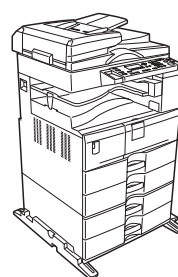




Operating Instructions

General Settings Guide



-
- 1** Connecting the Machine
 - 2** System Settings
 - 3** Copier Features
 - 4** Printer Features
 - 5** Interface Settings
 - 6** Other User Tools

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

Introduction

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

Important

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

Notes:

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

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

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

Caution:

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

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

Manuals for This Machine

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

Important

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

❖ About This Machine

Be sure to read the Safety Information in this manual before using the machine.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, and how to install the CD-ROMs provided.

❖ General Settings Guide

Explains User Tools settings, and how to register user codes. Also refer to this manual for explanations on how to connect the machine.

❖ Troubleshooting

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

❖ Copy Reference

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

❖ Printer/Scanner Reference

Explains system settings, functions and operations for the machine's printer/scanner unit.

❖ Network Guide

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

❖ Other manuals

- Manuals for This Machine
- Safety Information
- Quick Reference Copy Guide
- Quick Reference Printer/Scanner Guide

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How to Read This Manual

Symbols

This manual uses the following symbols:

WARNING:

Indicates important safety notes.

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

CAUTION:

Indicates important safety notes.

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

Important

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

This symbol indicates information or preparations required prior to operating.

Note

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

Reference

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

[]

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

[]

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

Display Panel

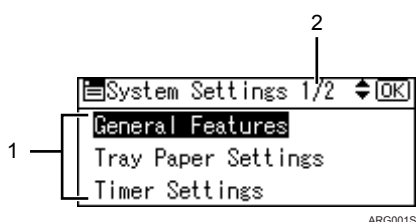
The display panel shows machine status, error messages, and function menus.

Important

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

If you press the **[User Tools/Counter]** key, the User Tools Menu screen appears.

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



1. The settings menu appears. Press the **[▲]** or **[▼]** key to scroll to the setting you want to specify or change, and then press the **[OK]** key to display the screen for specifying that setting.

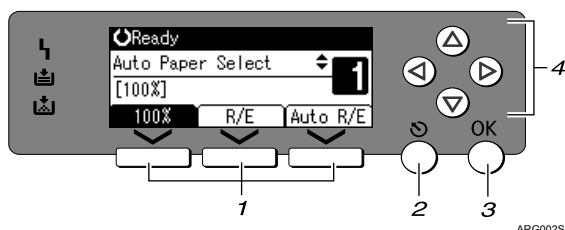
2. The number of pages in the displayed settings menu appears. If you cannot see the entire menu, press the **[▲]** or **[▼]** key to scroll the screen.

Reading the Display and Using Keys

This section explains how to read the display and use the Selection keys.

If you press the **[Copy]** key, the initial copy screen appears.

Using the initial copy screen menu as an example, this section explains how to use the machine's control panel.



1. Selection keys

Correspond to items at the bottom line on the display.

- When the instruction “press **[100%]**” appears in this manual, press the left selection key.
- When the instruction “press **[R/E]**” appears in this manual, press the centre selection key.
- When the instruction “press **[Auto R/E]**” appears in this manual, press the right selection key.

2. **[Escape]** key

Press to cancel an operation or return to the previous display.

3. **[OK]** key

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

4. Scroll keys

Press to move the cursor in each direction, step by step.

When the **[▲]**, **[▼]**, **[▶]** or **[◀]** key appears in this manual, press the scroll key of the same direction.

Accessing User Tools

User Tools allow you to change or set defaults.

Note

- ❑ Operations for system settings differ from normal operations. Always quit User Tools when you have finished.
- ❑ Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or **[Clear Modes]** key is pressed.

Reference

p.4 “Changing Default Settings”

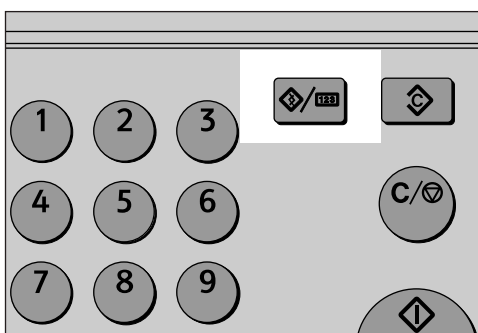
Changing Default Settings

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

Important

- ❑ If an Administrator Code is specified, contact your administrator.

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



ARG012S

2 Select the menu using **[▲]** or **[▼]**, and then press the **[OK]** key.



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

To change the Copier Features, select **[Copier Features]**.

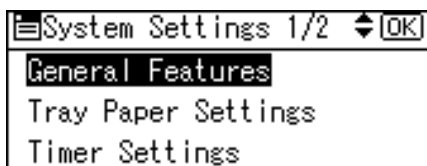
To change the Printer Features, select **[Printer Features]**.

To change the Interface Settings, select **[Interface Settings]**.

To change the language used on the display, select **[Language]**.

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

- 3** Select the item using [▲] or [▼], and then press the [OK] key.



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

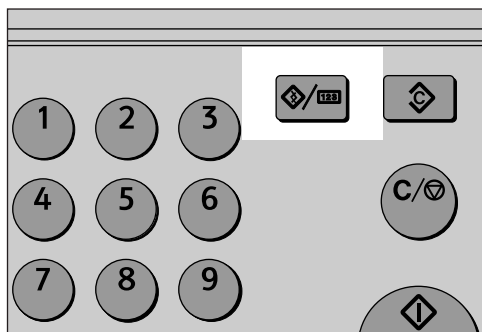
 Note

- ☐ Press the [Escape] key to return to the previous display.
- ☐ To discontinue the operation and return to the initial display, press the [User Tools/Counter] key.

Exiting User Tools

This section describes how to end User Tools.

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



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1. Connecting the Machine

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

Before using this machine, make sure all environmental and electrical requirements are met. Connect the machine to the host computer using the USB port or network interface unit. Make sure all cables, connectors, and electrical outlets necessary for attaching the machine to the host computer or network are close at hand.

