this happens, align the print heads. Alternately, select the [Unidirectional printing only] check box in the printer properties dialog box. If you select the [Unidirectional printing only] check box, printing may take longer.

Have the print-heads been aligned?

If the image is fuzzy or lines are doubled, align the print-heads. If the problem persists, print the nozzle check test pattern and clean the print-heads as necessary. See p.178 "Head Position" "Adjust Print-head Positions", p.174 "Nozzle Check", and p.175 "Head-cleaning".

Is there a problem with the machine's location?

Make sure that the machine is level. Place the machine in a location where it will not be subject to shaking or excessive force.

Is an old Print cartridge being used?

Print cartridges should be opened before their expiration date and used within six months of being opened.

Does the paper type setting match?

Make sure that the paper type setting of the printer driver matches the type of paper loaded. See p.194 "Printing on Various Paper Types".

Are you printing on the wrong side of the paper?

Check which side should be printed on when using inkjet plain paper. If you print on the wrong side, the quality of the printing may be lower and the inside of the machine may get dirty. See p.93 "Paper Handling Precautions".

Is the paper being used too thick or thin?

Check if the paper is compatible. If extremely thick or thin paper is used, the print-heads will rub the paper and ink will leak. See p.90 "Loadable Paper Sizes and Quantities".

Have you touched the printed side of paper?

Avoid touching the printed side of paper. Particularly, avoid touching glossy paper and inkjet transparency that have just been printed because these require longer than normal to dry. Remove them one at a time from the output tray without touching the printed side, and then let them dry fully. See p.93 "Paper Handling Precautions".

Is the paper loaded in the correct orientation?

Some paper cannot be loaded lengthwise depending on the size of the paper. Check the orientation in which the paper is loaded. See p.90 "Loadable Paper Sizes and Quantities".

Is a genuine Print cartridge being used?

Using a cartridge other than a genuine Print cartridge or using a cartridge refilled with ink will lower the print quality and could cause a breakdown. Use a genuine Print cartridge. See p.485 "Recommended Consumables".

Are you printing densely colored images on both sides of paper?

When a large amount of ink is used to completely cover a side, one-sided printing is recommended.

Is ink on printed surface dry?

Do not touch printed surfaces immediately after printing. Glossy paper, or OHP transparencies require more time than normal paper to dry. Remove freshly printed sheets one by one, taking care not to touch areas of print. See p.93 "Paper Handling Precautions".

Changing the printer driver setting

You may eliminate certain problems by changing the printer driver settings as described below:

Cannot print certain data properly when using a certain application, or cannot print image data properly.

In the [Print Quality] area, select [Quality priority], and then print.

In the [Change User Settings] dialog box, on the [Image Adjustments] tab, under [Dithering], deselect the [Use error diffusion] check box. See p.199 "Using Error Diffusion".

Set [Spool format:] to [RAW] or [EMF] in the [Printer Configuration] tab.

In the [Change User Settings] dialog box, on the [Image Adjustments] tab, under [Image processing priority], deselect the [Adjust photos and images] and [Smooth low resolution images] check boxes. See p.199 "Correcting the Hue of Digital Photos" and p.199 "Printing Low Resolution Images Smoothly".

In the [Change User Settings] dialog box, on the [Misc.] tab, select the [Print as bitmap] check box. See p.200 "Printing a Whole Page as an Image".

On the [Printer Configuration] tab, set [Adjust Color Density] to [Darker] or [Lighter], and then print.

In the [Change User Settings] dialog box, on the [Image Adjustments] tab, specify [Gray reproduction (Text/Line Art):].

Some characters are garbled or missing.

In the [Change User Settings] dialog box, on the [Misc.] tab, select the [Change methods to extract TrueType fonts] check box. See p.200 "Changing the Method of Extracting TrueType Fonts".

In the [Printer Configuration] tab, set [Spool format:] to [EMF].

In the [Change User Settings] dialog box, on the [Misc.] tab, select the [Print as bitmap] check box. See p.200 "Printing a Whole Page as an Image".

Some characters are printed faintly or not printed.

In the [Print Quality] area, select [Quality priority], and then print.

In the [Change User Settings] dialog box, on the [Image Adjustments] tab, under [Dithering], deselect the [Use error diffusion] check box. See p.199 "Using Error Diffusion".

On the [Printer Configuration] tab, set [Spool format:] to [RAW] or [EMF].

On the [Printer Configuration] tab, select the [Increase bold with font size] check box.

In the [Print Quality-User settings] dialog box, on the [Color Settings] tab, specify [Gray reproduction (Text/Line Art):].

To print text in black, in the [Print Quality-User settings] dialog box, on the [Color Settings] tab, select the [K (Black) for text only] check box.

Printing is slow and takes time, which delays release of the application.

In the [Print Quality] area, select [Speed priority] or [High speed], and then print.

In the [Printer Configuration] tab, set [Spool format:] to [EMF].

In the [Change User Settings] dialog box, on the [Image Adjustments] tab, under [Image processing priority], deselect the [Adjust photos and images] and [Smooth low resolution images] check boxes. See p.199 "Correcting the Hue of Digital Photos".

Close the resident application.

Printing stops halfway.

View the status monitor to check whether an error has occurred.

To print on preprinted or prepunched paper, select the [Use preprinted/prepunched paper] check box in the [Printer Configuration] tab. See p.419 "Status Monitor Errors".

How can I make the Print mode change automatically according to the status of envelope selector?

To automatically do single-sided printing when the envelope selector is set to the envelope position, on the [Printer Configuration] tab, select the [When the envelope selector is set to Envelope Mode, use uni-directional printing only] check box.

How can I make the Print mode switch automatically according to the envelope selector setting?

To make the machine automatically switch to unidirectional printing when the envelope selector is set to the envelope position, on the [Printer Configuration] tab, select the [When the envelope selector is set to Envelope Mode, use uni-directional printing only] check box.

How can I prevent ink transfer between printed sheets during duplex printing?

On the [Printer Configuration] tab, in the [Sheet-dry Print Delay...] dialog box, change [Print delay time:].

Colors do not match the displayed image

If there are differences between colors of the print results and the displayed image, the following questions should be addressed.

Has the hue of colors been adjusted?

Since printed colors and screen colors are produced by different methods, a color printed and a color displayed on a screen can have different hues even though they are the "same" color. Use the color matching function to make the hue of printed colors and displayed colors closer. See p.199 "Changing the Color Profiling Pattern".

Has the nozzle check been performed?

The print-heads may be clogged and the amount of ink may not be able to be regulated. Print the nozzle check test pattern and clean the print-heads as necessary. See p.174 "Nozzle Check" and p.175 "Head-cleaning".

Was printing done in black and white?

Check the color setting of the application and the color print setting of the printer driver. See p.199 "Printing in Black and White".

Have the print quality settings been made?

In the [Print Quality] area, select [Quality priority], or [Speed priority], and then print.

Does the paper type setting match?

Make sure that the paper type setting of the printer driver matches the type of paper loaded. See p.194 "Printing on Various Paper Types".

Have you tried printing with inkjet plain paper?

Try printing with inkjet plain paper. The print results should be clearer. See p.194 "Printing on Various Paper Types".

Is bidirectional communication enabled?

If bidirectional communication is not enabled, the tone of printed images might differ from that of displayed images. Establish bidirectional communication. See p.191 "If Bidirectional Communication is Disabled".

Reference

• For details about bidirectional communication settings, see the printer driver Help.

Positions do not match the displayed image

If the position of printed items differs from the position of displayed items, the following questions should be addressed.

Have the settings for page layout been made?

Check whether page layout settings have been made with the application.

Does the paper size setting match?

Make sure that the paper size selected in the [Printout paper size:] list of the printer properties dialog box matches the size of the paper loaded.

Does the envelope selector setting match?

Set the envelope selector according to the type of paper. For envelopes, set the lever to the rear position \square ; for everything else, set the lever to the forward position \square . See p.194 "Printing on Various Paper Types".

Have the print-heads been aligned?

Lines and characters are blurred, align the print-heads. If the problem persists, print the nozzle check test pattern and clean the print-heads as necessary. See p.178 "Head Position", p.174 "Nozzle Check", and p.175 "Head-cleaning".

Have you changed Printable area?

The problem may be solved by changing [Printable area:] in the printer properties dialog box. On the [Printer Configuration] tab, set [Printable area:] to [Maximum].

Have you changed Print Quality?

In the [Print Quality] area, select the [Uni-directional printing only] check box. Note, however, that this will slow printing down.

Is Binding Margins set correctly?

On the [Edit] tab, in the [Header/Footer/Adjust image position/Binding margins] dialog box, specify [Adjust Image Position] correctly.

If a Message Appears during Installation

This section explains how to carry out troubleshooting if a message appears while installing the printer driver.

 Message number 14 or 34 indicates the printer driver cannot be installed using Auto Run. Uninstall and then reinstall the printer driver.

If installation of the printer driver using Quick Install for USB fails, disconnect all other USB devices from the computer, and then perform the installation again.

Troubleshooting When Using the Copier Function

This section explains likely causes of and possible solutions for copier function problems.

If You Have Problems Using the Copier Function

This section explains causes and remedies when copy results are not as expected.

A text pattern appears in the background of the copy.

You have copied a copy-guarded document protected from unauthorized copying.

Check the document. See p.204 "Unauthorized Copy Control".

Copies are not in correct order.

You placed the originals in the incorrect order.

To copy a multi-page original using the ADF, make sure the first page is topmost, and then make the following settings under [Copier Features]: set [EjctPrt FaceDwn] to [On], or [Output order] to [Last to 1st].

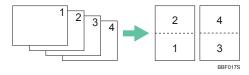
When printing multiple pages on one sheet, the copies are not printed in the specified order.

If the copies are not printed in the specified order when printing multiple pages on one sheet, change the [2sd Org.Bind] and [2sd Org.Orient] settings in [Copier Features].

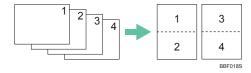
p.123 "Setting Copier Features"

p.216 "Placing Originals in the ADF"

Printing multiple pages on one sheet with [2sd Org.Bind] set to [Top to Top] and [2sd Org.Orient] set to [Portrait]



Printing multiple pages on one sheet with [2sd Org.Bind] set to [Top to Top] and [2sd Org.Orient] set to [Landscape]



Copies are blank.

The original is not set correctly.

When using the exposure glass, face the originals down. When using the ADF, face them up. See, p.211 "Setting and Placing Originals".

Q

Print Results Are Not Satisfactory (Copier Function)

This section explains likely causes of and possible solutions for unclear copies.

Black spots appear on the copy of a photographic print.

Because of high humidity, the photographic print has stuck to the exposure glass.

- Place an OHP transparency on the exposure glass, and then place the print on top of the OHP transparency.
- Place the print on the exposure glass, and then place two or three sheets of white paper on top of it. Leave the ADF open when copying.

A moire pattern is produced on copies.



Your original has a dot pattern image or many lines.

By switching "Original mode" from "Photo" to "Text/Photo" or from "Text/Photo" to "Photo", it may be possible to eliminate the moire pattern.

The same copy area is dirty whenever making copies.

The exposure glass, scanning glass, or ADF is dirty.

Clean them. See p.475 "Cleaning".

Copies appear dirty.

- Image density is too high.
 Adjust the image density. See p.238 "Adjusting Image Density".
- Ink on printed surfaces is not dry.
 Do not touch printed surfaces immediately after copying. Glossy paper, or OHP transparencies require more time than normal paper to dry. Remove freshly printed sheets one by one, taking care not to touch areas of print. See p.93 "Paper Handling Precautions".

Black lines appear at the top and on the right side of an enlarged copy

If black lines appear at the top and on the right side of an enlarged copy of a small original, place a blank sheet of A4 or letter-size paper over the original after placing the original on the exposure glass.

Troubleshooting When Using the Scanner Function

This section explains likely causes of and possible solutions for scanner function problems.

If You Have Problems Using the Scanner Function

This section explains causes and remedies when scan results are not as expected.

The machine does not start scanning.

The ADF or ADF cover is open.

If the ADF or ADF cover is open, You cannot scan by ADF. Close ADF, or ADF cover.

The scanned image is dirty.

The exposure glass, scanning glass, or ADF is dirty.

Clean these parts. See p.475 "Cleaning".

The image is distorted or out of position.

The original was not pressed flat against the exposure glass.

Make sure that the original is pressed flat against the exposure glass.

The scanned image is upside down.

The original was placed upside down.

Place the original in the correct orientation. See p.211 "Setting and Placing Originals".

No image results from scanning.

The original was placed with the front and back reversed.

When the original is placed directly on the exposure glass, the side to be scanned must face down. When the original is fed via the ADF, the side to be scanned must face up. See p.211 "Setting and Placing Originals".

The printed image is partly cut off.

If [Same as original size] in the printer properties dialog box is selected for printing an image received by Scan to E-mail or Scan to FTP, the machine might detect the size of the image as custom size.

If this happens, specify the paper size in [Printout paper size:] or select the [Reduce automatically to fit A4] or [Reduce automatically to fit Letter] check box in the printer properties dialog box.

8

Troubleshooting When Using the Facsimile Function

This section explains likely causes of and possible solutions for facsimile function problems.

If You Have Problems Using the Facsimile Function

This section explains likely causes of and possible solutions for transmission and reception-related problems.

Receiving is impossible though transmission is possible.

- print cartridge is empty.
 Replace the print cartridge. See p.356 "Replacing a Print Cartridge".
- The type of telephone line does not match the specified settings.
 Check the settings. See p.86 "Selecting the Line Type".

The machine failed to print received fax documents.

- The machine cannot print due to a cause such as running out of paper.
 Load paper into the tray. See p.99 "Loading Paper".
- None of the trays contain the right size of paper for printing faxes. Load paper of the required size in one of the trays.
- The selected paper type is not appropriate.
 Select "Plain Paper" or "Inkjet Plain Paper".

Sent images are spotty.

The exposure glass, scanning glass, or ADF is dirty

- · Clean them. See p.475 "Cleaning".
- Make sure that ink or correction fluid is dry before placing originals.p.93 "Paper Handling Precautions"

Document appears blank at the other end.

The original was placed upside down.

Place it correctly. See p.211 "Setting and Placing Originals".

Both transmission and receiving are impossible.

The modular cable may be disconnected.

Make sure that the modular cord is correctly connected. See p.80 "Connecting the Machine to a Telephone Line and Telephone".

Print Results Are Not Satisfactory (Facsimile Function)

This section explains the likely causes and possible solutions when a received fax cannot be printed properly.

Background of received images appears dirty./ Images from the back of the page appear.

Image density is too high.

Adjust scan density. See p.319 "Specifying the Resolution of the Original".

R

Control Panel Error Messages: General

Various function-specific error messages are displayed on the control panel. This section explains the most common messages and gives instructions for resolving the errors they refer to.

Reference

- p.401 "Printer Function Error Messages"
- p.405 "Copier Function Error Messages"
- p.408 "Scanner Function Error Messages"
- p.412 "Facsimile Function Error Messages"

Printer Function Error Messages

This section explains the most common printer function error messages that appear on the machine's control panel and what you must do to resolve the errors they refer to.

Bypass Tray Not Set

The multi bypass tray has not been installed correctly.

Reset the multi bypass tray correctly.

See p.38 "Detaching and Reattaching the Multi Bypass Tray (Optional)".

Check Paper Size

Check whether the size of paper loaded in the paper tray is correct.

System Error (XXXX)

A mechanical error has occurred. Switch the machine off and then on. If the message reappears, contact your sales or service representative.

Paper Misfeed: Tray 1/Remove Paper

Paper has jammed in Tray 1.

Remove the jammed paper and then press [Yes] key. See p.373 "Removing Paper Jammed in the Paper Tray (Tray 1)".

Paper Misfeed: Tray2/Remove Paper

Paper has jammed in Tray 2.

Remove the jammed paper and then press [Yes] key. See p.375 "Removing Paper Jammed in the Optional Tray (Tray 2 (Optional))".

Paper Type Error

The type of loaded paper does not match the specified paper type. Load paper of the correct type in the tray.

Paper Size Error/Reset Paper

The size of the loaded paper does not match that specified in [Tray Paper Setting].

Load paper of the correct size.

Ppr Misfd: BypssTray/Press Yes Key

Paper has jammed in the BypssTray.

Remove the jammed paper and then press [Yes] key. See p.377 "Removing Paper Jammed in the Multi Bypass Tray (optional)".

Ppr Misfd: Guide Bd/Remove Paper

Paper has jammed in the Guide Board.

Remove the jammed paper. See p.381 "Removing Paper Jammed around the Guide Board".

Ppr Misfd: Dup. Unit/Remove Paper

Paper has jammed in the duplex unit.

Remove the jammed paper. See p.383 "Removing Paper Jammed in the Duplex Unit".

Ppr Misfd: Scan.Unit/Remove Paper

Paper has jammed in the scanner unit.

Remove the jammed paper.

Duplex Unit Not Set/Reset Duplex Unit

The duplex unit has not been installed correctly.

Reset the duplex unit correctly. See p.433 "Duplex Unit Not Detected".

Please close Scanner/or Duplex Unit

The scanner unit is open.

Close the scanner unit. See p.431 "Cover Open".

The duplex unit is not installed correctly.

Reinstall the duplex unit correctly. See p.433 "Duplex Unit Not Detected".

Guide Board Open/Close Guide Board

The guide board is open.

Close the guide board.

HighTemp.

The machine cannot print because its internal temperature is too high.

See p.437 "Out of Printable Temperature Range".

Duplex Cover Open/Close Duplex Cover

The duplex unit cover is open.

Close the duplex unit cover. See p.431 "Cover Open".

Collector Near Full

The ink collector unit is almost full. Make sure you have a new ink collector on hand.

Indepndnt Cartridge

A non-genuine print cartridge is installed.

Use of refilled or non-genuine print cartridges can result in degraded print quality and malfunctions. Use genuine cartridges only.

See p.485 "Recommended Consumables".

Ink Collector Full/Replce InkCollct

The ink collector unit is full. Replace the ink collector unit.

Ink Collector Not Set/Reset Collector

The ink collector unit is not installed correctly. Install the ink collector unit correctly.

See p.436 "Ink Collector Unit Not Detected".

Ink KCMY Depleted / Replace Ink KCMY

The ink in the indicated print cartridge has run out.

Replace the indicated print cartridge. See p.356 "Replacing a Print Cartridge".

Int. Unit Near Full

The internal unit is almost full.

If the message reappears, contact your sales or service representative.

LowTemp.