Connecting to the Ethernet Interface

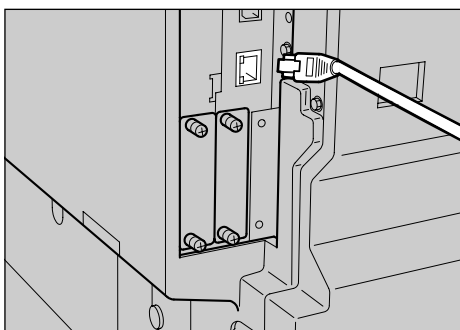
The network interface board supports 10BASE-T or 100BASE-TX connections.

Important

☐ Make sure the main power is off.

1 Turn off the main power switch.

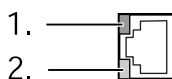
2 Connect the network interface cable to the 10BASE-T/100BASE-TX port.



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3 Turn on the main power switch.

Check the LEDs on the 10BASE-T/100BASE-TX port.



AAW022S1

1. Indicator (green)

Remains green when the machine is properly connected to the network.

2. Indicator (yellow)

Turns yellow when 100 BASE-TX is operating. Turns off when 10 BASE-T is operating.

Reference

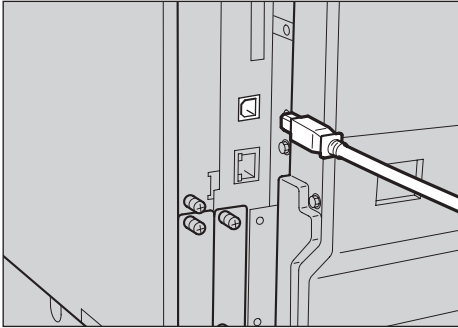
“Turning On the Power”, About This Machine.

Connecting to the USB Interface

Connect the USB 2.0 interface cable to the USB 2.0 port.

1

1 Connect the USB 2.0 interface cable to the USB 2.0 port.



ARG006S

2 Connect the other end to the USB port on the host computer.

The machine and computer are now connected. The printer driver and TWAIN driver must be installed next.

 Note

- ☐ If USB 2.0 is used with Windows 98/Me, only a speed equivalent that of USB 1.1 is possible.

 Reference

For details about how to install the printer driver and TWAIN driver, see “Installing the Printer Driver” and “Installing the TWAIN Driver”, Printer/Scanner Reference.

Network Settings

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

Important

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

Settings Required to Use the Printer

This section lists the settings required for using the printer.

Ethernet

This section lists the settings required for using the printer function with an Ethernet connection.

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

Menu	User Tool	Setting Requirements
Interface Settings/Network	IP Address	Necessary
Interface Settings/Network	Gateway Address	As required
Interface Settings/Network	Ethernet Speed	As required

Reference

p.45 “Interface Settings”.

Settings Required to Use Network TWAIN Scanner

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

Ethernet

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

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

Menu	User Tool	Setting Requirements
Interface Settings/Network	IP Address	Necessary
Interface Settings/Network	Gateway Address	As required
Interface Settings/Network	Ethernet Speed	As required



Reference

p.45 “Interface Settings”.

2. System Settings

This chapter describes User Tools in the System Settings menu. For details on how to access User Tools, see “Accessing User Tools”.

General Features

This section describes User Tools in the General Features menu under System Settings.

Default settings are shown in bold type.

❖ **Panel Key Sound**

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

❖ **Copy Count Display**

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

❖ **Function Priority**

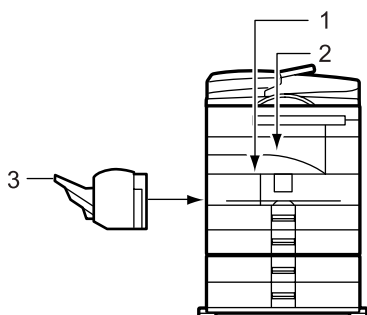
You can specify the mode to be displayed immediately after the operation switch is turned on, or when System Reset mode is turned on.
The default setting is **Copier**.

❖ **Print Priority**

Set the print priority for each mode.
The default setting is **Display mode**.
When **[Interleave]** is selected, the current print job will be interrupted after a maximum of five sheets.
When the optional Upper Internal Tray and 500-sheet finisher are installed on the machine, you can specify an output tray for document.

❖ **Output:Copier (copier)**

You can specify a tray to which documents are delivered.



AYN001S

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

The default setting is **Internal Tray**.

If you set **[Paper Type: Bypass Tray]** to **[OHP]**, paper loaded in the bypass tray cannot be fed to the Finisher Shift Tray.

If you select a paper size, paper type, or paper tray not supported by the Upper Internal Tray or Finisher Shift Tray, paper is output to the Internal Tray.

❖ **Output:Printer (printer)**

You can specify a tray to which documents are delivered.

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

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

❖ **Display Contrast**

You can adjust the brightness of the display.

The default setting is **"4"** (the halfway/medium setting).

❖ **Key Repeat**

You can select whether or not to use the key repeat function.

The default setting is **On**.

❖ **Measurement Unit**

You can switch the measurement between "mm" and "inch".

The default setting is **mm** (Metric version)/**inch** (Inch version).

🔍 **Reference**

p.4 "Accessing User Tools"

Output tray settings

You cannot use the Upper Internal Tray as the output tray when copying from the bypass tray.

When the 500-sheet finisher is installed and Staple or Shift Sort is specified for a job, the job will be delivered to the Finisher Shift Tray regardless of the output tray specified.

Tray Paper Settings

This section describes User Tools in the Tray Paper Settings menu under System Settings.

Default settings are shown in bold type.

Important

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

❖ Tray Paper Size: Tray 1-4

Select the size of the paper loaded in the paper tray.

- You can select the following paper sizes for Tray 1, 3, and 4:
Auto Detect, A3, B4JIS (Japanese Industrial Standard), A4, B5JIS, B6JIS, A5, A6, 11" × 17", 8 1/2" × 14", 8 1/2" × 13", 8 1/4" × 14", 8 1/4" × 13", 8" × 13", 8 1/2" × 11", 7 1/4" × 10 1/2", 5 1/2" × 8 1/2", 8K, 16K, Custom Size.

The default setting is **Auto Detect**.