The machine cannot print because its internal temperature is too low.

See p.437 "Out of Printable Temperature Range".

Memory Full

Memory reached capacity.

The machine stops printing. Reduce the number of copies and try printing again.

No KCMY Cartridge

No print cartridge is installed, or it is not installed correctly.

Install the print cartridge correctly. See p.432 "Cover Open / Print Cartridge(s) Not Detected".

PC:Low Ink (KCMY)/*PC:Ready*

The ink runs out. Change the print cartridge. See p.356 "Replacing a Print Cartridge".

Printing...

The printer is printing.

Temp.Alert: Wait...

The machine is too hot or cold at start-up.

See p.437 "Out of Printable Temperature Range".

Load: Continue=Form Feed/Paper Mismatch

Paper of the required type or size is unavailable. Load suitable paper, and then press the [Form Feed/Head-Cleaning] key. To cancel a print job, press the [Clear/Stop] key.

See p.423 "Paper Size and Type Mismatch (Tray 1)".

See p.425 "Paper Size and Type Mismatch (Tray 2)".

See p.427 "Paper Size and Type Mismatch (Multi Bypass Tray)"

See p.429 "Paper Size and Type Mismatch (Auto Tray Select)".

Replace ADF Parts

See p.362 "Replacing the Friction Pad".

Right Front Cvr Open/ Close Right Frnt Cvr

The right front cover is open. Close the print cartridge cover.

See p.432 "Cover Open / Print Cartridge(s) Not Detected".

Used Ink Crtg KCMY

The installed print cartridge has run out of ink.

Printing cannot be performed. Replace the Print cartridge.

Maintenance...

The printer is cleaning or flushing its print head. Wait a moment.

Warning Out of Paper/*Warning* Load Paper

The selected tray has run out of paper. Reload the tray.

See p.420 "No Paper/Tray Not Detected (Tray 1)", p.421 "No Paper/Tray Not Detected (Tray 2)".

Q

Copier Function Error Messages

This section explains the most common copier function error messages that appear on the machine's control panel and what you must do to resolve the errors they refer to.

Cannot Dup.Scan Orig

An original with a size not supported by duplex scanning has been loaded.

To cancel the job, press any key.

Fax Err

Be sure to load the fax paper tray with paper of a supported size and type.

Fax documents can be printed only if the size and type of the paper loaded in the fax paper tray are supported.

The supported paper sizes are A4, Letter, and Legal.

The supported paper types are plain paper and inkjet plain paper.

For details about supported paper sizes and types, see p.113 "Specifying the Tray and Paper".

To configure the fax paper tray, use the [Fax Tray Prty.] setting under [Menu] - [RX Settings].

For details about configuring the fax paper tray, see p.151 "Settings to Receive Fax".

System Error (XXXX)

A mechanical error has occurred. Switch the machine off and then on. If the message reappears, contact your sales or service representative.

Paper Misfeed: Tray 1/Remove Paper

Paper has jammed in Tray 1.

Remove the jammed paper, and then press [Yes] key. See p.373 "Removing Paper Jammed in the Paper Tray (Tray 1)".

Paper Misfeed: Tray2/Remove Paper

Paper has jammed in Tray 2.

Remove the jammed paper, and then press [Yes] key. See p.375 "Removing Paper Jammed in the Optional Tray (Tray 2 (Optional))".

Ppr Misfd: BypssTray/Press Yes Key

Paper has jammed in the Bypass Tray.

Remove the jammed paper, and then press [Yes] key. See p.377 "Removing Paper Jammed in the Multi Bypass Tray (optional)".

Ppr Misfd: Guide Bd/Remove Paper

Paper has jammed in the Guide Board.

Remove the jammed paper. See p.381 "Removing Paper Jammed around the Guide Board".

Ppr Misfd: Dup. Unit/Remove Paper

Paper has jammed in the duplex unit.

Remove the jammed paper. See p.383 "Removing Paper Jammed in the Duplex Unit".

Ppr Misfd: Scan.Unit/Remove Paper

Paper has jammed in the scanner unit.

Remove the jammed paper.

Duplex Unit Not Set/Reset Duplex Unit

The duplex unit is not installed correctly.

Reinstall the duplex unit correctly. See p.433 "Duplex Unit Not Detected".

Reset 1 Orig. in ADF then press Yes key

The machine could not scan the originals.

Reload the ADF with the number of originals displayed on the screen.

Please close Scanner/or Duplex Unit

The scanner unit is open.

Close the scanner unit. See p.431 "Cover Open".

The duplex unit is not installed correctly.

Reinstall the duplex unit correctly. See p.433 "Duplex Unit Not Detected".

Guide Board Open/Close Guide Board

The guide board is open.

Close the guide board.

Duplex Cover Open/Close Duplex Cover

The duplex unit cover is open.

Close the duplex unit cover. See p.431 "Cover Open".

Original Misfeed/Open ADF Cover

An original misfeed has jammed inside the ADF.

- · Remove jammed originals, and then place them again.
- · Check the originals are suitable for scanning.
- Open and close the ADF cover.
 See p.386 "Removing Paper Jammed in the ADF".

Paper Size Error/Reset Paper

The size of the loaded paper does not match that specified in [Tray Paper Setting].

Load paper of the correct size.

ADF Open/Close ADF

Originals are loaded in the ADF, but the ADF is not fully closed.

The machine will copy only if the ADF is fully closed. Make sure the ADF is closed.

ADF Cover Open /Close ADF Cover

Originals are loaded in the ADF, but the ADF cover is still open.

Close the ADF cover.

Out of Paper/Load Paper

The selected tray has run out of paper.

Reload the tray. Alternatively, press the [Form Feed/Head-Cleaning] key, select a different tray, and then print. To cancel the print job, press the [Clear/Stop] key. See p.420 "No Paper/Tray Not Detected (Tray 1)", p.421 "No Paper/Tray Not Detected (Tray 2)".

Memory Full

Memory reached capacity during sort copy.

Scan data up to this point is deleted. Reduce the number of originals, and then try sort copy again.

Ink KCMY Depleted /Replace Ink KCMY

The ink in the indicated print cartridge has run out.

Change the indicated print cartridge. See p.356 "Replacing a Print Cartridge".

Ink (KCMY) / Depleted

The ink in the indicated print cartridge has almost run out.

Replace the indicated print cartridge. If this message continues to appear after replacing the print cartridge, open and close the right front cover. See p.356 "Replacing a Print Cartridge".

Set Original in ADF

Originals are not loaded in the ADF.

If you select "2 in 1", "Sort", or "2 Sided Original" for copying, be sure to load originals in the ADF, not on the exposure glass. p.228 "Combining Multiple Pages", p.222 "Sort", p.231 "Duplex"

Remove Orig from ADF

The original is not placed on the exposure glass.

If you select "Auto Reduc/Enlrg", "Poster", or "Image Repeat" for copying, be sure to load the original on the exposure glass, not in the ADF. p.224 "Making Enlarged or Reduced Copies", p.236 "Poster", p.235 "Image Repeat"

Used Ink Crtg KCMY

The installed print cartridge has run out of ink.

Printing cannot be performed. Replace the Print cartridge.

Collector Near Full

The ink collector unit is almost full. Make sure you have a new ink collector on hand.

Ink Collector Full/Replce InkCollct

The ink collector unit is full.

Replace the ink collector unit.

Ink Collector Not Set/Reset Collector

The ink collector unit is not installed, or is not installed correctly.

Install the ink collector unit, or reinstall it correctly. See,p.436 "Ink Collector Unit Not Detected".

Scanner Function Error Messages

This section explains the most common scanner function error messages and what you must do to resolve the errors they refer to.

If a message that is not explained here appears, follow its instructions.

Reference

- p.410 "Scanner Function Error Messages: Control Panel".
- p.408 "TWAIN Scanner Function Error Messages: Control Panel".
- p.409 "TWAIN Scanner Function Error Messages: Client Computer".

TWAIN Scanner Function Error Messages: Control Panel

This section explains the most common TWAIN scanner function error messages that appear on the machine's control panel and what you must do to resolve the errors they refer to.

Cannot Dup.Scan Orig

An original with a size not supported by duplex scanning has been loaded.

To cancel the job, press any key.

System Error (XXXX)

A mechanical error has occurred. Switch the machine off and then back on. If the message reappears, contact your sales or service representative.

PC Connection Failed

The USB cable is not connected properly.

Switch the machine off, and then make sure the USB cable is connected properly. If the message reappears, contact your sales or service representative.

ADF Cover Open /Close ADF Cover

Originals are loaded in the ADF, but the ADF cover is still open.

Close the ADF cover.

Q

Original Misfeed/Open ADF Cover

An original has jammed inside the ADF.

- Remove jammed originals, and then place them again. p.386 "Removing Paper Jammed in the ADF"
- · Check the originals are suitable for scanning. p.255 "Placing Originals (Scanner)"

Set Original in ADF

Originals are not loaded in the ADF.

Load originals in the ADF.

TWAIN Scanner Function Error Messages: Client Computer

This section explains the most common TWAIN driver-related error messages that appear on client computers and what you must do to resolve the errors they refer to.

Insufficient memory.

There is not enough memory for scanning.

 Specify a smaller value for [Resolution], and then try scanning again. p.271 "Specifying Resolution"

Scanner is not ready.

An error might have occurred in the client computer or the machine.

Switch the machine off, and then make sure the USB cable is connected properly. If the message reappears, contact your sales or service representative. Data stored in memory may have been deleted.

Scanner is currently in use by another user.

The machine is using the scanner with another function, such as copying.

Retry scanning when the other function has finished using the scanner.

Failed to read data.

The client computer failed to read the data from the machine.

Switch the machine off, and then make sure the USB cable is connected properly. If the message reappears, contact your sales or service representative.

Your security software firewall might be blocking data reception. Disable the firewall and try scanning again.

Prescan is unavailable in ADF scan mode.

- · Remove the original from the ADF.
- · Scan the original without prescanning.

ADF scan mode does not support [1200 x 1200 dpi].

- · Remove the original from the ADF.
- Change the scanning mode and resolution settings, and then try scanning again. p.271
 "Specifying Scan Type", p.271
 "Specifying Resolution"

ADF scan mode does not support [Custom Size].

- · Remove the original from the ADF.
- Change the [Original size:] setting, and then try scanning again. p.272 "Specifying Scan Size"

Scanner Function Error Messages: Control Panel

This section gives likely causes, along with and possible solutions, of the main errors indicated on the machine's control panel when using the scanner function.

Cannot Dup.Scan Orig

An original with a size not supported by duplex scanning has been loaded.

To cancel the job, press any key.

Fax Err

Be sure to load the fax paper tray with paper of a supported size and type.

Fax documents can be printed only if the size and type of the paper loaded in the fax paper tray are supported.

The supported paper sizes are A4, Letter, and Legal.

The supported paper types are plain paper and inkjet plain paper.

For details about supported paper sizes and types, see p.113 "Specifying the Tray and Paper".

To configure the fax paper tray, use the [Fax Tray Prty.] setting under [Menu] - [RX Settings]. For details about configuring the fax paper tray, see p.151 "Settings to Receive Fax".

System Error(XXXX)

A mechanical error has occurred. Switch the machine off and then back on. If the message reappears, contact your sales or service representative.

Memory Full

Memory reached capacity during scanning.

Scan data up to this point is deleted.

- Change the scan type setting, and then try scanning again. See p.271 "Specifying Scan Type".
- Specify a smaller value for [Resolution], and then try scanning again. See p.271 "Specifying Resolution".

Memory File Full

The maximum number of files that can be stored in memory was reached before all the originals could be scanned.

Reduce the number of originals to be scanned.

Q

Ntwrk Sttng Incomp

The network settings are incomplete.

If this happens, complete the network settings as follows:

- 1) Install the network interface board.
- 2) Specify the settings in the Network Setting menu.
- 3) Specify [SMTP Server Name] in the SMTP Settings menu.

See, p.157 "Network Settings".

Original Misfeed/Open ADF Cover

An original has jammed inside the ADF.

- Remove jammed originals, and then place them again. p.386 "Removing Paper Jammed in the ADF"
- Check the originals are suitable for scanning. p.89 "Compatible Paper Types"

ADF Cover Open /Close ADF Cover

Originals are loaded in the ADF, but the ADF cover is still open.

Close the ADF cover.

ADF Open/Close ADF

Originals are loaded in the ADF, but the ADF is not fully closed.

The machine will scan only if the ADF is fully closed. Make sure the ADF is closed.

Cannot Connect to

The machine is unable to access the SMTP, DNS, or FTP server.

Contact the administrator.

FTP Server Error

Data sent from the machine has not been stored in the FTP server.

Contact the administrator.

Invalid Password

The password entered to access the FTP server is invalid.

For future reference, make a note of the correct FTP server password and keep it safe.

Job Cancelled

When loading additional originals, if you leave the machine idle for a minute, the job is cancelled.

Server Memory Full

The SMTP server's memory reached capacity during e-mail transmission.

Session timed out

The time allowed for LDAP server detection has expired.

Change the time limit in [Search Timeout].

See, p.158 "Settings Required to Use LDAP Server".

Cannot Obtain IP

The machine cannot obtain an IP address from the DNS server.

Contact the administrator.

Comm. Error

The connection with the server was lost while sending or receiving data.

Contact the administrator.

Not Programmed

The specified destination is not registered to the Quick Dial or Speed Dial key.

You can send data more speedily by registering destinations to the Quick Dial and Speed Dial key. p.127 "Registering Destinations to Quick Dial Key", p.136 "Destinations Registered to Speed Dial Keys".

*Not an Email Addr. *

The e-mail address is not registered to the Quick Dial or Speed Dial key.

You can send e-mail more speedily by registering e-mail addresses to Quick Dial and Speed Dial key. p.127 "Registering Destinations to Quick Dial Key", p.136 "Destinations Registered to Speed Dial Keys".

Used Ink Crtg KCMY

The installed print cartridge has run out of ink.

Printing cannot be performed. Replace the Print cartridge.

Facsimile Function Error Messages

This section explains the most common facsimile function error messages that appear on the machine's control panel and what you must do to resolve the errors they refer to.

■ Reference

- p.416 "Internet Fax Function Error Messages: Control Panel".
- p.412 "Facsimile Function Error Messages: Control Panel".

Facsimile Function Error Messages: Control Panel

This section explains the most common facsimile function error messages that appear on the machine's control panel and what you must do to resolve the errors they refer to.

Bypass Tray Not Set

The multi bypass tray has not been installed correctly.

Reset the multi bypass tray correctly.

See p.38 "Detaching and Reattaching the Multi Bypass Tray (Optional)".

8

Duplex Cover Open/Close Duplex Cover

The duplex unit cover is open.

Close the duplex unit cover. See p.431 "Cover Open".

Duplex Unit Not Set/Reset Duplex Unit

The duplex unit has not been installed correctly.

Reset the duplex unit correctly. See p.433 "Duplex Unit Not Detected".

Guide Board Open/Close Guide Board

The guide board is open.

Close the guide board.

No KCMY Cartridge

No print cartridge is installed, or it is not installed correctly.

Install the print cartridge correctly.

See p.432 "Cover Open / Print Cartridge(s) Not Detected".

Please close Scanner/or Duplex Unit

The scanner unit is open.

Close the scanner unit. See p.431 "Cover Open".

The duplex unit is not installed correctly.

Reinstall the duplex unit correctly. See p.433 "Duplex Unit Not Detected".

Right Front Cvr Open/ Close Right Frnt Cvr

The right front cover is open. Close the print cartridge cover.

See p.432 "Cover Open / Print Cartridge(s) Not Detected".

System Error (XXXX)

A mechanical error has occurred. Switch the machine off and then back on. If the message reappears, contact your sales or service representative.

Up to 10 manual set/dest. are available

Using manual entry, you can enter the addresses of up to 10 destinations.

Paper Misfeed/Open Scanner Unit

Paper is jammed inside the machine.

Remove the jammed paper.

Original Misfeed/Open ADF Cover

An original has jammed inside the ADF.

- Remove jammed originals, and then place them again. p.386 "Removing Paper Jammed in the ADF"
- · Check the originals are suitable for scanning. p.89 "Compatible Paper Types"
- · Open and close the ADF cover.

Paper Size Error/Reset Paper

The size of the loaded paper does not match that specified in [Tray Paper Setting]. Load paper of the correct size.

ADF Open/Close ADF

Originals are loaded in the ADF, but the ADF has not been completely closed. If transmission is cancelled, the machine prints a journal that contains the fax communication logs.

Make sure the ADF is closed.

ADF Cover Open /Close ADF Cover

Originals are loaded in the ADF, but the ADF cover is still open.

Close the ADF cover.

Out of Paper/Load Paper

There is no more paper in the selected paper tray.

Reload the tray, p.99 "Loading Paper".

Invalid Number

The entered date cannot be specified.

Ink Collector Full/Replce InkCollct

The ink collector unit is full. Replace the ink collector unit.

See p.485 "Recommended Consumables".

Ink Collctr Not Set/Reset Collector

The ink collector unit is not installed correctly. Install the ink collector unit correctly.

See p.436 "Ink Collector Unit Not Detected".

Ink KCMY Depleted/Replace Ink KCMY

The indicated print cartridge has run out of ink.

Change the indicated print cartridge. See p.356 "Replacing a Print Cartridge".

Paper Mismatch/Load:

The loaded paper is the wrong size or type.

To print a file sent to the machine, load A4, letter $(8^{1}/_{2}"\times11")$, or legal $(8^{1}/_{2}"\times14")$ paper.

Line Problem/Check Line

The machine cannot send or receive a fax because the line is busy or dead, or the phone cord is not connected.

- · Wait a while, and then try sending or receiving the fax again.
- Make sure the phone cord is connected, wait a while, and then try sending the fax again.
 p.80 "Connecting the Machine to a Telephone Line and Telephone"

Place the Handset

The extension telephone is off the hook.

After using the telephone, replace the handset properly.

All Resend Failed

The machine failed to redial a fax number because the line was busy or dead, or the phone cord is not connected. The machine prints a journal that contains the fax communication logs.

- · Wait a while, and then try sending or receiving the fax again.
- Make sure the phone cord is connected, and then try sending the fax again. p.80 "Connecting the Machine to a Telephone Line and Telephone"

Mem.Full/Cancel TX

There is not enough memory to send a fax. The machine prints a journal that contains the fax communication logs.

- Change the resolution setting, and then try sending/receiving the fax again. p.319 "Specifying the Resolution of the Original".
- · Reduce the number of originals.

Mem.Full/Cancel RX

There is not enough memory to receive a fax. This message also appears if the machine is idle for one minute while not having enough memory.

Change the [Resolution] setting, and then try fax sending/receiving again. p.319 "Specifying the Resolution of the Original"

Programmed/Group

You are trying to enter the destination in [Transfer Request], but Group Dial was selected for the destination.

Cancel Group Dial.

Not a Fax No.

When you specified [Transfer Request] and [Polling RX], you specified an e-mail address as the destination for transfer and polling.

Specify a fax number.

Not Programmed

You pressed a Quick Dial or Speed Dial key to which nothing is registered.

You can send faxes more speedily by registering destinations in the Quick Dial and Speed Dial key. p.127 "Registering Destinations to Quick Dial Key", p.141 "Changing a Registered Speed Dial Keys"

Duplicated Setting

You tried to register a destination that is already registered to a Quick Dial or Speed Dial key.

Exceeded Max Dest

The maximum number of destinations that can be specified for a single transmission has been reached.

You can specify up to 130 destinations per transmission for documents sent using [Broadcast] or [Polling RX].

Comm. Error

The connection with the server was lost while sending or receiving data.

A network error has occurred. Contact the administrator.

No Poll RX File

This message appears if you try to carry out polling reception but there is no file to be sent by polling transmission at the other end. The machine prints a journal that contains the fax communication logs.

No Transfer Func.

This message appears if you send a transfer request and the machine that receives it cannot perform broadcast transmission. The machine prints a journal that contains the fax communication logs.

Incorrect ID No.

This message appears if you try to retrieve by polling reception a file for which a transfer request or SUB code has been specified by the sender but it not specified on your machine. The machine prints a journal that contains the fax communication logs.

SUB or SID Error

This message appears if you try to use a SUB code to send a file by immediate transmission but the selected code is not specified in the machine on the other end. The machine prints a journal that contains the fax communication logs.

Used Ink Crtg KCMY

The installed print cartridge has run out of ink.

Printing cannot be performed. Replace the Print cartridge.

Internet Fax Function Error Messages: Control Panel

This section gives likely causes, along with and possible solutions, of the main errors indicated on the machine's control panel when using the Internet Fax.

System Error (XXXX)

A mechanical error has occurred. Switch the machine off and then back on. If the message reappears, contact your sales or service representative. After the error is resolved, the machine prints a journal that contains the fax communication logs.

Cannot Connect to

The machine is unable to access an SMTP, or DNS server. The machine sends an e-mail notifying the error.

Contact the administrator.

Cannot Obtain IP

The machine cannot obtain an IP address from the DNS server. The machine sends an e-mail notifying the error.

Contact the administrator.

Comm. Error

The connection with the server was lost while the machine was sending or receiving data. The machine sends an e-mail notifying the error.

Contact the administrator.

Invalid Number

The entered address cannot be specified.

Invalid Password

The password entered to access the POP3 server is invalid. The machine sends an e-mail notifying the error.

For future reference, make a note of the correct POP3 server password and keep it safe.

Invalid RX Data

The machine cannot print the data it has received.

Memory Full

Memory reached capacity while a fax was being sent or received.

Change the resolution setting, and then try sending/receiving the fax again. p.319 "Specifying the Resolution Settings"

Memory File Full

The maximum number of files that can be stored in memory was reached while the machine was sending or receiving a fax.

Reduce the number of originals.

Ntwrk Sttng Incomp

The network settings are invalid.

- If this message appears while sending a fax, check the [Network Settings] and [SMTP Settings].
- If this message appears while receiving a fax, check the [Network Settings] and [POP3 Settings].

p.157 "Network Settings"

*Failed to connect: *

Connection with the SMTP or POP3 server is lost. The machine sends an e-mail notifying the error.

Contact the administrator.

Server Memory Full

The SMTP server's memory reached capacity during e-mail transmission.

Session timed out

The time allowed for LDAP server detection has expired.

Change the time limit in [Search Timeout].

See, p.158 "Settings Required to Use LDAP Server".

Web Image Monitor Error Messages

This section explains the most common Web Image Monitor error messages that appear on the machine's control panel and what you must do to resolve the errors they refer to.

Setting from PC...

Someone has logged onto the machine via Web Image Monitor in the administrator mode. Consult the machine administrator.

Q

Status Monitor Errors

If an error occurs with the machine, Status Monitor displays an error message. Click [User Guide...] to display the page corresponding to the error where you can check how to solve the problem in more detail.

☆ Important

· This function is supported only by RPCS Raster printer driver.

Status Monitor Does Not Open

If the status monitor does not open for a shared printer, the following questions should be addressed.

Are the share settings correct?

Check the share settings of the printer. The printer driver must also be installed on the client computer. See p.59 "Setting up a server" and p.60 "Setting up a client computer".

No Response from Device

Follow the procedure below to check the port settings and the connection between the machine and computer.

- 1 Check that the power of the machine is on.
- 2 Make sure that the computer and machine are properly connected using a USB cable.
- 3 Open the printer properties dialog box.
- 4 Click the [Ports] tab.
- 5 Check that USB is selected in the [Print to the following port:] list.



• Under Windows 98/Me, check that USB is selected in the list on the [Details] tab.

Reference

- If you want to connect the machine to the network, check the operating environment, and then
 change the port setting. For details about configuring the port, see p.65 "Using the SmartDeviceMonitor for Client Port (TCP/IP)", p.70 "Using the Standard TCP/IP Port", and p.71 "Using the
 LPR Port".
- p.190 "Opening the Printing Preferences Dialog Box"

No Paper/Tray Not Detected (Tray 1)

Tray 1 is empty or the paper in it is not loaded properly. Do one of the following:

- · Load the tray.
- · Cancel the print job.



• If you set [Paper source tray:] to [Auto Tray Select] on the [Setup] tab in the printer properties dialog box, the machine selects the tray automatically.

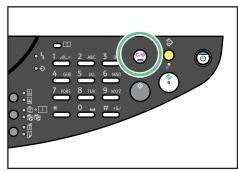
Reference

· To load the tray, see p.99 "Loading Paper".

Canceling the print job

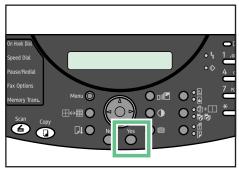
Cancel the print job.

1 Press the [Clear/Stop] key.



AQR310S

2 Press the [Yes] key.



AQR308S

8

No Paper/Tray Not Detected (Tray 2)

Tray 2 is empty or the paper in it is not loaded properly. Do one of the following:

- · Load the tray.
- · Cancel the print job.

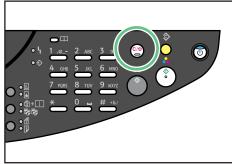
Reference

• To load the tray, see p.99 "Loading Paper".

Canceling the print job

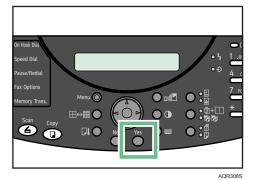
Cancel the print job.

1 Press the [Clear/Stop] key.



AQR310S

2 Press the [Yes] key.



No Paper/Tray Not Detected (Multi Bypass Tray)

There is no paper in the multi bypass tray or the paper is not loaded properly. Do one of the following:

- · Load the tray.
- · Cancel the print job.

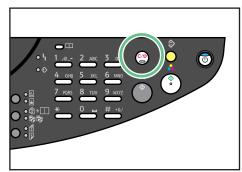
Reference

• To load the tray, see p.99 "Loading Paper".

Canceling the print job

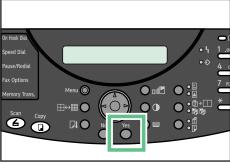
Cancel the print job.

1 Press the [Clear/Stop] key.



AQR310S

2 Press the [Yes] key.



AQR308S

Paper Size and Type Mismatch (Tray 1)

The tray is not loaded with paper of the correct size or type. Do one of the following:

- · Load the appropriate paper.
- · Cancel the print job.

Loading the Appropriate Paper

The following message appears on the control panel. Load the appropriate paper, and then press the [Form Feed/Head-Cleaning] key.

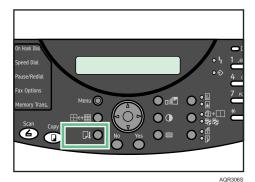
♦ If a paper size mismatch error has occurred:

♦ If a paper type mismatch error has occurred:

```
Change to: 1A4 OHP
Continue=Form Feed
```

When a paper type error occurs while using the fax function, the paper type specified in the message on the control panel might be incorrect. If this is the case, load plain paper or ink jet plain paper.

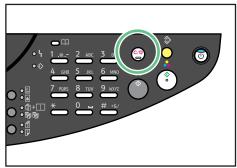
Press the [Form Feed/Head-Cleaning] key.



Canceling the print job

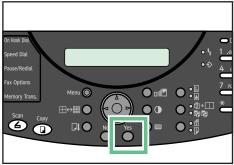
Cancel the print job.

1 Press the [Clear/Stop] key.



AQR310S

2 Press the [Yes] key.



AQR308S

8

Paper Size and Type Mismatch (Tray 2)

The tray is not loaded with paper of the correct size or type.

Do one of the following:

- · Load the appropriate paper.
- · Cancel the print job.

Loading the Appropriate Paper

The following message appears on the control panel. Load the appropriate paper, and then press the [Form Feed/Head-Cleaning] key.

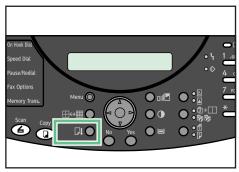
♦ If a paper size mismatch error has occurred:

♦ If a paper type mismatch error has occurred:

```
Change to: 2A4 Plain
Continue=Form Feed
```

When a paper type error occurs while using the fax function, the paper type specified in the message on the control panel might be incorrect. If this is the case, load plain paper or ink jet plain paper.

1 Press the [Form Feed/Head-Cleaning] key.

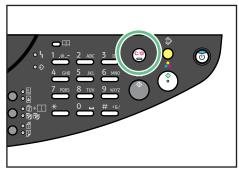


AQR306S

Canceling the print job

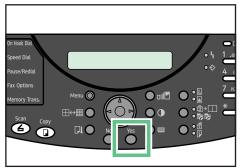
Cancel the print job.

1 Press the [Clear/Stop] key.



AQR310S

2 Press the [Yes] key.



AQR308S

Paper Size and Type Mismatch (Multi Bypass Tray)

The tray is not loaded with paper of the correct size or type.

Do one of the following:

- · Load the appropriate paper.
- · Cancel the print job.

Loading the Appropriate Paper

The following message appears on the control panel. Load the appropriate paper, and then press the [Form Feed/Head-Cleaning] key.

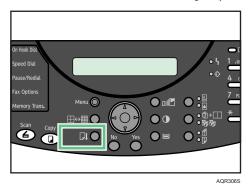
♦ If a paper size mismatch error has occurred:

♦ If a paper type mismatch error has occurred:

```
Change to: #A4 Plain
Continue=Form Feed
```

When a paper type error occurs while using the fax function, the paper type specified in the message on the control panel might be incorrect. If this is the case, load plain paper or ink jet plain paper.

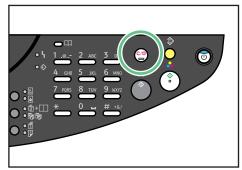
1 Press the [Form Feed/Head-Cleaning] key.



Canceling the print job

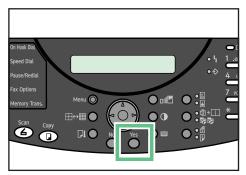
Cancel the print job.

1 Press the [Clear/Stop] key.



AQR310S

2 Press the [Yes] key.



AQR308S

8

Paper Size and Type Mismatch (Auto Tray Select)

The automatically detected tray is not loaded with paper of the correct size or type.

Do one of the following:

- · Load the appropriate paper.
- · Cancel the print job.

Loading the Appropriate Paper

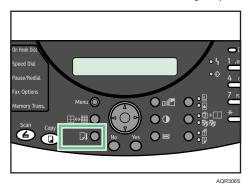
The following message appears on the control panel. Load the appropriate paper, and then press the [Form Feed/Head-Cleaning] key.

♦ If a paper size mismatch error has occurred:

♦ If a paper type mismatch error has occurred:

When a paper type error occurs while using the fax function, the paper type specified in the message on the control panel might be incorrect. If this is the case, load plain paper or ink jet plain paper.

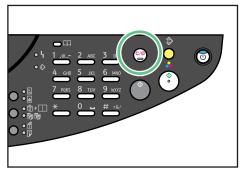
1 Press the [Form Feed/Head-Cleaning] key.



Canceling the print job

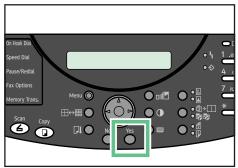
Cancel the print job.

1 Press the [Clear/Stop] key.



AQR310S

2 Press the [Yes] key.



AQR308S

8

Q

Cover Open

A cover is open. Close the cover.

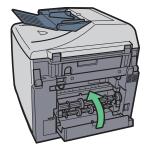
Lower the scanner unit, or close the duplex unit cover. If the cover is already closed, open and then reclose it.

Follow the procedure below to lower the scanner unit or duplex unit cover.

- To open the duplex unit cover, detach the multi bypass tray. After closing the cover, reattach the tray.
- · If the bypass tray is attached to the machine, detach it.
- 1 Close the cover.



AQR061S



AQR070S

Check that the duplex unit is correctly attached and the duplex unit cover is closed.

Reference

• p.38 "Detaching and Reattaching the Multi Bypass Tray (Optional)"

Cover Open / Print Cartridge(s) Not Detected

The right front cover is open. Close the right front cover. Alternatively, the print cartridges are not installed or are installed incorrectly. Install the print cartridges correctly.

If the cover is open:

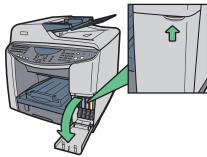
1 Close the right front cover.



AQR052S

If the print cartridges are not installed or are installed incorrectly:

1 Open the right front cover.



AQR280S

Push in the cartridge using the PUSH area.



AQR051S

3 Close the right front cover.



AOD0529



• If the error persists, take the Print cartridge out once, and then install it again. The procedure above should be performed only once.

Duplex Unit Not Detected

The duplex unit is not attached correctly. Follow the procedure below to attach the duplex unit correctly.



- · If the bypass tray is attached to the machine, detach it.
- 1 Lock the lever for attaching the duplex unit.



AQR067S

2 If you have detached the multi bypass tray, reattach it.

Even if you are not duplex printing, the duplex unit must be attached. Otherwise printing will not start.



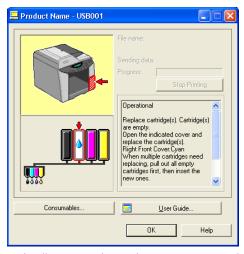
• p.38 "Detaching and Reattaching the Multi Bypass Tray (Optional)"

Cartridge End

A Print cartridge is empty. Printing can continue using ink remaining in the machine; however, no ink is left in the Print cartridge. Check which color of cartridge needs to be replaced, and then replace it.

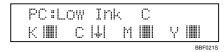
♦ Checking ink color

· Checking using the status monitor



In the illustration above, the cyan Print cartridge is empty.

Checking the cartridge replacement indicators of the machine control panel



· In the above illustration, the control panel is indicating that the cyan Print cartridge is empty.



- From left to right, the cartridge replacement indicators display the status of the black (K), cyan (C), magenta (M), and yellow (Y) Print cartridges.
- With glossy paper, if you print an image that needs a lot of ink, the machine may stop printing before the print is finished. An example of such an image is one containing a single large area of solid color, or one made up almost entirely of a few such areas.
- · When the print cartridge is empty, the machine cannot carry out head-cleaning or head-flushing.
- If you turn the power off and then back on, the machine will send the ink in the print cartridge to the machine. During this, the ink in the print cartridge may run out.

Reference

- · p.358 "Replacing a print cartridge"
- p.439 "Using the Status Monitor"

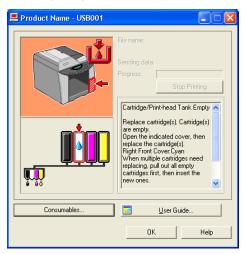
Q

Cartridge/Print-head Tank Empty

The ink is completely depleted. Printing cannot be performed. Replace the Print cartridge.

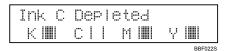
♦ Checking ink colors

· Checking using the status monitor



In this illustration, the control panel is indicating that the cyan Print cartridge and Print head tank are empty.

· Checking the cartridge replacement indicators of the machine control panel



In the above illustration, the control panel is indicating that the cyan Print cartridge has completely run out.

Note

- From left to right, the cartridge replacement indicators display the status of the black (K), cyan (C), magenta (M), and yellow (Y) Print cartridges.
- When the print cartridge or print-head tank is empty, the machine cannot carry out head-cleaning or head-flushing.

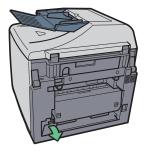
■ Reference

- p.358 "Replacing a print cartridge"
- p.439 "Using the Status Monitor"

Ink Collector Unit Not Detected

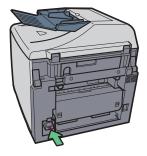
The ink collector unit is not attached correctly. Follow the procedure below to attach the ink collector unit correctly.

Open the ink collector unit cover slowly.



AQR075S

2 Attach the ink collector unit by pushing it in until it clicks. Take care not to spill the ink.



AQR076S

3 Close the ink collector unit cover slowly.



AQR077S

If the message reappears, contact your service representative.

■ Reference

• p.482 "Where to Inquire"

Q

Out of Printable Temperature Range

Follow the procedure below to relocate the machine when the temperature inside the machine is inappropriate, extremely high or low, for printing.

- 1 Turn off the power of the machine.
- 2 Place the machine in a 10 to 32°C (50 to 89.6°F) environment.
- 3 Turn on the power of the machine.



- If humidity is more than 54%, the high end of the appropriate temperature range will be lower than usual.
- Even after the power is turned on, the machine may remain in the standby mode until it acclimates to the room temperature. If this happens, wait until the [Power] key stops blinking and stays lit.

Reference

• For details about what conditions the machine can be used under (ambient temperature and humidity range), see "Checking the Computer and Installation Area", Quick Installation Guide.

Network Interface Board Error

An error in the network interface board network function has occurred. Do the following:

- 1 Turn the machine off.
- 2 Turn the machine on.

If the message reappears, do the following:

- 3 Turn the machine off.
- 4 Unplug the power cable.
- 5 Remove the network interface board.
- 6 Plug the network interface board in securely, and then secure it.
- 7 Plug the power cable in.
- 8 Turn the machine on.