- You can set custom size paper of the following dimensions in Tray Paper Size for Tray 1, 3, and 4:

Vertical: 100.0 to 297.0 mm (3.94 to 11.69 inch), Horizontal: 148.0 to 432.0 mm (5.83 to 17.00 inch)

- You can select the following paper sizes for Tray 2:
Auto Detect, A3, B4JIS, A4, B5JIS, B6JIS, A5, A6, 11" × 17", 8 1/2" × 14", 8 1/2" × 13", 8 1/4" × 14", 8 1/4" × 13", 8" × 13", 8 1/2" × 11", 7 1/4" × 10 1/2", 5 1/2" × 8 1/2", 4 1/8" × 9 1/2", 3 7/8" × 7 1/2", C5Env, C6Env, DLEnv, 8K, 16K, Custom Size.

The default setting is **Auto Detect**.

- You can set custom size paper of the following dimensions in Tray Paper Size for Tray 2:

Vertical: 100.0 to 297.0 mm (3.94 to 11.69 inch), Horizontal: 148.0 to 432.0 mm (5.83 to 17.00 inch)

❖ Paper Type: Bypass Tray

Sets the display so you can see what type of paper is loaded in the bypass tray. The setting specified here is also applied to **[Auto Paper Select]** in Printer Features.

- The paper types you can set for the bypass tray are as follows:
No Display (Plain Paper), Thick Paper, OHP (Transparency)

The default setting is **Thick Paper**.

❖ **Paper Type: Tray 2**

Select the type of the paper loaded in the paper tray 2. The setting specified here is also applied to **[Auto Paper Select]** in Printer Features.

- The paper types you can set are as follows:

No Display (Plain Paper), Thick Paper

The default setting for Paper Type is **No Display (Plain Paper)**.

❖ **Ppr Tray Priority:Copier (copier)**

You can specify the tray to supply paper for output.

The default setting is **Tray 1**.

❖ **Ppr Tray Priority:Printer (printer)**

You can specify the tray to supply paper for output.

The default setting is **Tray 1**.

Reference

p.4 “Accessing User Tools”

p.33 “Paper Input”

Timer Settings

This section describes User Tools in the Timer Settings menu under System Settings.

Default settings are shown in bold type.

2

❖ **Auto Off Timer**

After a specified period has passed, following job completion, the machine automatically turns off, in order to conserve energy. This function is called "Auto Off".

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

The default setting is **1 min.**

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

From "Off mode" or "Sleep mode", the machine is ready to use within 10 seconds.

Auto Off may not work when error messages appear.

❖ **Energy Saver Timer**

The machine automatically enters Low Power mode automatically after a job is finished, and the selected time elapsed.

The default setting is **1 min.**

The time can be set from 1 to 240 minutes, using the number key.

Energy Saver may not work when error messages appear.

The machine automatically prints any printer data received while in Energy Saver mode.

❖ **System Auto Reset Timer**

The System Reset setting automatically switches the screen to that of the function set in Function Priority when no operations are in progress, or when an interrupted job is cleared. This setting determines the system reset interval.

The default setting time is **On, 60 sec.**

The time can be set from 10 to 999 seconds in 1 second increments, using the number keys.

If you do not make a selection in the User Tools menu within a certain time, the control panel display returns to the menu shown before the **[User Tools/Counter]** key was pressed.

❖ **Copier Auto Reset Timer**

Specify the time to elapse before copier modes reset.

If **[Off]** is selected, the machine does not automatically switch to the user code entry screen.

The default setting time is **On, 60 sec.**

The time can be set from 10 to 999 seconds, using the number keys.

Administrator Tools

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

Default settings are shown in bold type.

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

We recommend specifying Administrator Authentication before making Administrator Tools settings.

❖ User Code Man.:Copier

Allows you to control who uses the machine by setting codes for users.

User codes must be registered for user code management.

The default setting is **Off**.

By using **[Auto Program]** for the printer, you can keep a print log for each user code entered from the driver.

❖ Key Counter Management

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

The default setting is **Off** (Copy).

The default setting is **Off** (Printer).

[Key Counter Management] will only be displayed when the key counter is set.

This function allows you to restrict which users can use the copier and printer functions.

❖ Administrator Code

Specify whether or not to use passwords (max. eight digits) to control Administrator Tools settings for Administrator Code.

The default setting is **Off**.

If you select **[On]**, enter the Administrator Code (max. eight digits) using the number keys, and then select **[On:Partial]** or **[On:All]** to set the access limit.

[Menu Protect] can be set for **[Maintenance]** in the initial printer settings. If you set **[Menu Protect]**, you can set the administrator code for part of the initial printer settings.

- If you selected **[On:Partial]**

An Administrator Code is only required for the Timer Settings, and Administrator Tools for System Settings.

- If you selected **[On:All]**

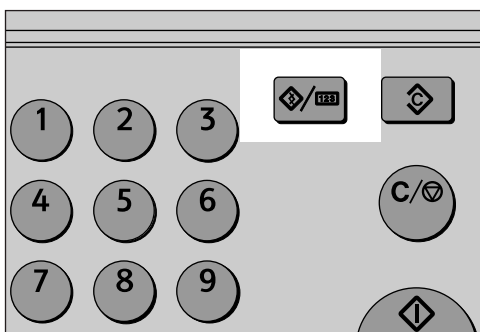
An Administrator Code is required to access all items in System Settings, Copier Features, Printer Features, and Interface Settings.

If an Administrator Code has been specified, you must enter it to access the functions protected by the Administrator Code.

❖ **Display/Print Counter**

Allows you to view and print the number of prints.

- **Display/Print Counter**
Displays the number of prints for each function (Total, Copier, Printer, A3/DLT, and Duplex).
- **Print Counter List**
Prints out a list of the number of prints made under each function.
- To print the counter list
 - ① Press the **[User Tools/Counter]** key.



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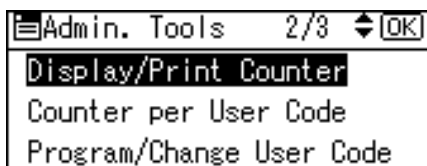
- ② Select **[System Settings]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



- ③ Select **[Administrator Tools]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



- ④ Select **[Display/Print Counter]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



⑤ Press **[Print]**.

Counter:	1/3	OK
Total	55	
Copier	52	
Print		

⑥ Press the **[Start]** key.

Press Start key to print counter list.
Cancel

⑦ Press the **[User Tools/Counter]** key.

❖ Counter per User Code

You can display, print, and reset the copy counters for jobs performed under each user code.

The number of prints may differ from the counter value shown in Display/Print Counter.