If the message reappears, contact your service representative.



• p.482 "Where to Inquire"

Device Error

An error has occurred in the machine. Turn the power off once, and then turn it back on.



If the machine is relocated from a cold area to a warm area or the machine is placed in a room
where the temperature varies greatly, condensation may form inside the machine causing errors.
 If this happens, an error might not clear if the power is turned off and then on. Wait until the
machine acclimates and the condensation disappears. This should take about one hour.

Reference

• If the error still does not clear after the machine acclimates to room temperature and the power is turned back on, contact your sales or service representative.

9. Checking the Machine Status

This chapter explains how to obtain the machine settings and status over the network.

Using the Status Monitor

Using the status monitor, you can check the print job status, error messages amount of remaining ink, and other machine status information.

☆ Important

· This function is supported only by RPCS Raster printer driver.

Reference

- p.356 "Checking the remaining ink"
- p.419 "Status Monitor Errors"
- p.196 "Canceling Printing from the Status Monitor"

Receiving Notification of Print Job Status via the Status Monitor

You can specify how to receive notification of print job status via the status monitor.

The procedure is explained using the RPCS Raster printer driver as an example.

- 1 Open the printer properties dialog box.
- Click the [Maintenance] tab.
- 3 Click [Status Monitor Settings].
- 4 From the list in the [Status Monitor display settings] area, select a method for launching the status monitor.
- 5 Click the [OK].
- 6 Click the [OK].

Using the SmartDeviceMonitor for Client

SmartDeviceMonitor for Client is an application that has functions such as the peer-to-peer printing machine monitoring. We recommend you install this application on the client computer. SmartDevice-Monitor for Client is required if you need to print over a network in a Windows 98/Me environment.

- To use this function under GX 3000SF, the optional network interface board must be installed
- Operating System: Windows 98/Me

Protocol Stack

TCP/IP protocol supplied with Windows 98/Me NetBEUI protocol supplied with Windows 98/Me

Operating System: Windows 2000

Protocol Stack

TCP/IP protocol supplied with Windows 2000

NetBEUI protocol supplied with Windows 2000

· Operating System: Windows Server 2003

Protocol Stack

TCP/IP protocol supplied with Windows Server 2003

· Operating System: Windows XP

Protocol Stack

TCP/IP protocol supplied with Windows XP

Operating System: Windows Vista

Protocol Stack

TCP/IP protocol supplied with Windows Vista

Operating System: Windows NT 4.0

Protocol Stack

TCP/IP protocol supplied with Windows NT 4.0

NetBEUI protocol supplied with Windows NT 4.0

♦ What can you do with it?

Using SmartDeviceMonitor for Client, you can do the following:

- · Peer-to-peer printing
 - Send print jobs directly to the network printer without going through a print server.
 - Print using a substitute printer if there are too many jobs waiting on the specified printer, or if an error disables printing (Recovery Printing).
 - · Allocate multiple print jobs to multiple printers (Parallel Printing).
 - · Preregister groups of printers specified for Recovery Printing or Parallel Printing.
- Receive error message notification if an error occurs in the machine while it is printing or sending a job.
- Monitoring function
 - · Check the machine status such as the remaining amount of paper while printing.
 - · Simultaneously monitor multiple machines in use.
 - · Check the machine's network settings and system configuration.
- Be notified of print completion.
- · View up to 100 print jobs that belong to you.

Monitoring Machines

Follow the procedure below to monitor the machine using SmartDeviceMonitor for Client.

- 1 Launch SmartDeviceMonitor for Client.
 - The SmartDeviceMonitor for Client icon appears in the task tray.
- 2 Right-click the SmartDeviceMonitor for Client icon, and check that the machine appears on the popup menu.
- 3 Click [Properties] on the pop-up menu if the machine does not appear on the pop-up menu.
 The [SmartDeviceMonitor for Client Options] dialog box appears.
- 4 Click the machine you want to monitor, and then select the [To be Monitored] check box in the [Monitoring Information Settings] area.
 - To display the machine status in the task tray using the SmartDeviceMonitor for Client icon, select the [Displayed on Task Bar] check box.
 - For details about status icons, see SmartDeviceMonitor for Client Help.
- 5 Click [OK].

The dialog box closes and the configured machine is monitored.

Using Notification via SmartDeviceMonitor for Client

This section explains how to use the Notification function in SmartDeviceMonitor for Client.

If a client computer uses SmartDeviceMonitor for Client to access a network printer, you can specify the Notification setting to allow the computer to receive print job status notification.

☆ Important

To change the printer properties in the [Printer] folder under Windows 2000, Windows XP Professional, Windows Vista, or Windows Server 2003, you must have access to "Printer Management access authentication". Under Windows NT 4.0, you must have access to "Full Control access authentication". To make this possible, log on as a member of the Administrators or Power Users group.

Reference

• p.59 "Sharing the Printer"

Specifying the print server

Follow the procedure below to make the settings on the print server.



- To change the print server setting under Windows 2000, Windows XP Professional, Windows Vista, or Windows Server 2003, you must have access to "Printer Management access authentication". Under Windows NT 4.0, you must have access to "Full Control access authentication". To make this possible, log on as a member of the Administrators or Power Users group.
- From the [Start] menu, point to [Programs], [DeskTopBinder], [SmartDeviceMonitor for Client], and then click [Print Server Setting].

The Print Server Setting dialog box appears.

2 Select the [Notify client PCs of printout/data-transmission] check box, and then click [OK].
Depending on the print server setting, a dialog box appears. Read the message in the dialog box, and then click [OK].

By clicking [Cancel], the changed setting is cancelled.

3 A dialog box about specifying the client computer setting appears. Click [OK].

The print server setting has been changed. However, you still need to specify the Notification setting on each client computer.



- · When the spooler stops, the print job in progress is completely reprinted.
- If [Extended Features Settings] was not used, it is automatically enabled.

Specifying the client computer settings

Follow the procedure below to make the settings on the client.

- 1 From the [Start] menu, point to [Programs], [DeskTopBinder], [SmartDeviceMonitor for Client].
 The Extended Features dialog box opens.
- Click [Extended Features Settings].
- 3 Select the [Notify of printout/data-transmission when using print server] check box in "Notification".
- 4 Click [OK].

The Extended Features dialog box closes. Specifying the client computer settings is now complete.

Specifying the Settings for Monitoring the Machine

Use SmartDeviceMonitor for Client to monitor the status of the machine.

To use SmartDeviceMonitor for Client, you must make the following settings:

- Launch SmartDeviceMonitor for Client.
 - The SmartDeviceMonitor for Client icon appears in the taskbar's system tray.
 - This will not appear if you click [Do not show this message again].
- Right-click the SmartDeviceMonitor for Client icon, and then, in the pop-up menu, look for the machine you want to monitor.
- 3 If the machine you want to monitor does not appear, select [Properties] from the pop-up menu.

 The [SmartDeviceMonitor for Client- Settings] dialog box opens.
- 4 Select the machine you want to monitor, and then select the [To be Monitored] check box in [Settings]. If you select the [Display task bar icon while printing] check box, you can reflect the machine status in the SmartDeviceMonitor for Client icon in the task bar system tray.
- 5 Click [OK].

The [SmartDeviceMonitor for Client-Settings] dialog box closes and the selected machine is monitored.



• For details about how the icon indicates the machine status, see the SmartDeviceMonitor for Client Help.

Reference

• If you are using the machine in a DHCP environment, see p.79 "Using DHCP".

Displaying the Machine Status

You can display the machine status.

- Launch SmartDeviceMonitor for Client.
- 2 Right-click the SmartDeviceMonitor for Client icon.

The machine status is reflected in the SmartDeviceMonitor for Client icon in the taskbar system tray.

- 3 To monitor the status in more detail, right-click the SmartDeviceMonitor for Client icon, and then select the machine you want to monitor.
- 4 Click [Printer].

A dialog box displaying the machine status opens.



- · For details about the items in the dialog box, see the SmartDeviceMonitor for Client Help.
- For details about how the icon indicates the machine status, see the SmartDeviceMonitor for Client Help.

When Using IPP with SmartDeviceMonitor for Client

When using IPP with SmartDeviceMonitor for Client, note the following:

- The network printer can only receive one print job from SmartDeviceMonitor for Client at a time.
 While the network printer is printing, another user cannot access it until the job is finished. In this case, SmartDeviceMonitor for Client tries to access the network printer until the retry interval expires.
- If SmartDeviceMonitor for Client cannot access the network printer and times out, it will stop
 sending the print job. In this case, you should cancel the paused status from the print queue window. SmartDeviceMonitor for Client will resume access to the network printer. You can delete the
 print job from the print queue window, but canceling a print job printed by the network printer
 might cause the next job sent from another user to be incorrectly printed.
- If a print job sent from SmartDeviceMonitor for Client is interrupted and the network printer cancels the job because something went wrong, send the print job again.
- Print jobs sent from another computer do not appear in the print queue window, regardless of protocol.
- If various users send print jobs using SmartDeviceMonitor for Client to network printers, the printing order might not be the same as that in which the jobs were sent.
- An IP address cannot be used for the IPP port name because the IP address is used for the Smart-DeviceMonitor for Client port name.

Using Device Setting Utility

Use Device Setting Utility, to register or change Quick Dial, Speed Dial, or Group Dial destinations, and to change the machine's settings.

- To use Device Setting Utility, the machine must be connected to the client computer via USB connection.
- To use Device Setting Utility, you must install the TWAIN driver, which is on the supplied CD-ROM.
- The Device Setting Utility cannot be installed under Windows NT 4.0.
- Before using the Device Setting Utility, install the Device Setting Utility from the provided "Drivers, Manual & Utilities" CD-ROM.
- ♦ What you can do using Device Setting Utility
 - · Register, change, or print Quick Dial destinations.
 - · Register, change, or print Speed Dial destinations.
 - · Register, change, or print Group Dial destinations.
 - · Show the total counter.
 - · Display the options installed on the machine.
 - · Display and change the following settings:
 - · System Settings
 - Tray Paper Setting
 - · User Restriction
 - · Copier Features
 - · TX Settings
 - RX Settings
 - Line Settings
 - Prnt List/Report
 - · Network Settings
 - · LDAP Settings
 - · POP3 Settings
 - SMTP Settings
 - · Scanner Features



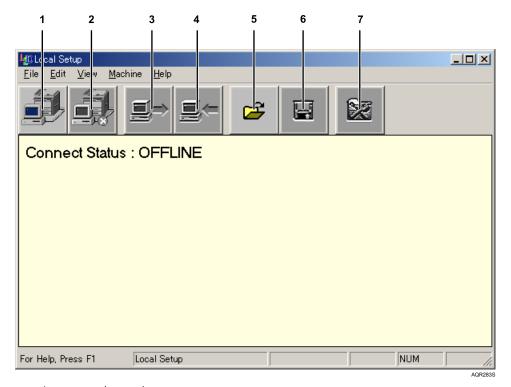
 If the optional Network Interface Board GX4 is not installed, you cannot make settings under [Scanner Features], [SMTP Settings], and [POP3 Settings].

- p.108 "Setting the Machine"
- · p.113 "Specifying the Tray and Paper"
- p.120 "Setting User Restriction"
- p.123 "Setting Copier Features"
- p.150 "Settings to Send Fax"
- p.151 "Settings to Receive Fax"
- p.154 "Specifying the Line Type"
- p.155 "Printing Lists and Reports"
- p.158 "Settings Required to Use LDAP Server"
- p.162 "Settings Required to Receive Internet Fax and E-mail"
- p.160 "Settings Required to Send Internet Fax and E-mail"
- p.163 "Scanner Features"
- p.157 "Network Settings"
- p.74 "Installing the TWAIN Driver (Network)"

Procedure

The following procedure explains how to use the Device Setting Utility from launch to exit.

♦ Icons Displayed on the Device Setting Utility Screen



- 1) Connect the machine.
- 2) Disconnect the machine.
- 3) Download all data.
- 4) Upload all data.
- 5) Open Device Setting Utility file data.
- 6) Save Device Setting Utility file data.
- 7) Menu Settings.
- 1 Launch the Device Setting Utility.
- 2 Click [Connect to Device] on the [Tools] menu.
 - Alternately, you can click on the screen.
- 3 Click [Download] on the [Tools] menu.
 - Alternately, you can click on the screen. The Device Setting Utility data is downloaded from the machine.
- 4 Change the settings.

5 Click [Upload] on the [Tools] menu.

Alternately, you can click on the screen. Data is uploaded to the machine.

6 Click [Disconnect] on the [Tools] menu.

Alternately, you can click so on the screen.

7 Click [Exit] on the [File] menu.

Quit the Device Setting Utility.



• If "offline" is displayed, you cannot use the Device Setting Utility to specify the machine settings.

Connect the machine to the computer.

Registering or Changing Quick Dial, Speed Dial, and Group Dial Destinations

This section explains how to register or change Quick Dial, Speed Dial, and Group Dial destinations.

1 Click [Connect to Device] on the [Tools] menu.

Alternately, you can click 🗐 on the screen.

2 Click [Download] on the [Tools] menu.

Alternately, you can click on the screen. The Device Setting Utility data is downloaded from the machine.

- 3 In the [View] menu, click the setting you want to change.
- 4 Click to highlight the cell of the number to which you want to register data, and then doubleclick the cell.
- 5 Enter information as required.

♦ Quick Dial

You can register or change up to 30 Quick Dial destinations.

Fax Number Settings

Settings	Description	
Name:	Specify a name for the destination you want to register to Quick Dial. You can enter up to 20 characters.	
Fax No.:	Specify the fax number.	
SUB:	Specify the sub-address.	
SID:	Specify the SID password.	
Transmission Speed	Specify the communication speed.	

E-mail settings *1

Settings	Description
Name:	Specify the name of the data you want to register to Quick Dial. You can enter up to 20 characters.
Destination	Specify the e-mail address.

^{*1} To use this function under GX 3000SF, the optional network interface board must be installed.

♦ Speed Dia

You can display or register up to 90 Speed Dial destinations (numbered 00 to 89).

Fax Number Settings

Settings	Description	
Name:	Specify a name for the destination you want to register to Speed Dial. You can enter up to 20 characters.	
Fax No.:	Specify the fax number.	
SUB:	Specify the sub-address.	
SID:	Specify the SID password.	
Transmission Speed	Specify the communication speed.	

E-mail settings *1

Settings	Description
Name:	Specify the name of the data you want to register to Speed Dial. You can enter up to 20 characters.
Destination	Specify the e-mail address.

^{*1} To use this function under GX 3000SF, the optional network interface board must be installed.

♦ Group Dial

You can register fax numbers and e-mail addresses together to one Group Dial. Specify where to register the Group Dial.

Settings	Description
Group Name:	To register, it is required to enter the name. Make sure to enter the name.

Printing Quick Dial, Speed Dial, or Group Dial Destinations

This section explains how to print destination information that is registered to Quick Dial, Speed Dial, or Group Dial.

1 Click [Connect to Device] on the [Tools] menu.

Alternately, you can click # on the screen.

2 Click [Download] on the [Tools] menu.

Alternately, you can click on the screen. The Device Setting Utility data is downloaded from the machine.

- 3 Click [Print...] on the [File] menu.
- 4 Click on the item you want to print, and then click [OK].

Reference

· See p.155 "Printing Lists and Reports".

Changing the Machine's System Settings

This section explains how to change the machine's system settings as well as the Printer, Copier, Scanner, and Fax Features settings.

1 Click [Connect to Device] on the [Tools] menu.

Alternately, you can click # on the screen.

2 Click [Download] on the [Tools] menu.

Alternately, you can click on the screen. The Device Setting Utility data is downloaded from the machine.

3 Click [Device Setting Utility] on the [Tools] menu.

Alternately, you can click on the screen.

Reference

See p.105 "Specifying and Adjusting the Machine's Operational Settings".

Displaying the Total Counter

This section explains how to display the total counter.

1 Click [Connect to Device] on the [Tools] menu.

Alternately, you can click ## on the screen.

Click [Download] on the [Tools] menu.

Alternately, you can click on the screen. The Device Setting Utility data is downloaded from the machine.

3 Click [Total Counter] on the [Tools] menu.



· See p.483 "Counter".

Displaying the Options Installed on the Machine

This section explains how to display the options attached to or installed on the machine.

1 Click [Connect to Device] on the [Tools] menu.

Alternately, you can click 🗐 on the screen.

2 Click [Download] on the [Tools] menu.

Alternately, you can click on the screen. The Device Setting Utility data is downloaded from the machine.

3 Click [Device Info] on the [Tools] menu.

Using Web browser

You can use a Web browser to check the machine's status and change its settings.

· To use this function under GX 3000SF, the optional network interface board must be installed.

♦ Available operations

The following operations can be remotely performed using Web Image Monitor from a client computer.

- · Displaying machine status or settings
- · Resetting the machine
- · Registering the Quick Dial, Speed Dial, Group Dial.
- Making Facsimile settings
- · Making e-mail notification settings
- · Making network protocol settings

♦ Configuring the machine

To perform the operations from Web Image Monitor, TCP/IP is required. After the machine is configured to use TCP/IP, operations from Web Image Monitor become available.

♦ Recommended Web browser

Internet Explorer 4.0 or higher Netscape Navigator 4 or higher



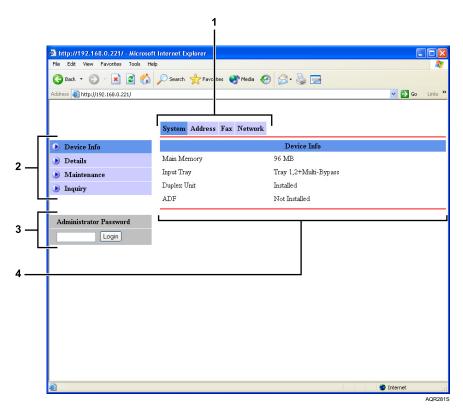
- If the previous versions of the Web browser above are used or JavaScript and cookies are not
 enabled with the Web browser used, display and operation problems may occur.
- If you are using a proxy server, change the Web browser settings. Contact your network administrator for information about the settings.
- The previous page may not appear even after the back button of a Web browser is clicked. If this
 happens, click the refresh button of a Web browser.
- Updating the machine information is not automatically performed. Click the refresh button of a Web browser.

Q

Displaying Top Page

This section explains the Top Page and how to display Web Image Monitor.

- 1 Launch the Web browser.
- In the Web browser's address bar, enter "http://(machine's IP address)/" to access the machine.
 Every Web Image Monitor page is divided into the following areas:



1 Category area

Categories are displayed here. Clicking a category opens a menu in the Menu area.

2 Menu Area

Click items in this area to display their details or a related sub-menu.

3 Password Area

Enter the password to login to Administrator Mode.

4 Work Area

Information about the item selected in the Menu area appears here.

Information displayed in the work area does not update automatically. To update the information, click [Refresh] in the upper-right corner of the work area.

• p.454 "About Menu and Mode"

About Menu and Mode

There are two modes available with Web Image Monitor: user mode and administrator mode.

Displayed Items may differ depending on the machine type.

♦ About User Mode

In the user mode, machine status, settings, and print job status can be viewed, but the machine settings cannot be changed.

♦ Administrator Mode

In the administrator mode, you can configure various machine settings.

Web Image Monitor settings

☆ Important

· You cannot change the settings displayed under [Attribute] in [LDAP Server].

System

Menu	Allows You To	Mode in Which This Menu is Available
Device Info	Check information such as which options are attached machine configuration, and machine status.	Administrator and User.
Details	Check which firmware version is run- ning, the status of paper trays, ink levels, and interface data.	Administrator and User.
Password/Language	Change the login password or specify the language used by Web Image Monitor.	Administrator.
Backup/Restore	Download and save the machine's settings or upload them back to the machine.	Administrator.
Maintenance	Reset the machines settings to their default values, check counter figures, etc.	Administrator and User. The "Restore Factory Defaults" and "Reset Ethernet Board" sub-menu settings are available only in Administrator.
Inquiry	View the machine's Help files, acquire service contact details, etc.	Administrator.

Address

Menu	Allows You To	Mode in Which This Menu is Available
Quick Dial List	Check the data registered to Quick Dials.	Administrator and User. In Administrator mode, you can also register a Quick Dial.
Speed Dial List	Check the data registered to Speed Dials. Register FTP settings in Speed Dial nos. 90 to 99.	Administrator and User. In Administrator mode, you can also register a Speed Dial.
Group List	Check the data registered to Group Dials.	Administrator and User. In Administrator mode, you can also register a Group Dial.
Back Up/Restore Address Book	Download the data registered to Quick Dials, Speed Dials, and groups, and save it as csv files or upload it to the machine.	Administrator.

Fax

Menu	Allows You To	Mode in Which This Menu is Available
Fax Settings	Specify the fax settings.	Administrator and User.

Network

Menu	Allows You To	Mode in Which This Menu is Available
Device Info	Check the interface data.	Administrator.
TCP/IP	Specify the TCP/IP settings.	Administrator.
IPP	Specify the IPP settings.	Administrator.
SMTP/POP3	Specify the SMTP and POP3 settings.	Administrator.
FTP/DNS	Specify the FTP and DNS settings.	Administrator.
SMTP Group Setting	Register or delete SMTP groups.	Administrator.
SNMP	Specify the SNMP settings.	Administrator.
LDAP Server	Specify the LDAP settings.	Administrator.
Filter	Specify the IP filter's operating mode.	Administrator.

Access in the Administrator Mode

Follow the procedure below to access Web Image Monitor in the administrator mode.

- 1 Launch the Web browser.
- 2 Enter the password, and then click [Login].

The default password is "password".



- · To ensure security, it is important you change the password.
- Multiple users cannot log onto the machine at the same time. If another user is currently logging onto the machine, a notification message appears.
- While a user is logging on to the machine via Web Image Monitor, logging on from the machine's control panel is disabled.
- If you try to log onto the machine while it is scanning, printing, or sending/receiving a fax, a message informing you that you cannot log on appears.

Checking the Machine Status

You can check the machine status.

- 1 Launch the Web browser.
- In the address bar, enter "http://(machine's IP address or host name)/".
 The machine's top page appears.
- 3 Click a category tab you want to specify.
- 4 Click a menu you want to specify.

Information about an item selected in the menu area appears here.

Changing the System Settings

You can change the machine settings. To change the machine settings, log onto the machine and switch to Administrator mode.

- 1 Launch the Web browser.
- 2 In the address bar, enter "http://(machine's IP address or host name)/".
- 3 Enter the password, and then click [Login].

The default password is "password".

4 Click a category tab you want to specify.

- 5 Click a menu you want to specify.
 - Information about an item selected in the menu area appears here.
- 6 Specify the machine settings.
- 7 Click [Apply].

The specified settings are transmitted to the machine.



• To cancel the setting specified in the Web browser, click [Clear].

Notifying the Machine Status by E-mail

You can be notified of the machine status by e-mail on an occasion such as if the machine runs out or paper or paper is jammed.

The e-mail notifying the machine status will be sent to the e-mail address specified as the destination in advance.

You can also specify the timing and status to notify.

The following status can be notified:

- Device Error.
- · The ink has run out.
- · The ink will run out soon.
- · The Ink Collector Unit must be replaced now.
- · The Ink Collector Unit must be replaced soon.
- · The paper has run out.
- · The paper has been jammed.
- · A cover is open.
- · The paper has been loaded incorrectly.
- The machine is out of its operational temperature range.
- · The tray is not loaded with paper of the correct type or size.
- ♦ Flowchart showing how to specify notification by e-mail

Specify the machine setting. ▼

Specify the network interface board setting (using the Web browser).

To specify the network interface board setting, use the Web browser. This section explains how to specify the network interface board setting using the Web browser.

Specifying Notification the machine Status by E-mail

In [E-mail Notification], you can specify the basic and authentication settings for sending e-mails.

♦ Specifying SMTP Settings

You can specify the SMTP server name, Default Subject, Sender Name, E-mail Address, SMTP port number and SMTP Server Timeout.

Functions	Selectable value	Default
SMTP Server Name	64 characters max. (1-byte alphanumerics)	None
Default Subject	20 characters max. (1-byte alphanumerics)	None
Sender Name	20 characters max. (1-byte alphanumerics)	None
E-mail Address	64 characters max. (1-byte alphanumerics)	None
Port Number	1-65535	25
SMTP Server Timeout	30-300	60
Insert Fixed Text	On	Off
	Off	

♦ Specifying SMTP Authentication

By specifying the SMTP authentication setting, you can send e-mails to destinations where the e-mail server carries out SMTP authentication.

Functions	Selectable value	Default
SMTP Authentication	Off	Off
	POP before SMTP	
	SMTP Authentication	
User Name	64 characters max. (1-byte alphanumerics)	None
Password	32 characters max. (1-byte alphanumerics)	None (No Password)

g

♦ Specifying POP3 Settings

You can specify the POP3 Server Name, POP3 User Name, POP3 Password, E-mail Reception, Interval time, Administrator E-mail Address, POP3 Port Number and POP3 Server Timeout.

Functions	Selectable value	Default
POP3 Server Name	64 characters max. (1-byte alphanumerics)	None
User Name	64 characters max. (1-byte alphanumerics)	None
Password	32 characters max. (1-byte alphanumerics)	None
Auto E-mail Reception	ON OFF	OFF
Interval	1-60	1
Administrator E-mail Address	64 characters max. (1-byte alphanumerics)	None
Port Number	1-65535	110
POP3 Server Timeout	30-300	60
Print Fax Header	On Off	Off

Setting SMTP Group 1-4

♦ Registering a new SMTP group

Click the non-registered SMTP group number, and then enter the necessary information.

Functions	Selectable value	Default
Group Name	19 characters max. (1-byte alphanumerics) (2-byte characters available)	None
Language	English Japanese	English
Subject	31 characters max. (1-byte alphanumerics) (2-byte characters available)	None
Notification Message	255 characters max. (1-byte alphanumerics) (2-byte characters available)	None

♦ E-mail Notification

In "No.1" to "No.10", enter the names and e-mail addresses of the users to whom you want to send e-mail notification.

• To delete a registered SMTP group, click [Delete].

E-mail Notification

This section lists the settings for notification by e-mail.

♦ Device Error

Send notification e-mail to specified recipients if a machine error occurs.

Setting Items	Selectable value	Default
Group 1-4	On	Off
	Off	
Notify when error	Occurs	Occurs

♦ Print Cartridge/Print-head Tank Empty

Send notification e-mail to specified recipients when the machine runs out of ink.

Setting Items	Selectable value	Default
Group 1-4	On	Off
	Off	
Notify when error	Occurs	Occurs
	Occurs&Fixed	

♦ Print Cartridge Empty

Send notification e-mail to specified recipients when the machine is about to run out of ink.

Setting Items	Selectable value	Default
Group 1-4	On	Off
	Off	
Notify when error	Occurs	Occurs
	Occurs&Fixed	
Notification Threshold (%)	10	10
	20	
	30	

♦ Ink Collector Unit Full

Send notification e-mail to specified recipients when the machine's ink collector unit becomes full.

Setting Items	Selectable value	Default
Group 1-4	On	Off
	Off	
Notify when error	Occurs	Occurs

♦ Ink Collector Unit Almost Full

Send notification e-mail to specified recipients when the machine's ink collector unit is about to become full.

Setting Items	Selectable value	Default
Group 1-4	On	Off
	Off	
Notify when error	Occurs	Occurs
Notification Threshold (%)	10	10
	20	
	30	

♦ ADF Error

Send notification e-mail to specified recipients if the ADF is left open or paper becomes jammed inside ADF.

Setting Items	Selectable value	Default
Group 1-4	On	Off
	Off	
Notify when error	Occurs	Occurs
	Occurs&Fixed	

♦ Paper Misfeed

Send notification e-mail to specified recipients if the paper becomes jammed inside the machine.

Setting Items	Selectable value	Default
Group 1-4	On	Off
	Off	
Notify when error	Occurs	Occurs
	Occurs&Fixed	

♦ No Paper

Send notification e-mail to specified recipients when the machine runs out of paper.

Setting Items	Selectable value	Default
Group 1-4	On	Off
	Off	
Notify when error	Occurs	Occurs
	Occurs&Fixed	

Send notification e-mail to specified recipients if the scanner or duplex unit cover is left open.

Setting Items	Selectable value	Default
Group 1-4	On	Off
	Off	
Notify when error	Occurs	Occurs
	Occurs&Fixed	

♦ Unit Not Set

Send notification e-mail to specified recipients if the guide board, bypass tray, or duplex unit is incorrectly installed.

Setting Items	Selectable value	Default
Group 1-4	On	Off
	Off	
Notify when error	Occurs	Occurs
	Occurs&Fixed	

♦ Out of Printable Temperature Range

Send notification e-mail to specified recipients if the machine's operational temperature limits are exceeded (if it is too hot or cold to print). Place the machine in a 10 to 32°C (50 to 89.6°F) environment.

Setting Items	Selectable value	Default
Group 1-4	On	Off
	Off	
Notify when error	Occurs	Occurs

♦ Paper Size Mismatch

If the tray is not loaded with paper of the correct size, the machine notifies it by e-mail.

Setting Items	Selectable value	Default
Group 1-4	On	Off
	Off	
Notify when error	Occurs	Occurs
	Occurs&Fixed	

♦ Paper Type Mismatch

If the tray is not loaded with paper of the correct type, the machine notifies it by e-mail.

Setting Items	Selectable value	Default
Group 1-4	On	Off
	Off	
Notify when error	Occurs	Occurs
	Occurs&Fixed	

♦ Paper Size and Type Mismatch

If the tray is not loaded with paper of the correct type and size, the machine notifies it by e-mail.

Setting Items	Selectable value	Default
Group 1-4	On	Off
	Off	
Notify when error	Occurs	Occurs
	Occurs&Fixed	

Connecting to an FTP Server

This section explains how to use Web Image Monitor to make settings for connecting to an FTP server. This section explains how to use Web Image Monitor to specify the make settings for connecting to an FTP server.

☆ Important

- · To do this, you must log on in Administrator mode.
- 1 On the Category tab, click [Address].
- In the Menu area, click [Speed Dial List].
 The speed dial list appears in the Work area.
- 3 Click [90-99].

"Speed Dial List (Scan mode) [90-99]" (speed dial keys 90 to 99) appears in the Work area.

4 Click on the speed dial key number (between 90 and 99) to which you want to assign settings a destination.

The registration screen appears.

5 Specify the settings, and then click [Apply] to register them.

The speed dial list appears in the Work area.

Settings

Setting	Description
Destination Name	Enter the destination name.
FTP Server Address	Enter the address of the FTP server.
Path	Enter the destination path of the FTP server.
Enable Proxy	Specify whether or not to use a proxy server.
Port Number	Specify the port number of the FTP server (when a proxy server is not being used).

E-mail Notification

Setting	Description
Enable E-mail Notification	Specify whether or not FTP transfers are reported by e-mail.
E-mail Address	To use this function, enter the e-mail addresses that the FTP transfer reports are sent to. You can specify up to 10 addresses.

Account Information

Setting	Description
Anonymous	In this mode, anonymous logon will be used to access the FTP server.
Private	In this mode, enter a user name and password to log on to the FTP server. To confirm the password, enter it a second time.

Specifying an FTP Proxy Server

This section explains how to specify the Scan to FTP settings for connection to an FTP server.

- 1 In the Category area, click [Network].
- 2 In the Menu area, click [FTP/DNS].
- 3 Make the necessary settings.

Settings

Setting	Description
Proxy Server Address	Specify the FTP proxy server address.
Remote Port Number	Specify the remote port of proxy.
FTP server timeout	Specify the FTP server connection timeout.

Q

Using Telnet

You can use telnet to make and check the machine's settings, and check the machine's settings



· To use this function under GX 3000SF, the optional network interface board must be installed.



- You must set a password so that only the network administrator can perform remote maintenance (mshell).
- You must enter this password to make or change network interface board settings using the Web browser.

Procedure

The following procedure explains how to use telnet, from launch to exit.

1 Using the machine's IP address or host name as the command line argument, launch telnet.

%telnet (machine's IP address or host name)

2 Enter the password.

The default password is "password".

- 3 Enter the number of the setting you want to specify.
- 4 Specify the settings.

If you change a setting, a confirmation message appears. To apply the new setting, enter "Y" or "y". To cancel the new setting, enter "N" or "n".

- 5 To quit specifying settings, enter "9".
- 6 Quit telnet.

msh> logout



- · Only one user at a time can perform Remote maintenance.
- · Following a reset, interrupted and waiting print jobs are completed.
- · However, print jobs waiting but not yet sent to the machine are cancelled.

Telnet Settings

This section explains telnet setting items.

- · Root Menu
 - 1: System Setting
 - 2: Test Print
 - 3: Network Settings
 - 9: Logout

Telnet Settings

♦ System Settings

Setting	Allows You To
Change Password	Change the administrator's password. If you change the administrator's password, the password for logging onto the machine from the Web browser will also be changed to the new password.
Restart	Reset the network interface board to its default settings.
Exit to Root	Return to the root menu.

♦ Test Print

Setting	Allows You To
Configuration Page	Print the configuration page.
Exit to Root	Return to the root menu.

♦ Network Settings

Setting	Allows You To
TCP/IP	Switch to the "TCP/IP" menu.
Exit to Root	Return to the root menu.

♦ TCP/IP

Setting	Allows You To
View TCP/IP Configuration	Return to the TCP/IP menu.
Edit IP Address	Specify the static IP address.
Edit Subnet Mask	Specify the subnet mask.
Edit Gateway Address	Specify the gateway address.
Edit IP Source	Select DHCP or NVRAM.
Back to Previous Menu	Return to the Network Settings menu.
Exit to Root	Return to the root menu.

SNMP

The Ethernet interface includes the Simple Network Management Protocol (SNMP) agent for UDP. Using the SNMP manager, you can obtain machine data.

☆ Important

• To use this function under GX 3000SF, the optional network interface board must be installed.

The default community name is "public". Using this community name, you can obtain MIB data.

- ♦ Supporting MIB (SNMP v1/v2)
 - MIB-II
 - PrinterMIB
 - HostResourceMIB
 - · RicohPrivateMIB

Printing a Report for Checking the Machine's Settings, Status, and Communication Log

This section explains how to print a report containing information such as the machine settings, machine status and communication log.

You can check the following items:

- · Quick Dial List
- Speed Dial List
- Group List
- · Machine Status List
- · TX Status Report
- · RX Status Report
- Journal
- · Memory Data List
- · Print Memory Image



· This report does not show the time at which e-mails were sent or received.

Quick Dial List

The following explains the Quick Dial List.

You can check the following items:

· O Dia

The Quick Dial number is shown.

Destination

The destination name is shown.

· Fax No.

The fax number (up to 50 digits) assigned to the Quick Dial is shown in the upper line; the sub-address (up to 20 digits) assigned to the Quick Dial, in the lower.

Set Date

The date on which the Quick Dial was specified is shown.

Speed Dial List

The following explains the Speed Dial List.

You can check the following items:

· SD No.

The registered Speed Dial number is shown.

Destination

The destination name is shown.

· Fax No.

The fax number (up to 50 digits) assigned to the Speed Dial is shown in the upper line; the sub-address (up to 20 digits) assigned to the Speed Dial, in the lower.

Set Date

The date on which the Quick Dial was specified is shown.

Group List

The following explains the Group List.

You can check the following items:

Group

The Group number is shown.

Name

The names of the registered groups are shown.

· No.

The communication records are assigned numbers 1 to 50 in ascending order starting with the oldest record.

· Destination

The Quick Dial or actual phone number, together with the destination name and sub-address, is shown in the upper line; the fax number, in the lower.

Machine Status List

The following explains the Machine Status List.

You can check the following items:

- System Settings
- · Tray Paper Setting
- · User Restriction
- · Copier Features
- · Program Dest.
- · TX Settings
- RX Settings
- · Line Settings
- · Auto Print Report
- General Settings

- Network Settings
- · LDAP Settings
- · POP3 Settings
- SMTP Settings
- Scanner Features
- Total Counter
- Maintenance
- · Engine Settings
- · Host I/F Settings

TX Status Report

The following explains the TX Status Report.

You can check the following items:

Session

The session number is shown.

· No.

The number allocated to the destination is shown.

Destination

The destination name is shown in the upper line; the fax number, in the lower.

Date

The date on which transmission took place is shown.

Time

The time at which transmission took place is shown.

Page

The number of scanned pages in the transmitted file is shown.

RX/TX Time

The time taken to send the file is shown.

· Mode

"G3", "ECM", "Email", or "FTP" is shown for the mode.

Result

"OK", "NG", "Cancel", "Mem. Full", "Misfeed", or "No Answer" is shown for the transmission status.

RX Status Report

The following explains the RX Status Report.