- Display counter per user code
Display the number of prints made under each user code.
- Print counter per user code
Prints the number of prints made under each user code.
- Clear counter per user code
Sets the number of prints made under each user code to 0.

For details about these operations, see “Displaying the Counter for Each User Code”, “Printing the Counter for Each User Code”.

❖ Program/Change User Code

You can register, change, and delete user codes. For details about these operations, see “Registering a New User Code”, “Changing a User Code”, “Deleting a User Code”.

You can register up to 50 user codes.

❖ AOF (Always On)

Specify whether or not to use Auto Off.

The default setting is **On**.

🔍 Reference

p.25 “Displaying the Counter for Each User Code”.

p.26 “Printing the Counter for Each User Code”.

p.20 “Registering a New User Code”.

p.21 “Changing a User Code”.

p.23 “Deleting a User Code”.

User Code

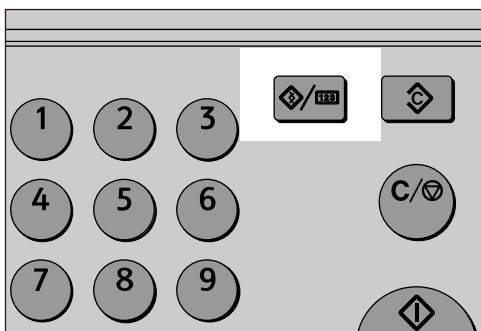
This section describes how to register user codes to restrict copier functions to certain users, and check on their use of copier functions.

2

Registering a New User Code

This section describes how to register a user code.

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



ARG012S

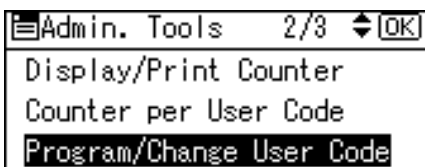
- 2 Select **[System Settings]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



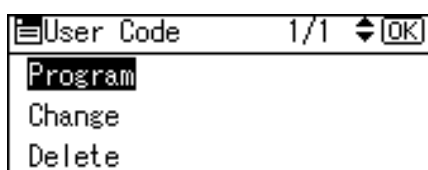
- 3 Select **[Administrator Tools]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



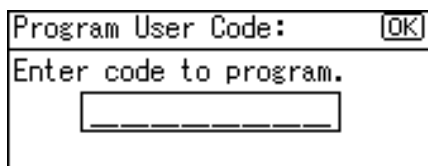
- 4 Select **[Program/Change User Code]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



- 5** Select [Program] using [▲] or [▼], and then press the [OK] key.



- 6** Enter the user code using the number keys, and then press the [OK] or [#] key.



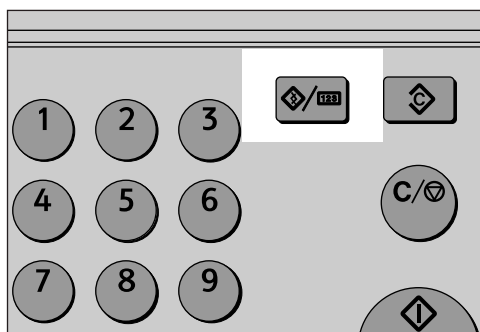
The “Programmed” message appears, and then the “User Code” display returns.

- 7** Press the [User Tools/Counter] key.

Changing a User Code

This section describes how to change a user code.

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



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- 2** Select [System Settings] using [▲] or [▼], and then press the [OK] key.



- 3** Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.

System Settings 2/2 [OK]

Administrator Tools

2

- 4** Select [Program/Change User Code] using [▲] or [▼], and then press the [OK] key.

Admin. Tools 2/3 [OK]

Display/Print Counter

Counter per User Code

Program/Change User Code

- 5** Select [Change] using [▲] or [▼], and then press the [OK] key.

User Code 1/1 [OK]

Program

Change

Delete

- 6** Enter the registered user code you want to change using the number keys, and then press the [OK] or [#] key.

Change User Code: [OK]

Enter code to change.

[List]

When you select the user code from the User Code List, press [List]. Select the user code you want to change using [▲] or [▼], and then press the [OK] key twice.

- 7** Enter the new user code using the number keys, and then press the [OK] or [#] key.

Change User Code: [OK]

Enter new code.

The “Programmed” message appears, and then the “User Code” display returns.

- 8** Press the [User Tools/Counter] key.

Note

- ❑ Even if you change a user code, the counter value will not be cleared.

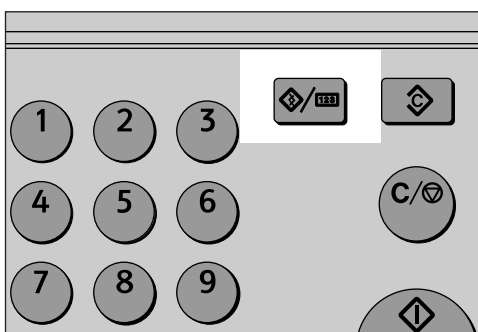
Deleting a User Code

This section describes how to delete a user code.

Important

- ☐ This operation also deletes user codes registered to multiple functions. User control via the deleted user code is no longer possible.

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

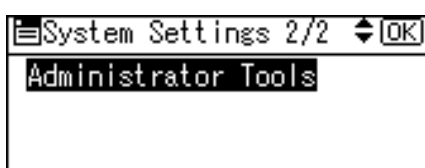


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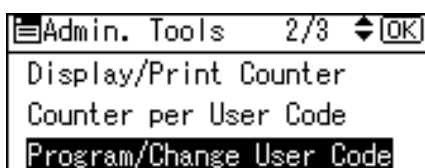
2 Select **[System Settings]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



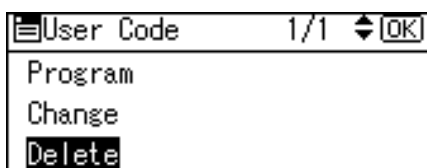
3 Select **[Administrator Tools]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



4 Select **[Program/Change User Code]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

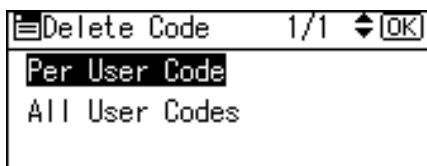


- 5** Select [Delete] using [▲] or [▼], and then press the [OK] key.



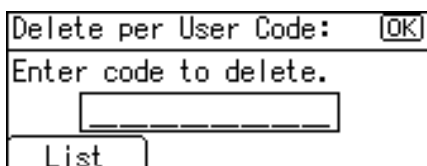
2

- 6** Select [Per User Code] or [All User Codes] using [▲] or [▼], and then press the [OK] key.



When selecting [All User Codes], a confirmation message appears. Press [Yes], and then proceed to step 7.

- 7** Enter the registered user code you want to delete using the number keys, and then press the [OK] or [#] key.



When you select the user code from the User Code List, press [List]. Select the user codes you want to delete using [▶], and then press the [OK] key.

A confirmation message appears.

- 8** Press [Yes].

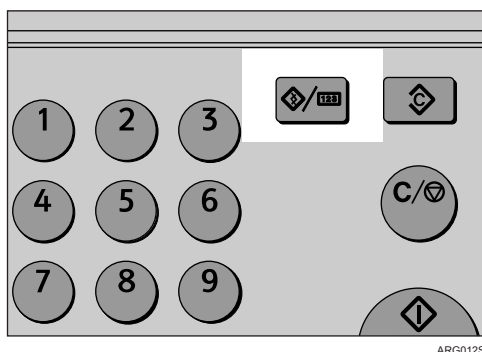
The “Deleted.” message appears, and then the “User Code” display returns.

- 9** Press the [User Tools/Counter] key.

Displaying the Counter for Each User Code

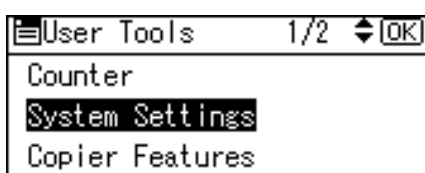
This section describes how to display the counter for each user.

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



ARG012S

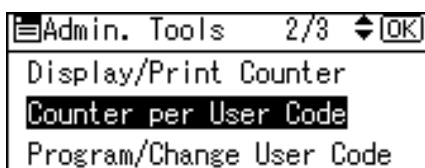
- 2** Select **[System Settings]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



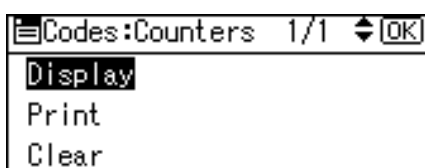
- 3** Select **[Administrator Tools]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



- 4** Select **[Counter per User Code]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



- 5** Select **[Display]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



The counter for each user code will be displayed.

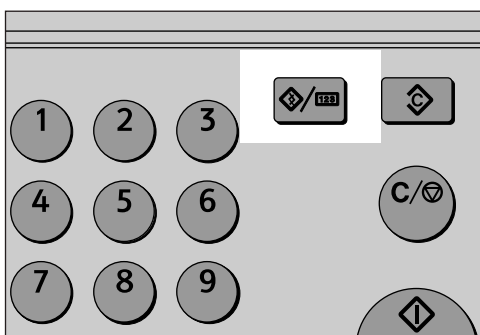
Press **[▲]** and **[▼]** to show all the numbers of prints.

- 6** Press the [User Tools/Counter] key.

Printing the Counter for Each User Code

This section describes how to print the counter for each user.

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



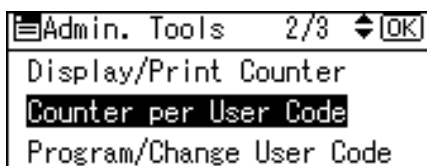
- 2** Select [System Settings] using [▲] or [▼], and then press the [OK] key.



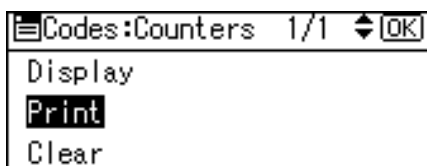
- 3** Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.



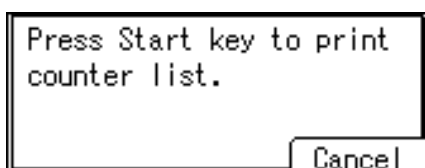
- 4** Select [Counter per User Code] using [▲] or [▼], and then press the [OK] key.



- 5** Select [Print] using [▲] or [▼] and then press the [OK] key.



- 6** Press the **[Start]** key.



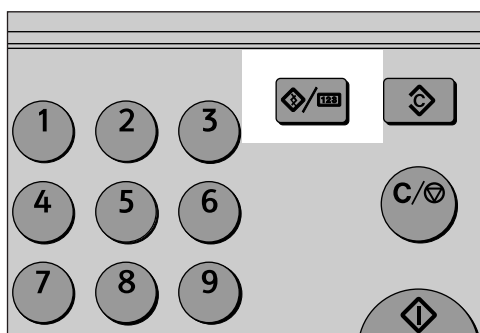
The counter list prints out.

- 7** Press the **[User Tools/Counter]** key.

Clearing the Counter

This section describes how to clear the counter.

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



ARG012S

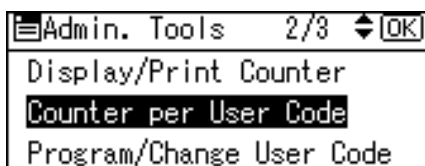
- 2** Select **[System Settings]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



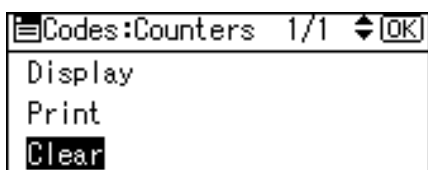
- 3** Select **[Administrator Tools]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



- 4** Select **[Counter per User Code]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



- 5** Select [Clear] using [▲] or [▼], and then press the [OK] key.



2

A confirmation message appears.

- 6** Press [Yes].

The “Counter has been cleared.” message appears, and then the “Codes: Counters” display returns.

- 7** Press the [User Tools/Counter] key.

3. Copier Features

This chapter describes User Tools in the Copier Features menu. For details on how to access Copier Features, see “Accessing User Tools”.

Copier Features

This section describes User Tools in Copier Features.

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

❖ APS/ Auto R/E Priority

You can select [**Auto Paper Select Priority**] (APS Priority) or [**Auto R/E Priority**] (Auto Reduce/Enlarge Priority). When you cancel this setting, select [**Off**]. The default setting is **Auto Paper Select Priority**.