You can check the following items:

Session

The session number is shown.

- · No.
- Destination

The destination name is shown.

Date

The date on which reception took place is shown.

• Time

The time at which reception took place is shown.

Page

The number of scanned pages in the receipt file is shown.

· RX/TX Time

The time taken to receive the file is shown.

Mode

```
"G3", "ECM", "Email", or "FTP" is shown for the mode.
```

Result

"OK", "NG", "Cancel", "Mem. Full", "Misfeed", or "No Answer" is shown for the reception status.

Journal

The following explains the Journal.

You can check the following items:

· No.

The communication records are assigned numbers 1 to 60 in ascending order starting with the oldest record.

Session

The session number is shown.

Date

The date on which communication took place is shown.

Time

The time at which communication took place is shown.

• TX or R)

The communication mode is indicated as "TX" (transmission) or "RX" (reception).

Destination

The destination name is shown.

Page

The number of scanned pages in the communicated file is shown.

· RX/TX Time

The time taken to communicate the file is shown.

Mode

```
"G3", "ECM", "Email", or "FTP" is shown for the mode.
```

Result

"OK", "NG", "Cancel", "Mem. Full", "Misfeed", or "No Answer" is shown for the communication status.

Memory Data List

The following explains the Memory Data List.

You can check the following items:

Function

"TX", "Broadcast", "Polling TX", "Send Later", or "Transfer Request" is shown.

Time

The time at which communication took place is shown.

- · No.
- Session

The session number is shown.

Date

The date on which communication took place is shown.

TX or RX

The communication mode is indicated as "TX" (transmission) or "RX" (reception).

Destination

The destination name is shown.

· Page

The number of scanned pages in the communicated file is shown.

Print Memory Image

The following explains the Print Memory Image.

You can check the following items:

Function

"TX", "Broadcast", "Polling TX", "Send Later", or "Transfer Request" is shown.

Time

The time at which communication took place is shown.

- · No.
- · Session

The session number is shown.

Date

The date on which communication took place is shown.

TX or RX

The communication mode is indicated as "TX" (transmission) or "RX" (reception).

· Destination

The destination name is shown.

· Page

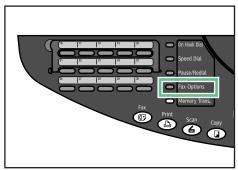
The number of scanned pages in the communicated file is shown.

O

Printing the List

You can print lists manually.

1 Press the [Fax Options] key.



AQR304

2 Press the [▲] or [▼] key to select [Prnt List/Report], and then press the [Yes] key.

```
Prnt List/Report? ▲
OK=Yes ▼
```

3 Press the [▲] or [▼] key to select the item, and then press the [Yes] key.

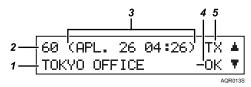
```
Machine Status? ▲
OK=Yes ▼
```

Checking the Communication Result

You can check the communication result on the screen.

You can use [TX/RX Result] to check communication results.

[TX/RX Result]



1 Destination

Displays the destination.

2 Communication No.

Starting with the oldest, communication records are assigned numbers 1 to 60 in ascending order.

Numbers assigned by this setting are used for [Journal] also.

3 Date / Time

Displays the date and time the machine sent a transmission request.

4 Status

Displays the transmission status: "OK" or "NG".

5 TX or RX

Displays the communication mode: "TX" (sending) or "RX" (receiving).

10. Maintaining

This chapter explains how to maintain the machine and contains cautions on using it.

Cleaning

Clean the outside of the machine regularly to maintain the condition of the machine.

MARNING

- To avoid hazardous electric shock, do not remove any covers or screws other than those specified in this manual. When the machine needs to be checked, adjusted, or repaired, contact your service representative.
- Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight.

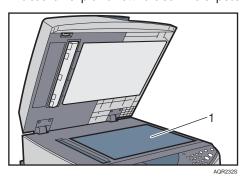
To clean the exterior of the machine, wipe it with a soft, dry or damp cloth. If the dirt does not come off, wipe the machine first with a cloth moistened with a neutral detergent, then with a damp cloth, and finally with a dry cloth.

☆ Important

- Do not use volatile chemicals like benzene or thinner, or insecticides on the machine. Using these chemicals could deform, crack, or change the color of the machine.
- When wiping the machine with a cloth moistened with detergent, be sure to wipe only the
 exterior.

Cleaning the Exposure Glass

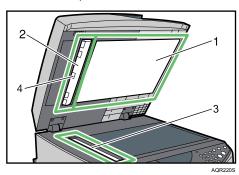
This section explains how to clean the exposure glass.



Clean 1. Wipe it with a soft, dry or damp cloth.

Cleaning the ADF

This section explains how to clean the scanning glass and ADF.



Clean 1, 2, and 3. Wipe them with a soft, dry or damp cloth. Do not fold the part indicated by (4) in the above illustration.

Moving

The precautions when moving the machine a short distance or long distance are explained.

** ∴ CAUTION**

- · This machine weighs approximately;
- · GX 3000SF: 23.5 kg (51.8 lb.)
- · GX 3050SFN: 23.7 kg (52.3 lb.)
- When moving the machine, hold the machine by the bottom below the two indentations. Lift the machine slowly in order to avoid straining your body. Lifting the machine without sufficient strength or assistance or handling it roughly and dropping it could cause an injury.
- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.
- · When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).

☆ Important

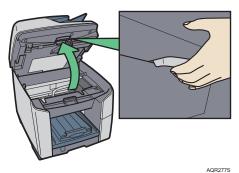
· Be sure to keep the machine level when moving it. Ink will spill if the machine is tilted.

Moving a Short Distance

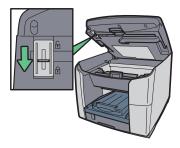
The precautions when moving the machine a short distance or long distance are explained.



- · After moving the machine, be sure to release the shipping lock before switching on.
- 1 Turn the power off, disconnect the USB cable, or Ethernet cable, and then unplug the power cord from the wall outlet.
- 2 Pull the scanner unit release lever, and then lift the scanner unit.



3 Lock the shipping lock, and then close the scanner unit.



AQR143S

4 Always lift and carry the machine with another person. Grip the indented area near the machine's base (shown in the illustration). Lift and carry the machine slowly and carefully.



AQR156S

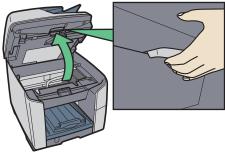
5 After placing the machine in its new location, release the shipping lock.

Moving a Long Distance

If you intend to move the machine over a long distance, you must pack it well. Empty all the paper trays, but do not remove the print cartridge. Take care not to tip or tilt the machine during transit. When the machine is relocated, uninstall and then reinstall the network interface board.

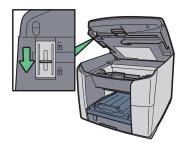


- · After moving the machine, be sure to release the shipping lock before switching on.
- Turn the power off, disconnect the USB cable, or Ethernet cable, and then unplug the power cord from the wall outlet. Do not remove the print cartridges. Remove the paper.
- 2 Pull the scanner unit release lever, and then lift the scanner unit.



AQR2775

3 Lock the shipping lock, and then close the scanner unit.



AQR143S

4 After placing the machine in its new location, release the shipping lock.



• The inside of the machine may become dirty if the machine is not level when transported.

Reference

· Contact sales or service representative for details.

Disposing

Consult with an authorized dealer to dispose of the machine.

When Not Using for a Long Period of Time

If the machine will not be used for a long time, turn its power off, disconnect the USB cable, or Ethernet cable, and then unplug the power cable from the wall outlet.

Be careful of the following:

- The nozzles of the print-heads may dry out and become clogged. To prevent this, periodically
 print something. Even if you do not print anything, turn the machine on for a few minutes once a
 month.
- If you do not use the machine for a long period of time, always check if the nozzles are clogged by printing a nozzle check test pattern. Clean the print-heads as necessary, and then begin printing.
- If you try to use the machine after it has been out of use for a long time, it may not print properly
 even if head cleaning is carried out several times. If this is the case, carry out head flushing. If the
 print heads are still clogged, leave the machine for about ten minutes, and then print the nozzle
 check pattern. If the problem persists, switch the machine off and leave it for at least eight hours.
 This should unclog the print heads.

Note

- After head cleaning and flushing has been carried out several times, foam in the ink will clear, clogged ink will begin to dissolve, and normal printing can be resumed.
- If there is no improvement after performing the steps above, contact sales or service representative.

Reference

- p.174 "Nozzle Check"
- p.175 "Head-cleaning"
- p.176 "Head-flushing"

Where to Inquire

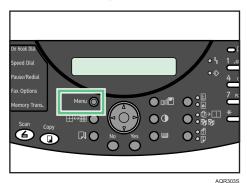
For inquiries, contact your sales or service representative.

Counter

You can check and print out the machine's counter figures.

Counters show the number of prints made by the machine. Print counter numbers do not include test patterns printed using [Maintenance], system configurations printed using [Print List/Report] and [Engine Settings], and counter printouts made using [Print Counter].

- Scan
 The total number of scans of originals appears.
- Level Color
 This counter shows the total number of sheets printed when the [Level Color] check box is selected in [Color/Black and White:] in the printer properties dialog box.
- Full Color
 This counter shows the total number of sheets printed in color.
- B&W
 This counter shows the total number of sheets printed in black and white.
- 1 Press the [Menu] key.



Press the [▲] or [▼] key to display [Counter], and then press the [Yes] key.

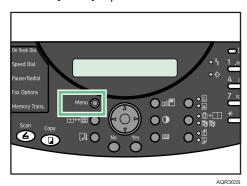
Check the counter.



- Printing a single page on a sheet is counted as "1". In duplex printing, where both sides of a sheet are printed on, each double-sided sheet counts as "2".
- The counter can count up to 999,999 sheets.
- The Page Counter sheet shows the total number of color and black and white pages printed under each function.

Printing the Total Counter

1 Press the [Menu] key.



2 Press the [▲] or [▼] key to display [Counter], and then press the [Yes] key.



3 Press the [▲] or [▼] key to display [Print Counter], and then press the [Yes] key.



Printing starts.



• The counter can count up to 999,999 sheets.

Recommended Consumables

Consumables recommended for this machine are listed.

Purchase necessary consumables before your supply runs out.

For information about consumables, contact your sales or service representative.

- · Print cartridges
- · Ink collector unit

Option and Consumables

The following options can be used with the machine:

- ◆ Paper Feed Unit TK1020 This unit feeds paper in bulk.
- Multi Bypass Tray Type BY1000 You can also feed paper from the bypass tray.
- ♦ Network Interface Board GX4

 By installing this optional network interface board in the machine, you can print over the network.

 (The GX 3050SFN model is fitted with a network interface board.)



• For information about options and consumables, contact your service representative.

11. Appendix

This chapter contains the specifications of the machine and its options.

Specification: General

♦ Copy speed

Measurements according to the manufacturer's measurement system (Copy resolution: Fast, Orig-

inal Type: Photo) Black draft: 29 cpm Color draft: 29 cpm

Depending on the operating environment, printing may take longer than normal.

♦ Print speed

Measurements according to the manufacturer's measurement system (Print resolution: Fast)

Black draft: 29 ppm Color draft: 29 ppm

Depending on the operating environment, printing may take longer than normal.

♦ Copy resolution

Max 600 dpi × 1,200 dpi equivalent

♦ Print resolution

Max 3,600 dpi × 1,200 dpi equivalent

♦ Nozzles

Black: 192 nozzles

Cyan, magenta, and yellow: 192 nozzles per color

◆ Paper sizes (Tray 1 : standard)

Standard paper size: A4 \square , B5 \square , A5 \square , A6 \square , Legal \square , Letter \square , Executive \square (184.2 mm \times 266.7 mm (7.3 \times 10.5 inches)), F \square (203.2 mm \times 330.2 mm (8.0 \times 13.0 inches)), Foolscap (F4) \square (215.9 mm \times 330.2 mm (8.5 \times 13.0 inches)), Folio \square (209.5 mm \times 330.2 mm (8.3 \times 13.0 inches)), 16K \square (195 \times 267 mm(7.7 \times 10.6 inches)), Com10 \square (104.8 mm \times 241.3 mm (4.2 \times 9.5 inches)), Monarch \square (98.4 mm \times 190.5 mm (3.9 \times 7.5 inches)), C6 \square (114 mm \times 162 mm (4.5 \times 6.4 inches)), C5 \square (162 mm \times 229 mm (6.4 \times 9.1 inches)), DL Env \square (110 mm \times 220 mm (4.4 \times 8.7 inches)) Custom paper sizes: 140-356 mm (5.5-14.0 inches) (length) \times 90-216 mm (3.5-8.5 inches) (width)

♦ Paper sizes (Duplex unit)

Standard paper size: A4 \mathbb{D} , B5 \mathbb{D} , A5 \mathbb{D} , A6 \mathbb{D} , Legal \mathbb{D} , Letter \mathbb{D} , 8 $^1/_2$ " \times 5 $^1/_2$ " \mathbb{D} , Executive \mathbb{D} , 16K \mathbb{D}

Ш

♦ Paper type

Plain paper

Recycled paper

Color paper

Inkjet plain paper

Glossy paper

Inkjet transparency

Envelope

♦ Paper weight

Tray 1: $60-163 \text{ g/m}^2 (52-135 \text{ kg}, 16-42 \text{ lb})$

♦ Paper capacity

Tray 1: 250 sheets

♦ Maximum paper capacity

850 sheets (with the optional tray installed)

♦ ADF capacity

30 sheets

The capacity may be less depending on the images printed.

♦ Power supply

GX 3000SF:

220-240V : 220-240 V, 50/60 Hz, 0.8 A or more (when fully equipped)
120V : 100-120 V, 50/60 Hz, 1.6 A or more (when fully equipped)

GX 3050SFN:

220-240V : 220-240 V, 50/60 Hz, 0.8 A or more (when fully equipped)
120V : 100-120 V, 50/60 Hz, 1.6 A or more (when fully equipped)

♦ Power consumption

Average power consumption while printing:

- GX 3000SF: 60 W or less (not including options)
- GX 3050SFN: 65 W or less (not including options)

Energy Saver mode:

- GX 3000SF: less than 11 W
- · GX 3050SFN: less than 11 W

To avoid any power consumption, disconnect the power plug from the wall outlet.

(Disconnect the power plug after turning the power off with the [Power] key.)

Power consumption can vary depending on the environment in which the machine is used.

♦ Operating environment

Temperature: 10 to 32°C (50 to 89.6°F))

Humidity: 15-80% RH (maximum wet-bulb temperature: 25°C (77°F))

Printing may stop to protect the machine for conditions outside those described above.

♦ Storage environment

Temperature: -20 to 43° C (-4 to 109.4° F)

Humidity: 15-80% RH

♦ External dimensions

(W \times D \times H) 436 \times 490.5 \times 366 mm (17.2 \times 19.3 \times 14.4 inches) (W \times D \times H) 436 \times 712.5 \times 443 mm (17.2 \times 28 \times 17.4 inches) (with the optional tray installed)

♦ Weight

GX 3000SF;

Approximately 23.5 kg (51.8 lb.) (machine body with consumables)

GX 3050SFN;

Approximately 23.7 kg (52.3 lb.) (machine body with consumables)

♦ Noise emission

Less than 67 dB (high quality mode)

♦ Interface

USB 2.0 high speed

Ethernet 10BASE-T/100BASE-TX

♦ Auto Document Feeder

Original size (width): 139.7 mm-215.9 mm (5.5"-8.5")

Original size (length) (1-sided): 139.7 mm-355.6 mm (5.5"-14")

Original size (length) Fax Transmission (1-sided): 139.7 mm-1000 mm (5.5"-39.3")

Original size (length) (2-sided): 139.7 mm-355.6 mm (5.5"-14")

Paper Capacity (A4 (210×297)/ Letter ($8^{1}/_{2}$ "×11")) (80 g/m²): 30 sheets

Paper Capacity (Legal (11"×14")) (80 g/m²): 30 sheets

Paper Capacity (Others) (80 g/m²): 30 sheets

Paper weight: 50-110 g/m²(13-28 lb)

♦ Print cartridges

Print cartridge black

Print cartridge cyan

Print cartridge magenta

Print cartridge yellow

The printing yields of the Print cartridges packaged with the machine are lower than the yields of the Print cartridges available for purchase separately.

♦ Network Interface Board (GX 3050SFN only)

Interface Connector: Ethernet (10 BASE-T, 100 BASE-TX)

Data Transmission Speed: 10 Mbps, 100 Mbps

Protocol: TCP/IP

Printer Function Specification

The following explains the specifications of the printer.

♦ Interface

USB 2.0 high speed Ethernet 10 BASE-T/ 100BASE-TX

♦ Printer language

GX 3000SF; RPCS Raster GX 3050SFN; RPCS Raster, PCL

Copier Function Specification

The following explains the specifications of the copy.

♦ Reduce/Enlarge

- You can select one of 5 preset ratios (2 enlargement ratios, 3 reduction ratios).
- · Copies can be reduced or enlarged as follows:

```
Metric
200 % (enlarge area by 4):-
141 % (enlarge area by 2): A5→A4
93 %:-
71 % (reduce area by <sup>1</sup>/<sub>2</sub>): A4→B5
50 % (reduce area by <sup>1</sup>/<sub>4</sub>):-
```

- · You can select one of 6 preset ratios (2 enlargement ratios, 3 reduction ratios).
- · Copies can be reduced or enlarged as follows:

```
Inch
155 %: HTL→LG
129 %: HLT→LT
100 %:-
93 %:-
78 %: LG→LT
```

 You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

♦ Zoom

- The reproduction ratios you can specify are 25-400 %.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

♦ Sort

You can scan files, and then print a specified number of copies in the order the files were stored.

Duplex

· Following paper sizes and orientations can be duplexed.

```
A4\square, B5\square, Letter\square, Executive\square(184.2 mm\times266.7 mm (7.3\times10.5 inches)), 16K\square(195\times267 mm(7.7\times10.6 inches)), Postcard\square
```

You cannot use the following copy paper with this function:

If you set [Paper Type] to [Plain], duplex copying can be carried out on inkjet plain paper.

- · OHP transparencies
- Thick paper
- Envelope
- Glossy paper
- When an odd number of originals are placed in the ADF, the back of the last page of copied paper is blank.
- During copying, the image is shifted to allow for the binding margin.

♦ Combine

- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on copy paper sizes and the number of originals.
- The reproduction ratios you can specify are 25-400 %.
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.
- · You cannot use custom size paper.