❖ Auto Tray Switching

If you load paper of the same size and in the same orientation in two or more trays, the machine automatically shifts to the other tray when the first tray runs out of paper (if [**On**] is selected.) This function is called “Auto Tray Switching”. This setting specifies whether to use Auto Tray Switching or not. The default setting is **On**.

[**Off**]: When a paper tray runs out of paper, copying is interrupted and the “Load Paper” message appears.

You cannot use the bypass tray with this function.

❖ Original Type Setting

You can adjust copy finish quality level according to original type. You can choose these functions after selecting [**Original Type 1 (Text)**] or [**Original Type 2 (Photo)**].

- Text Mode 1
normal text originals
- Text Mode 2
newspapers, semi-transparent originals (reverse side print faintly visible)
- Photo Mode 1
text / photo images containing mostly photo areas
- Photo Mode 2
text / photo images containing mostly text areas
- Photo Mode 3
actual photographic paper
- Special Mode 1
highly transparent originals (reverse side clearly visible), or light text on a coloured background. Also for originals with very grainy backgrounds (some newspapers) and light text.
- Special Mode 2
originals with coloured text and lines

- Special Mode 3
photo images created by dithering (visible dots), such as newspaper photos - normal resolution
 - Special Mode 4
photo images created by dithering (visible dots), such as newspaper photos - coarse resolution
 - Special Mode 5
normal text originals (reproducing the background)
- The default setting for Original Type 1 (Text) is **Text Mode 1**.
The default setting for Original Type 2 (Photo) is **Photo Mode 1**.

❖ Duplex Mode Priority

You can select the type of Duplex function effective when the machine is turned on, reset, or modes are cleared.
The default setting is **1 Sided→2 Sided**.

❖ Orientation

You can select the original orientation when using the Combine/Series/Duplex, or Staple function.
When you select **[Always Specify]**, you must select the orientation of originals.
The default setting is **Do not Specify**.

❖ Max. Number of Sets

The maximum copy quantity can be set between 1 and 999 using number keys.
The default setting is **99 sheets**.

❖ Original Count Display

You can set to display the count of originals and copying pages on the display when **[On]** is selected.
The default setting is **Off**.

❖ Reproduction Ratio

You can select which reduce, enlarge, or input ratio is shown on the display with priority when **[Reduce]** or **[Enlarge]** is selected.
Reduce or Enlarge ratios for setting are as follows:
The default setting for Ratio 1 is **50%** (Metric version) / **50%** (Inch version).
The default setting for Ratio 2 is **71%** (Metric version) / **65%** (Inch version).
The default setting for Ratio 3 is **82%** (Metric version) / **78%** (Inch version).
The default setting for Ratio 4 is **93%** (Metric version) / **93%** (Inch version).
The default setting for Ratio 5 is **122%** (Metric version) / **121%** (Inch version).
The default setting for Ratio 6 is **141%** (Metric version) / **129%** (Inch version).
The default setting for Ratio 7 is **200%** (Metric version) / **155%** (Inch version).

❖ Preset R/E Priority

You can set the ratio with priority when **[R/E]** is selected.
Using the number keys, enter the ratio from "50-200" in units of 1%.
The default setting is **71%** (Metric version) / **65%** (Inch version).

❖ **Duplex Margin**

Specify left margin on the back side of copies, and top margin on the back side. Select **[Top Margin]** or **[Left Margin]**, and then set the required value.

- Top Margin: 0-50mm, 0"-2"
- Left Margin: 0-50mm, 0"-2"

The default setting is **5 mm** (Metric version) / **0.2 inch** (Inch version).

❖ **Rotate Sort**

Specify whether or not to select rotate sort when the **[Sort]** key (finisher not installed), or **[Sort/Staple]** key (finisher installed) is pressed.

The default setting is **Off**.

When you select **[On]**, you can select **[Rotate Sort]**.

You cannot use the bypass tray with this function.

If you select **[Off]** when the finisher is not installed, only the Sort function is available when you press the **[Sort]** key.

❖ **Rotate Sort:Auto Continue**

If you select **[Off]** when the paper tray in use runs out of paper, the machine stops, allowing you to add paper so all copies can be rotate-sorted.

The default setting is **Off**.

❖ **Letterhead Setting**

If you select **[On]** for this function, the machine rotates the image correctly.

The default setting is **Off**.

Orientation-fixed (top to bottom) or two-sided paper might not print correctly, depending on how the originals and paper are placed.

🔍 **Reference**

p.4 "Accessing User Tools".

"Original Type Setting", Copy Reference

"Adjusting Image Density", Copy Reference

"Selecting Copy Paper", Copy Reference

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

4. Printer Features

This chapter describes User Tools in the Printer Features menu. For details on how to access Printer Features, see “Accessing User Tools”.

Paper Input

This section describes User Tools in the Paper Input menu under Printer Features.

❖ Bypass Paper Size

The size of the paper set in the bypass tray.

The default setting is **A4** (Metric version)/**8¹/₂" × 11"** (Inch version).

Custom size papers set for Tray Paper Size: Bypass tray will be as follows:
Vertical: 90.1 to 297.0 mm (3.55 to 11.69 inch), Horizontal: 148.0 to 600.0 mm (5.83 to 23.62 inch)

For more information about paper sizes that can be set in the bypass tray, see “Tray Paper Settings”.

❖ Auto Paper Select

Set this to enable Auto Paper Select. The machine automatically detects the paper size from the print data, and selects a suitable paper feed tray accordingly.

The default setting is **On**.

❖ Duplex

You can set this to enable duplex printing. The machine detects duplex printing from the print data, and selects a suitable paper feed tray accordingly.

The default setting is **On**.

🔍 Reference

p.4 “Accessing User Tools”

p.14 “Tray Paper Settings”

List/Test Print

This section describes User Tools in the Test Print menu under Printer Features. If changes are made to the machine's environment or its print-related settings, or a new program is registered, we recommend you print the list of settings, so they can be checked.

❖ Multiple Lists

You can print the configuration page and error log.

❖ Config. Page

You can print the machine's current configuration values.

❖ Error Log

You can print error logs listing all errors that occurred during printing. The most recent 30 errors are stored in the error log. If a new error is added when there are 30 errors already stored, the oldest error is deleted.

❖ Menu List

You can print a Menu List showing the Print Features.

❖ PCL Font Page

You can print the current configuration and installed PCL font list.

❖ Hex Dump

You can print in the Hex Dump mode.

❖ Operations Test

You can print an operations test page.

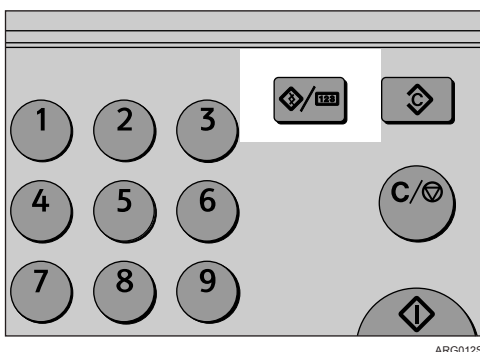
Note

- ☐ The following settings appear only if the Printer Enhance Option is installed:
 - Multiple Lists, Config. Page, Error Log, Menu List, PCL Font Page, and Hex Dump.
- ☐ If the Printer Enhance Option is installed, "Operations Test" does not appear.
- ☐ The layout of the list produced by the test print is fixed to A4 (letter size). We recommend you load A4 or letter size paper (plain or recycled) in one of the paper trays.
- ☐ The tray that contains A4 (letter) size paper is automatically selected. If A4 (letter) size paper is not loaded in any of the paper trays, Paper Tray Priority is selected. If the paper size loaded in the Paper Tray Priority is smaller than A4 (letter) size, the edges may be lost. If the paper size placed in the Paper Tray Priority is larger than A4 (letter) size, margins may become too large.

Printing the Operations Test Page

This section describes how to print the operations test page.

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



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- 2** Select **[Printer Features]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

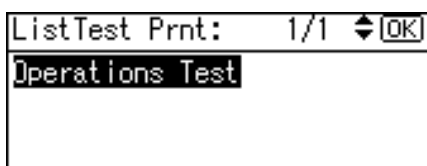


The Printer Features menu appears.

- 3** Select **[List/Test Print]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



- 4** Select **[Operations Test]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



The operations test page is printed.

- 5** Press the **[User Tools/Counter]** key.

Reference

p.4 "Accessing User Tools"

Maintenance

This section describes User Tools in the Maintenance menu under Printer Features.

❖ Menu Protect

This procedure allows you to protect menu settings from accidental change. It makes it impossible to change menu settings with normal procedures unless you perform the required key operations.

- Level 1
You can protect "Maintenance", "System", "Host Interface" and "PCL Menu".
- Level 2
You can protect "Paper Input", "Maintenance", "System", "Host Interface" and "PCL Menu".
- Off
The default setting is **Off**.



Reference

p.4 "Accessing User Tools"

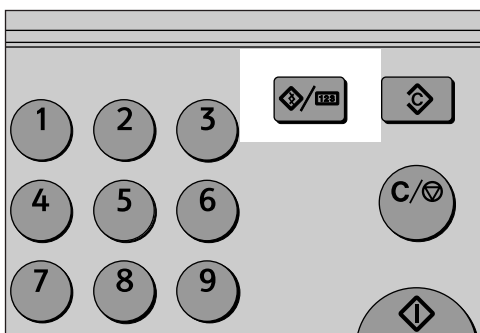
p.11 "System Settings"

4

Setting Menu Protect

This section describes how to set menu protect.

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



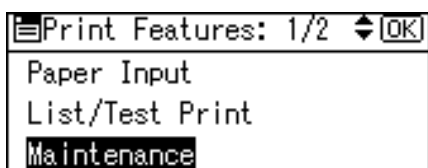
ARG012S

- 2** Select **[Printer Features]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

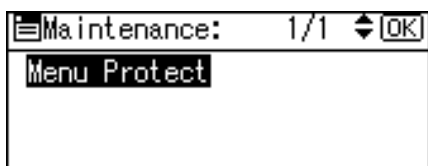


The Printer Features menu appears.

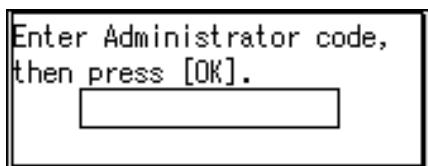
- 3** Select [Maintenance] using [▲] or [▼], and then press the [OK] key.



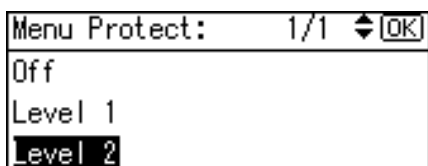
- 4** Select [Menu Protect], and then press the [OK] key.



- 5** Enter an Administrator Code using the number keys, and then press the [OK] key.



- 6** Select a menu protect level, and then press the [OK] key.



- 7** Press the [User Tools/Counter] key.

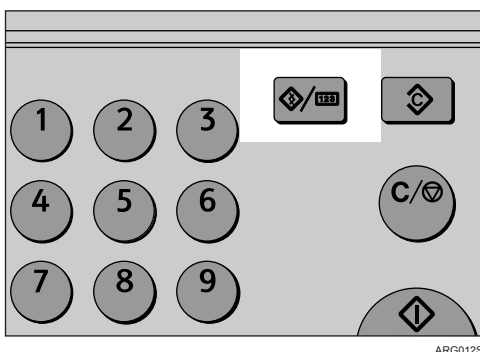
 Reference

p.4 "Accessing User Tools"

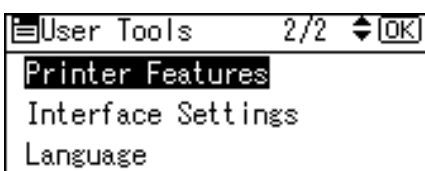
Canceling Menu Protect

This section describes how to cancel menu protect.

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



- 2** Select **[Printer Features]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

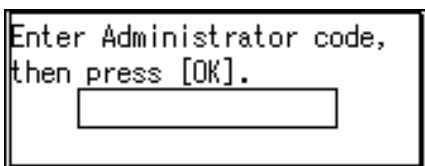


- 3** Select **[Maintenance]** using **[▲]** or **[▼]**, and then press the **[OK]** key.

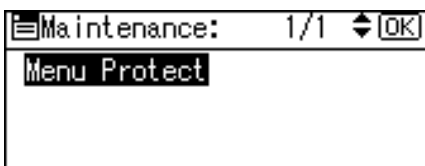


A screen for entering the administrator code appears.