♦ Poster

You can enlarge an image and print it over multiple sheets.

You cannot use the ADF with this function.

♦ Mirror Image

Copies by reversing the image from left to right, as reflected in a mirror.

You cannot use the ADF with this function.

♦ Image Repeat

The original image is copied repeatedly.

You cannot use the ADF with this function.

♦ Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.

You cannot use the ADF with this function.

Ш

Scanner Function Specification

The following explains the specifications of the scanner.

♦ How to Position Originals

Machine: Place originals on the exposure glass, and align them with the reference point in the top left corner.

ADF: Load originals in the pass-through document feeder, and align them with the reference point at the center.

♦ Scan speed

- B&W (1 bit)
 - 150 dpi: 8.5 ipm, 300 dpi: 8.5 ipm, 600 dpi: 2.5 ipm
- · gray (8 bit)
 - 150 dpi: 4.5 ipm, 300 dpi: 3 ipm
- · color (8 bit)
 - 150 dpi: 3.5 ipm, 300 dpi: 1 ipm

♦ Scan type

Sheet, book, objects

♦ Interface

USB 2.0 high speed Ethernet 10 BASE-T/ 100BASE-TX

♦ Maximum scan size

A4 (210×297 mm)/ Legal ($8^{1}/_{2}$ "×14")

 $\ensuremath{\blacklozenge}$ Scan sizes automatically detectable from the exposure glass

None

♦ Scan sizes automatically detectable from the ADF

None

Basic scanning resolution

300×300 dpi

♦ Selectable scanning resolutions when using the E-mail / Scan to FTP

B&W (1 bit): 150, 300, 600 dpi Gray (8 bit): 150, 300 dpi Color (8 bit): 150, 300 dpi

♦ Selectable scanning resolution when using TWAIN scanner

100, 150, 200, 300, 400, 600, 1200 dpi

♦ Sendable file formats

TIFF, JPEG, PDF

♦ Image compression type for black and white (two values)

TIFF (MH, MR, MMR)

♦ Image compression type for gray scale/full color

JPEG

♦ Network protocol

TCP/IP

◆ Protocol for sending e-mail SMTP, POP3

♦ Protocol for Scan to FTP FTP

♦ Number of pages that can be stored

The following numbers of pages can be stored under Scan to E-mail and Scan to FTP.

Depending on the amount of data needed for individual page images, the number of pages that can be stored might vary.

Scan Type	Scan Size	Resolution	Number of pages that can be stored
B&W	A4口	150 dpi	36
		300 dpi	9
Color	A4□	150 dpi	8
		300 dpi	2
Gray	A4口	150 dpi	10
		300 dpi	3

Ш

Fax Function Specification

The following explains the specifications of the fax.

♦ Fax Transmission and Reception

- Standard
 - G3
- · Scan line density
 - 8×3.85 /mm, 8×7.7 /mm, 8×15.4 /mm
- · Transmission time
 - G3: 3 seconds
- · Data compression method
 - MH, MR, MMR, JBIG
- · Maximum scan size
 - A4 (210×297 mm)/ Legal (8 $^{1}/_{2}$ "×14")
- · Print process
 - Printing on standard paper using GelSprinter
- · Transmission speed
 - G3: 33.6 k-2400 bps (auto shift down system)

◆ Internet Fax Transmission and Reception

- Network
 - LAN: Local Area Network
 - Ethernet 10 BASE-T/ 100 BASE-T
- · Transmit function
 - e-mail
- · Scan line density
 - 8×3.85 /mm, 8×7.7 /mm, 8×15.4 /mm
- · Maximum scan size
 - A4 (210×297 mm)/ Legal (8 $^{1}/_{2}$ "×14")
- · Communication Protocols
 - Transmission
 - SMTP, TCP/IP
 - Reception
 - POP3, SMTP, TCP/IP
- · e-mail format
 - Single/Multi-part, MIME Conversion
 - Attached file forms: TIFF-F (MH, MR, MMR compression)
- · Internet communication
 - Send and receive e-mail with a computer that has an e-mail address
- · Authentication method
 - SMTP-AUTH, POP before SMTP

- e-mail send functions
 Automatic conversion of sent documents to e-mail format and e-mail transmission. Memory transmission only.
- e-mail receive functions
 Automatic detection and printing of appended TIFF-F (MH) files and ASCII text. Memory reception only.

Option (Paper Feed Unit)

♦ Paper Feed Unit TK1020

♦ Paper sizes

A4 \square , B5 \square , Legal \square , Letter \square , Executive \square (184.2 mm × 266.7 mm (7.3 × 10.5 inches)), F \square (203.2 mm × 330.2 mm (8.0 × 13.0 inches)), Foolscap (F4) \square (215.9 mm × 330.2 mm (8.5 × 13.0 inches)), Folio \square (209.5 mm × 330.2 mm (8.3 × 13.0 inches)), 16K \square Custom paper sizes: 210-356 mm (length) × 148-216 mm (width)

♦ Paper type

Plain paper Inkjet plain paper Recycled paper Color paper

♦ Paper weight 60-105 g/m² (16-28 lb, 52-90 kg)

◆ Paper capacity 500 sheets

Option (Multi Bypass Tray)

♦ Multi Bypass Tray Type BY1000

♦ Paper sizes

A4 \square , A5 \square , A6 \square , B5 \square , Legal \square , Letter \square , 5 $^{1}/_{2}$ "×8 $^{1}/_{2}$ " \square , Executive \square , F/GL \square , Foolscap \square , 16K \square , COM10 \square , Monarch \square , C6 \square , C5 \square , DL Env \square D127-1295.4 mm× \square 55-216 mm

♦ Paper type

Plain paper

Recycled paper

Color paper

Inkjet plain paper

Glossy paper

Inkjet transparency

Envelope

♦ Paper weight

 $60-255 \text{ g/m}^2 (16-68 \text{ lb})$

♦ Paper capacity

100

Option (Network Interface Board (GX 3000SF only))

The GX 3050SFN model is fitted with a network interface board.

♦ Network Interface Board GX4

- Interface Connector:
 Ethernet (10 BASE-T, 100 BASE-TX)
- Data Transmission Speed:
 10 Mbps, 100 Mbps
- Protocol for Network Printer: TCP/IP
- Protocol for Network Scanner: TCP/IP
- Protocol for Sending E-mail: SMTP, POP3
- Protocol for Scan to FTP:
 FTP
- Protocol for LAN-FAX: TCP/IP
- Protocol for Internet Fax: TCP/IP, SMTP, POP3

Software on the CD-ROM

This section explains the "Drivers, Manual & Utilities" CD-ROM supplied with the machine.

Files

The following is a list of the files on the "Drivers, Manual & Utilities" CD-ROM.

File Name	
Setup.exe	
Printer Driver(s)	
TWAIN Driver	
LAN-FAX Driver	
Device Setting Utility	
SmartDeviceMonitor for Client	
ICM Color Profiles for Printer	
Manuals (HTML files)	

RPCS Raster Printer Drivers

This section gives the file locations of the different RPCS raster printer drivers and their system requirements.

♦ File Location

The drivers are in the following folders on the supplied CD-ROM.

• RPCS raster printer driver for Windows 98/Me

DRIVERS\PRINTER\RPCS_R\WIN9X_ME\DISK1

• RPCS raster printer driver for Windows 2000/XP/Vista and Windows Server 2003

DRIVERS\PRINTER\RPCS_R\WIN2K_XP\DISK1

• RPCS raster printer driver for Windows NT 4.0

DRIVERS\PRINTER\RPCS_R\NT4\DISK1

◆ System Requirements for the Printer Drivers

Computer

PC/AT-compatible computer that supports the operating system.

- The Windows NT 4.0 printer driver is incompatible with any version of Windows NT 4.0 designed to run on a RISC processor (MIPS R series, Alpha AXP, or Power PC processors).
- · Operating Systems

Windows 98/Me

Windows 2000/XP/Vista or Windows Server 2003

Windows NT 4.0

· Display Resolution

Minimum SVGA 800 × 600 pixels

ПП



- The machine does not support by Windows XP 64-Bit Edition, Windows Vista 64-Bit Edition or Windows Server 2003 64-Bit Edition.
- The printer drivers do not support clustering technology under Windows 2000 and Windows Server 2003.
- · For details about using the printer driver, see the printer driver Help.

Reference

 For details about installing the RPCS raster printer driver, see p.65 "Installing the Printer Driver (Network)", p.57 "Quick Install for USB", p.63 "Quick Install for Network".

PCL Printer Drivers (GX 3050SFN only)

Two kinds of PCL printer driver (PCL 5c and PCL 6) are included on the CD-ROM that comes with this printer.

These drivers allow your computer to communicate with this printer via a printer language.

♦ File Location

The drivers are in the following folders on the supplied CD-ROM.

PCL 5c printer driver for Windows 98/Me

DRIVERS\PRINTER\PCL5C\WIN9X_ME

• PCL 5c printer driver for Windows 2000/XP/Vista and Windows Server 2003

DRIVERS\PRINTER\PCL5C\WIN2K XP

• PCL 5c printer driver for Windows NT 4.0

DRIVERS\PRINTER\PCL5C\NT4

PCL 6 printer driver for Windows 98/Me

DRIVERS\PRINTER\PCL6\WIN9X_ME

PCL 6 printer driver for Windows 2000/XP/Vista and Windows Server 2003

DRIVERS\PRINTER\PCL6\WIN2K_XP

· PCL 6 printer driver for Windows NT 4.0

DRIVERS\PRINTER\PCL6\NT4

♦ System Requirements for the Printer Drivers

Computer

PC/AT-compatible computer that supports the operating system.

- The Windows NT 4.0 printer driver is incompatible with any version of Windows NT 4.0 designed to run on a RISC processor (MIPS R series, Alpha AXP, or PowerPC processors).
- · Operating Systems

Windows 98/Me

Windows 2000/XP/Vista or Windows Server 2003

Windows NT 4.0

Display Resolution

Minimum SVGA 800 × 600 pixels



- The machine does not support by Windows XP 64-Bit Edition, Windows Vista 64-Bit Edition or Windows Server 2003 64-Bit Edition.
- · For details about using the printer driver, see the printer driver Help.

Reference

• For details about installing the PCL printer driver, see p.57 "Quick Install for USB".

TWAIN Driver

This section explains the file path to and system requirements of the TWAIN driver.

This driver is required to scan an original using a scanner. To use the machine as a network TWAIN scanner, this driver must be installed.

♦ File Location

The TWAIN driver is in the following folders on the supplied CD-ROM. \DRIVERS\TWAIN

System requirements

Hardware

PC/AT-compatible machines that support the operating system properly.

· Operating systems

Windows 98/Me

Windows 2000/XP/Vista

Windows NT 4.0

Windows Server 2003

Display

VGA 640×480 pixels or more

Under Windows NT with RISC-based processors (MIPS R series, Alpha AXP, or PowerPC), this driver is not supported.

LAN-Fax Driver

This driver allows you to use LAN-Fax functions.

♦ File Location

The LAN-Fax diver is in the following folders on the supplied CD-ROM. DRIVERS\PCFAX

♦ System requirements

Hardware

PC/AT-compatible machines that support the operating system properly.

· Operating systems

Windows 98/Me

Windows 2000/XP/Vista

Windows Server 2003

Display

VGA 640×480 pixels or more

Device Setting Utility

Using the Device Setting Utility, you can register telephone numbers and e-mail addresses. This section explains the Device Setting Utility's file storage location and system requirements.

♦ File Location

Device Setting Utility is in the following folder on the supplied CD-ROM. DEVSET

♦ System requirements

Operating Systems

Windows 98/Me

Windows 2000/XP/Vista

Windows Server 2003

Computer

IBM PC Pentium II compatible with minimum 100 MB hard disk space.

Interface

USB 2.0

SmartDeviceMonitor for Client

This section explains the functions and location of SmartDeviceMonitor for Client.

SmartDeviceMonitor for Client is software with the following functions. It is recommended that you install it on any computer you wish to use the machine with.

- Under Windows 98/Me, Windows 2000/XP/Vista, Windows Server 2003, and Windows NT 4.0, you can print over a peer-to-peer TCP/IP network. Under Windows 98/Me, Windows 2000, and Windows NT 4.0, you can also print over a peer-to-peer NetBEUI network.
- You can monitor the machine status over a TCP/IP network.

♦ File Location

SmartDeviceMonitor for Client is in the following folder on the supplied CD-ROM.

NETWORK\DEVMON\CLIENT\DISK1



 See p.440 "Using the SmartDeviceMonitor for Client" or the SmartDeviceMonitor for Client Help.

Reference

• For details about installing SmartDeviceMonitor for Client, see p.77 "Installing the DeskTop-Binder - SmartDeviceMonitor for Client (Network)".

Manuals (HTML files)

This section explains the location of the manuals (HTML files).

♦ File Location

The manuals are in the following folders on the supplied CD-ROM.

MANUAL

Printer Driver

Checking the Current Printer Driver Version

Follow the procedure below to check the version of the printer driver currently installed.

- 1 Open the printer properties dialog box.
- 2 Click the [Setup] tab.
- 3 Click [About].The [About] dialog box appears.
- 4 Check the version.

■ Reference

- p.189 "Two Types of Printer Properties Dialog Box"
- p.190 "Opening from an Application"

Electromagnetic Interference

If another electronic device is placed next to the machine, each will influence the other negatively. In the case of a television or radio, noise may be generated. If this happens, do the following:

- Move the television or radio as far as possible from the machine.
- · Change the position of the antenna of the television or radio.
- · Use a different wall outlet on a different circuit.

List of Printouts

This section lists the printouts available from the printer's control panel.

Printout	Print method	Tray	Size	Туре
Configuration page	[Menu]→ [Engine Settings]→ [List/Test Print]→ [Configuration Page]	Tray selected in [Paper Tray Prty.] (Tray 1 if no optional tray attached)	220V: A4 120V: Letter	Plain
Page counter sheet	[Menu]→ [Counter]→ [Print Counter?]	Tray selected in [Paper Tray Prty.] (Tray 1 if no optional tray attached)	220V: A4 120V: Letter	Plain
Nozzle check test pattern	[Menu]→ [Maintenance]→ [Nozzle Check]	Tray 1	220V: A4 120V: Letter	Plain
Test pattern (head position)	[Menu]→ [Maintenance]→ [Head Position]→ [Print Test Pattern]	Tray 1	220V: A4 120V: Letter	Plain
Test pattern (adj.paper feed)	[Menu]→ [Maintenance]→ [Adj.Paper Feed]→ [Print Test Pattern]	Tray 1	220V: A4 120V: Letter	Plain
Test pattern (registration)	[Menu]→ [Maintenance]→ [Registration]	Selected tray	220V: A4 120V: Letter	Selected paper type (plain, glossy paper, or OHP)
Machine status list	[Fax Options]→ [Prnt List/Report]→ [Machine Status List]	Tray selected in [Fax Tray Prty.] in [RX Settings] in [Menu]	A4, Letter, Legal	Plain (including inkjet plain paper)
TX Status Report	[Fax Options]→ [Prnt List/Report]→ [[TX Status Report]	Tray selected in [Fax Tray Prty.] in [RX Settings] in [Menu]	A4, Letter, Legal	Plain (including inkjet plain paper)
RX Status Report	[Fax Options]→ [Prnt List/Report]→ [RX Status Report]	Tray selected in [Fax Tray Prty.] in [RX Settings] in [Menu]	A4, Letter, Legal	Plain (including inkjet plain paper)
Journal	[Fax Options]→ [Prnt List/Report]→ [Journal]	Tray selected in [Fax Tray Prty.] in [RX Settings] in [Menu]	A4, Letter, Legal	Plain (including inkjet plain paper)

Printout	Print method	Tray	Size	Туре
Memory Data List	[Fax Options]→ [Prnt List/Report]→ [Memory Data List]	Tray selected in [Fax Tray Prty.] in [RX Settings] in [Menu]	A4, Letter, Legal	Plain (including inkjet plain paper)
Print Memory Image	[Fax Options]→ [Prnt List/Report]→ [Print Memory Image]	Tray selected in [Fax Tray Prty.] in [RX Settings] in [Menu]	A4, Letter, Legal	Plain (including inkjet plain paper)
Quick Dial List	[Fax Options]→ [Prnt List/Report]→ [Quick Dial List]	Tray selected in [Fax Tray Prty.] in [RX Settings] in [Menu]	A4, Letter, Legal	Plain (including inkjet plain paper)
Speed Dial List	[Fax Options]→ [Prnt List/Report]→ [Speed Dial List]	Tray selected in [Fax Tray Prty.] in [RX Settings] in [Menu]	A4, Letter, Legal	Plain (including inkjet plain paper)
Group List	[Fax Options]→ [Prnt List/Report]→ [Group List]	Tray selected in [Fax Tray Prty.] in [RX Settings] in [Menu]	A4, Letter, Legal	Plain (including inkjet plain paper)

Entering Text

This section lists the characters you can enter.

♦ Fax Number

\setminus	1	2
1	1	
2	2	
3	3	
4	4	
5	5	
6	6	
7	7	
8	8	
9	9	
0	0	
*	*	
#	(Space)	#
#	#	*1
	AC	R004S

 $^{^{\}star\, \rm l}$. The optional network interface board has been is installed.

♦ Name (Display: A)

\setminus	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1																														
2	Α	В	С	a	b	с																								
3	D	Е	F	d	е	f																								
4	G	Η	J	g	h	j																								
5	J	K	L	j	k	1																								
6	Μ	Ν	О	m	n	0																								
7	Р	Q	R	\mathbf{S}	р	q	r	s																						
8	Т	U	V	t	u	v																								
9	W	X	Y	Z	w	x	у	z																						
0	(Space)	0																												
*																														
#	-		*	#	!	"	,	;		^	`		Ш	/		•	?	\$	@	%	&	+	()	[]	{	}	\	>

♦ Name (Display: 1)

	_	
	1	
1	1	
2	2	
3	3	
4	4	
5	5	
6	6	
7	7	
8	8	
9	9	
0	0	
*		
#	#	
А	QR001	s

♦ E-mail address

\setminus	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1		@	_	-																										
2	Α	В	С	a	b	С																								
3	D	Ε	F	d	е	f																								
4	G	Н	Ι	g	h	i																								
5	J	K	L	j	k	1																								
6	Μ	N	0	m	n	0																								
7	Р	Q	R	S	р	q	r	s																						
8	Т	U	V	t	u	v																								
9	W	X	Y	Z	w	X	У	z																						
0	(Space)	0																												
*																														
#	-		*	#	!	"	,	;	:	٨	`	_	=	/	I	1	?	\$	@	%	&	+	()	[]	{	}	<	>

AQR006S

	1	2
1	-	1
2	2	
3	3	
4	4	
5	5	
6	6	
7	7	
8	8	
9	9	
0	(Space)	0
*		
#	+	
	AQ	R0059

♦ User Fax Number (Display: 1)

	1
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
0	0
*	
#	
AC	Q142S

Information about Installed Software

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 © 1998, 1999, 2000 Thai Open Source Software Center, 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.

П

Ш

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/.

Copyright © 1999, 2000 The NetBSD Foundation, Inc.

All rights reserved.

Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

- Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.
- 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 NetBSD Foundation, Inc. and its contributors.
- 4) Neither the name of The NetBSD Foundation 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 NETBSD FOUNDATION, INC. 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 FOUNDATION 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.

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 Net-BSD 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.

. .

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

	С
1 Sided Original to 2 Sided Copy 232	Canceling a Reserved Reception 332
2 Sided Original to 2 Sided Copy 233	Canceling a Reserved Transmission 308
A	Canceling a Transmission 287
	Canceling Printing 196, 197
About Menu and Mode 454	Canceling Printing from the Status Monitor 196
About Settings of Internet Fax Function 334	Canceling printing from the Task bar 198
About This Product	Canceling the print job 420, 421, 422, 424, 426, 428, 430
Address Book	Cannot Scan Files with the TWAIN Driver 350
ADF	Cannot Send Files with the LAN Fax Driver 351
Adj.Paper Feed	Cartridge End 434
Adjusting Image Density	Cartridge/Print-head Tank Empty 435
Adjusting Print Quality 199	Changing a Fax Destination
Adjusting the Volume	assigned to a Quick Dial key 131
Assembling Copy	Changing a Fax Destination
Assigning an E-mail Address	assigned to a Speed Dial Keys 141
to a Speed Dial Key 139	Changing an E-mail Address
Assigning an F-Code (SUB)	assigned to a Speed Dial key 143
to a Quick Dial Key	Changing an E-mail Address
Automatic Redial	registered to a Quick Dial key 133
Auto Reduce/Enlarge 227	Changing an F-Code (SUB)
Auto SW Mode 326	registered to a Quick Dial key 134
В	Changing an F-Code (SUB)
	registered to a Speed Dial key 144
Basic Operation Using the Menu Screen 105	Changing a Registered Quick Dial Keys 131
Basic Procedure 218	Changing a Registered Speed Dial Keys 141
Basic Procedures for Scanning Files	Changing Modes
Using TWAIN Scanner	Changing the Copy Quality
Basic procedures for sending a Fax 279	Changing the default setting of a function 52
Basic Procedures for Sending by Scan to FTP 266	Changing the Language
Basic Procedures for Sending E-mail 252	Changing the Machine's System Settings 450
Before receiving a Fax	Changing the Port Settings for
Before Sending a Fax	SmartDeviceMonitor for Client
Before Sending Scan Files by Scan to FTP 265	Changing the printer driver setting
Bidirectional Communication 191	Changing the System Settings
Broadcast	Changing the User Parameters
B&W Copy / Color Copy 44	Characters
	Checking the condition of the marking 320
	Checking the condition of the machine 390

Checking the Current Printer Driver Version . . . 505

Checking the Machine Status 456	Detaching and Reattaching	
Checking the remaining ink 356	the Multi Bypass Tray (Optional)	38
Checking the Transmission/Reception Result 164	Device Error	. 438
Checking Your Computer Environment 345	Device Setting Utility	. 503
Cleaning	DHCP	79
Cleaning the ADF 476	Disclaimer	15
Cleaning the Exposure Glass 475	Display	28
Clear/Stop	Displaying the Machine Status	. 443
Closed Network	Displaying the Options	
Color Balance	Installed on the Machine	. 451
Colors do not match the displayed image 393	Displaying the Printer Status	. 439
Combining Multiple Pages	Displaying the Total Counter	
Compatible Paper Types 89	Displaying Top Page	
Conditions for Bidirectional Communication 191	Disposing	
Confirming Installation	Driver Cannot Be Installed	
Confirming the Connection Method 55	Dual Access	. 286
Connecting a Telephone 82	Duplex	
Connecting a Telephone Line	Duplex Unit Not Detected	
Connecting the Machine to an ADSL Circuit 83	·	
Connecting the Machine	E	
to a Private Branch Exchange (PBX) 84	ECM (Error Correction Mode)	. 286
Connecting the machine via the network 41	Electromagnetic interference	
Connecting the machine via USB 40	E-mail Notification	
Connecting to an FTP Server 463	Engine Setting Menu	
Connection 80	Enter	
Contrast	Entering a password	
Control Panel	Entering a pause	
Control Panel Error Messages: General 401	Entering destination using the number keys	
Copier Function Error Messages 405	Entering Letters	
Copier Function Specification 491	Entering numbers	
Copy	Entering Text	
Copying onto Custom Size Paper 220	Entering the Fax Number Twice	
Counter	Entering the Password	
Counter Menu	Entering Tone	
Cover Open	Enter the destination using the number keys	
Custom Setting	Envelopes	
_	Ethernet Port	
D	expat	
Data security for copying	Exposure glass	
Deleting a Registered Quick Dial Keys 135	2.p00010 gidda	. 210
Deleting a Registered Speed Dial Keys 145		
Deleting characters		
Deleting Devices		
Description for the Specified Model 18		
Destinations Registered to Speed Dial Keys 136		
2 commendation registered to epoca bian register.		

F	If You Have Problems
	Using the Scanner Function 398
Facsimile Function Error Messages 412	Image Repeat
Facsimile Function	Immediate Transmission 277
Error Messages: Control Panel 412	Important Notice
FAX	Information about Installed Software 512
Fax	Initial copy screen
Fax Function Specification	Ink 358, 434, 435
Faxing Using the External Telephone	Ink Collector Unit Not Detected 436
(Manual Transmission)	Inkjet plain paper
Fax Only Mode	Inkjet transparency89
Fax via computer	Installing the DeskTopBinder -
Files 500	SmartDeviceMonitor for Client (Network) 77
Forwarding Received Documents 330	Installing the Drivers for Local Connection 57
Forward to E-mail address	Installing the Drivers for Network Connection 62
Functions Not Available for E-mail Reception 334	Installing the LAN-Fax Driver (Network) 76
Functions Not Available	Installing the Printer Driver (Network) 65
for E-mail Transmission 334	Installing the TWAIN Driver (Network) 74
G	Internet Fax Function
	Error Messages: Control Panel 416
Glossy paper	Internet Fax Functions
Group List	Introduction
Guide to components	J
Н	
	JBIG Reception 323
Handling print cartridges 360	JBIG Transmission 287
Head-cleaning	Journal 471
Head-flushing 176	JPEG LIBRARY 515
Head Position	K
Host I/F Settings	
How to Read This Manual	Keys 185
How to Use User Guide	1
I	
	LAN-Fax Driver
Icons Displayed on the Screen 30	Last number Redial
If a Message Appears during Installation 395	LDAP server
If a Screen Requesting a Password Appears 31	List of Printouts 507
If Bidirectional Communication is Disabled 191	Loadable Paper Sizes and Quantities 90
If Test Print Fails	Loading paper99
If You Have Problems	Loading paper into bypass tray (optional) 103
Using the Copier Function 396	Loading paper into tray 1
If You Have Problems	Loading Paper into Tray 2 (optional) 101
Using the Facsimile Function 399	Loading precautions
If You Have Problems Using the Printer Function	Loading the Appropriate Paper 423, 425, 427, 429

M 0 One-Sided Combine 228 Opening from an application 190 Maintenance Menu 173 Opening the printer properties dialog box ... 190 Making Enlarged or Reduced Copies 224 Opening the Printing Preferences Dialog Box . . . 190 Making Option Settings for the Printer 191 Open LDAP 516 Managing this Machine 40 Manual Entry of an E-mail Address 260 Option (Multi Bypass Tray) 498 Option (Network Interface Board Manuals for This Machine 17 (GX 3000SF only)) 499 Manuals (HTML files) 504 Option (Paper Feed Unit) 497 Mask type 207 Options and consumables 486 Memory File Transfer 309 Memory Transmission 277 Original Orientation of TWAIN Scanner . . . 248 Originals 211 Original size 211 Original weight 211 Monitoring Machines 441 Outline of the TWAIN Scanner Function . . . 246 Moving a Long Distance 479 Out of Printable Temperature Range 437 Moving a Short Distance 478 Multi Bypass Tray Type BY1000 37 Paper 89 Paper Feed Unit TK1020 37 N NetBSD 513 Paper Is Not Fed or Delivered Normally . . . 371 Network Cautions 79 Paper Size and Type Network Interface Board Error 437 Mismatch (Auto Tray Select) 429 Network Interface Board GX4 36 Paper Size and Type Network Settings 157 Mismatch (Multi Bypass Tray) 427 Non-compatible originals for the ADF 213 Paper Size and Type Mismatch (Tray 1) . . . 423 Non-compatible paper 96 Paper Size and Type Mismatch (Tray 2) . . . 425 No Paper/Tray Paper storage precautions 94 Not Detected (Multi Bypass Tray) 422 Paper type precautions 95 No Paper/Tray Not Detected (Tray 1) ... 420 PCL Printer Drivers (GX 3050SFN only) . . . 501 No Paper/Tray Not Detected (Tray 2) ... 421 No Response from Device 419 PCL Setting 170 Photo 239 Notifying the Machine Status by E-mail . . . 457 Placing Originals 214 Placing Originals (Facsimile) 276

Placing Originals in the ADF 216	R
Placing Originals on the Exposure Glass 215	D :: 1
Placing Originals (Scanner) 255, 269	Receiving Internet Fax
Plain paper 89	Receiving Notification of
Points to Remember when	Print Job Status via the Status Monitor 439
Printer Sharing under Windows 98/Me 389	Receiving Secure Faxes by Polling Reception 328
Polling Reception 327	Reception Functions
Polling Transmission	Recommended consumables 485
Positions do not match the displayed image 394	Recommended Functions
Poster 236	Registering Addresses
Print	Registering a Fax Number
Printable area 97	to a Quick Dial Key 127
Print Cartridge(s) Not Detected 432	Registering a Fax Number
Printer 29	to a Speed Dial Key
Printer Driver	Registering an E-mail Address
Printer Function Error Messages 401	to a Quick Dial Key 129
Printer Function Specification 490	Registering an F-Code (SUB)
Printer Properties Dialog Box 189	to a Speed Dial Key 140
Printer properties dialog box 194	Registering Destinations to Group Dial 146
Printing a Report for Checking the Machine's	Registering Destinations to Quick Dial Key 127
Settings, Status, and Communication Log 468	Registering destination to the address book 52
Printing Lists and Reports 155	Registering Fax Information
Printing on Plain Paper	Registering or Changing Quick Dial,
Printing on Various Paper Types 194	Speed Dial, and Group Dial Destinations 448
Printing Quick Dial, Speed Dial,	Registration 182
or Group Dial Destinations 450	Removing a Name from a Group 148
Printing the Configuration Page 168	Removing Jammed Originals and Paper 373
Printing the List	Removing paper jammed
Printing the Total Counter 484	around the guide board
Print Memory Image 472	Removing Paper Jammed in the ADF 386
Print results are not satisfactory 390	Removing Paper Jammed
Print Results Are Not	in the Bypass Tray (optional) 377
Satisfactory (Copier Function) 397	Removing paper jammed in the duplex unit 383
Print Results Are Not	Removing paper jammed in the
Satisfactory (Facsimile Function) 400	optional tray (Tray 2 (Optional)) 375
Procedure	Removing Paper Jammed in the
	Output Tray or under the Scanner Unit 385
Q	Removing paper jammed in the
Quick Dial List	paper tray (Tray 1)
Quick Install for Network 63	Removing the User Guide
Quick Install for USB	Replacing a Print Cartridge 356, 358
20.50 110.00 000	Replacing Consumables
	Replacing the Friction Pad 362
	Replacing the Ink Collector Unit 364
	RPCS Raster Printer Driver 500

\$	Sending a Fax Using the	
- 11	On Hook Dial Function	304
Sablotron	Sending Confidential Faxes by	
Saving Color Copies	Polling Transmission	299
Saving energy	Sending fax documents from computers 3	340
Saving paper using	Sending faxes from a computer	. 51
"2 in 1" function if necessary	Sending files by E-mail	. 46
Saving paper using	Sending files by FTP	. 47
"2 Sided Copy" function if necessary 43	Sending Internet Faxes	335
Saving paper using	Sending Scan Files by E-mail	251
2 Sided Copy function in Copier Features 42	Sending Scan Files by FTP	265
Saving paper using the	Send Later	301
"2 in 1" function in Copier Features 42	Series Copies	234
Scanner 29	Setting and Placing Originals	211
Scanner Features 163	Setting Copier Features	
Scanner Function Error Messages 408	Setting LAN-Fax Driver Properties	
Scanner Function	Setting SMTP Group 1-4	
Error Messages: Control Panel 410	Settings Required to Receive	
Scanner Function Specification 493	Internet Fax and E-mail	162
Scanning and Sending 2-Sided Originals 303	Settings Required to Send	
Scanning Originals Into a	Internet Fax and E-mail	160
Client Computer via TWAIN Driver 45	Settings Required to Use LDAP Server	
Selecting Dial 87	Settings to Receive Fax	
Selecting External Phone Numbers 312	Settings to Send Fax	
Selecting Original Type Setting 239	Setting SUB Codes for Transmission 2	
Selecting public switched telephone network (PSTN)	Setting the Machine	
or private branch exchange (PABX) 88	Setting the Reception Mode	
Selecting Push 86	Setting the User Restriction	
Selecting the Country	Setting up a client computer	
Selecting the E-Mail	Setting up a server	
Destination in Display Mode 258	Setting User Restriction	
Selecting the E-Mail	Sharing the Printer	
Destination in Search Mode 258	Sharp/Soft	
Selecting the E-Mail Sender in Display Mode 263	size	
Selecting the E-Mail Sender in Search Mode 263	Sizes Detectable by the Auto Paper Select	
Selecting the Fax	SmartDeviceMonitor for Client 440, 5	
Destination in Display Mode 315	SMTP server	
Selecting the Fax		467
Destination in Search Mode 316	Software Cannot Be Installed	
Selecting the Language	Software on the CD-ROM	
Selecting the Line Type 86	Sort	
Sending a Fax by	Specification: General	
Immediate Transmission Mode 283	Specifying a destination using Address Book	
Sending a Fax by	Quick Dial, Speed Dial, or Group Dial	
Memory Transmission Mode 281		270

Specifying and Changing	
the Machine's Settings	. 52
Specifying an FTP Proxy Server	464
Specifying Compression Type	272
Specifying Data Security for Copying	206
Specifying Destination	256
Specifying File Type	271
Specifying I/O TYPE	. 75
Specifying Mask type	208
Specifying Notification	
the machine Status by E-mail	458
Specifying Resolution	271
Specifying Scan Size	272
Specifying Scan Type	271
Specifying sender	261
Specifying the client computer settings	442
Specifying the Copy Quality Settings	242
Specifying the Destination	311
Specifying the Destination	
Using the Address Book Key	315
Specifying the destination	
using the LDAP server	. 53
Specifying the Destination	
Using the Quick Dial Key	313
Specifying the Destination	
Using the Speed Dial Key	314
Specifying the Line Type	154
Specifying the Paper Type and Size	118
Specifying the print server	442
Specifying the Resolution	240
Specifying the Resolution of the Original	319
Specifying the Resolution Settings	319
Specifying the Settings for	
Monitoring the Machine	443
Specifying the Tray and Paper	113
Speed Dial List	469
Status Monitor Does Not Open	419
Status Monitor Errors	419
Substitute Reception	322
Supporting Multi-Languages	209
Suspended Transmission	285

Т

Telephone 8	0
Telephone Lines 8	0
Telnet Settings	6
Text 186, 23	9
Thick paper8	9
To enter the ratio with the number keys 22	6
Trademarks1	4
Transfer Request	2
Transmission Functions	5
Transmission Modes	7
Tray1-2 / Bypass Tray 11	3
Tray 2	7
Tray cover 3	7
Troubleshooting When	
Using the Copier Function 39	6
Troubleshooting When	
Using the Facsimile Function 39	9
Troubleshooting When	
Using the Printer Function	8
Troubleshooting When	
Using the Scanner Function 39	8
Turning Off the Power	4
Turning On the Power	3
TWAIN Driver 74, 50	2
TWAIN Scanner Function	
Error Messages: Client Computer 40	9
TWAIN Scanner Function	
Error Messages: Control Panel 40	8
Two-Sided Combine	9
Two Types of Printer Properties Dialog Box 18	9
TX Status Report	0
Types of Reception	1
Types of Reception modes	4

J

Unauthorized copy control 204, 205, 207
Uninstalling
Uninstalling the Device Setting Utility 354
Uninstalling the Fax Driver
Uninstalling the Printer Driver
Uninstalling the TWAIN Driver 353
USB Connection is
not Automatically Detected 348
Useful Reception Functions
User's Notes
Using as the Windows Network Printer 73
Using Device Setting Utility
Using Notification
via SmartDeviceMonitor for Client 441
Using Telnet
Using the Address Book key
Using the Address Book key
(Specifying Sender)
Using the facsimile
Using the facsimile with
an external telephone
Using the internet fax
Using the LPR Port
Using the Quick dial key (Specifying Sender) 261
Using the Quick Dial keys
(Specifying Destination)
Using the SmartDeviceMonitor
for Client Port (IPP)
Using the SmartDeviceMonitor
for Client Port (TCP/IP)
Using the Speed Dial key
Using the Speed Dial key
(Specifying Sender)
Using the Standard TCP/IP Port 70
Using the Status Monitor
Using the TWAIN Scanner
Using This Machine as a Copier 42
Using This Machine as a Facsimile 48
Using This Machine as a Printer 40
Using This Machine as a Scanner 45
Using Web browser
-

٧

Various Print Functions	
W	
Web Image Monitor Error Messages	418
Web Image Monitor settings	454
weight	211
When Not Using for a Long Period of Time	481
When Selecting a Paper Tray	219
When Using as a TWAIN Scanner	245
When Using IPP with	
SmartDeviceMonitor for Client	444
When You Have Problems	
Operating the Machine	369
Where to Inquire	482
Z	
Zoom and Preset Reduce/Enlarge	224

GB