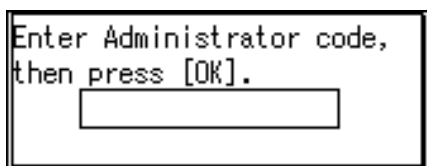
- 4** Enter an Administrator Code using the number keys, and then press the **[OK]** key.



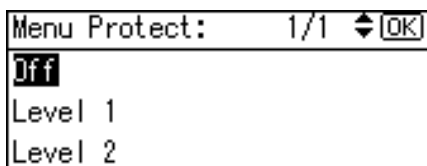
- 5** Select **[Menu Protect]**, and then press the **[OK]** key.



- 6** Enter an Administrator Code using the number keys, and then press the **[OK]** key.



- 7** Select **[Off]**, and then press the **[OK]** key.



- 8** Press the **[User Tools/Counter]** key.



Reference

p.4 "Accessing User Tools"

Temporarily canceling Menu Protect

When you select protected items in Printer Features, a screen for entering the administrator codes appears. When this happens, enter the correct administrator codes using the number keys, and then press the **[OK]** key. Menu Protect is then temporarily canceled.



Note

- ❑ If you enter a correct Administrator Code, Menu Protect is disabled as long as the Printer Features menu is displayed.

System

This section describes User Tools in the System menu under Printer Features. Default settings are shown in bold type.

❖ **Print Error Report**

Select this to have an error report printed when a printer or memory error occurs.

The default setting is **Off**.

❖ **Auto Continue**

You can select this to enable Auto Continue. When it is On, printing continues even if a system error occurs. If Auto Continue setting is "0 minute", the printer continues printing without displaying error message.

The default setting is **Off**.

❖ **Memory Overflow**

Select this to have a memory overflow error report printed.

The default setting is **Do not Print**.

Select "Do not Print" to not print on pages where errors occur. The cancelled page and subsequent pages are not printed. If you select "Error Information", pages where errors occur are printed up to where the error occurred. Subsequent pages are printed normally, and an Error Report is printed at the end. However, sort instruction is cancelled.

❖ **Duplex**

You can select to have print on both sides of each page.

The default setting is **Off**.

❖ **Copies**

You can set the number of copies.

The default setting is **1**.

- 1 to 999 by 1

❖ **Edge Smoothing**

Set this to enable Edge Smoothing.

The default setting is **On**.

If Toner Saving is set to **[On]**, Edge Smoothing is ignored even if it is set to **[On]**.

❖ **Toner Saving**

Set this to enable Toner Saving.

The default setting is **Off**.

❖ **Sub Paper Size**

You can enable the Auto Substitute Paper Size (A4 and Letter) feature.

The default setting is **Off**.

❖ Page Size

You can select the default paper size.

The paper size you can select:

A3, A4, A5, B4 JIS, B5 JIS, C5 Env, C6 Env, DL Env, COM10, Monarch, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 13", 8¹/₂" × 11", 8¹/₄" × 13", 8" × 13", 7¹/₄" × 10¹/₂", 5¹/₂" × 8¹/₂", 8K, 16K, Custom Size

The default setting is **A4** (Metric version) / **8¹/₂" × 11"** (Inch version)

❖ Letterhead Setting

You can rotate original images when printing.

When printing, original images are always rotated by 180 degrees. Therefore, output might not be as expected when printing onto letterhead or preprinted paper requiring orientation. Using this function, you can specify image rotation.

The default setting is **Off**.

When set to **[Off]**, original images are rotated by 180 degrees.

When set to **[On (Always)]**, the machine does not rotate them.

This function reduces printing speed.

Note

- ☐ The following settings appear only if the Printer Enhance Option is installed:
 - Print Error Report, Memory Overflow, Duplex, Copies, Sub Paper Size, Page Size and Letterhead Setting.

Reference

p.4 "Accessing User Tools"

Host Interface

This section describes User Tools in the Host Interface menu under Printer Features.

Default settings are shown in bold type.

❖ I/O Timeout

You can set how many seconds the machine should wait before ending a print job. If data from another port usually arrives while an earlier job is printing out, increase the timeout period.

The default setting is **15 seconds**.

🔍 Reference

p.4 “Accessing User Tools”

PCL Menu

This section describes User Tools in the PCL Menu under Printer Features.
Default settings are shown in **bold type**.

Important

- ☐ This menu appears only if the Printer Enhance Option is installed.

❖ Orientation

You can set the page orientation.
The default setting is **Portrait**.

❖ Form Lines

You can set the number of lines per page.
The default setting is **64** (Metric version) / **60** (Inch version).

- 5 to 128 by 1

❖ Font Number

You can set the ID of the default font you want to use.
The default setting is **0**.

- 0 to 50 by 1

❖ Point Size

You can set the point size you want to use for the selected font.
This setting is effective only with variable-space fonts.
The default setting is **10.00**.

- 4.00 to 999.75 by 0.25

❖ Font Pitch

You can set the number of characters per inch for the selected font.
This setting is effective only with fixed-space fonts.
The default setting is **10.00 pitch**.

- 0.44 to 99.99 by 0.01

❖ Symbol Set

Specify the set of print characters for the selected font.
The available options are as follows:

Roman-8, ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC8-TK,
Win L1, Win L2, Win L5, Desktop, PS Text, VN Intl, VN US, MS Publ, Math-8,
PS Math, VN Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21,
ISO 60, ISO 69, Win 3.0

The default setting is **Roman-8**.

❖ Courier Font

You can select a courier font type.
The default setting is **Regular**.

❖ **Ext. A4 Width**

You can extend the printing area width (when printing on A4 sheet with PCL).

The default setting is **Off**.

When the setting is On, the width will be 8¹/₂ inches.

❖ **Append CR to LF**

When set to **[On]**, a carriage return will follow each line feed: CR=CR, LF=CR-LF, FF=CR-FF.

The default setting is **Off**.

❖ **Resolution**

You can set the print resolution in dots per inch.

The default setting is **600 dpi**.

5. Interface Settings

This chapter describes User Tools in the Interface Settings menu. For details on how to access Interface Settings, see “Accessing User Tools”.

Network

This section describes User Tools in the Network menu under Interface Settings. Default settings are shown in bold type.

❖ IP Address

To use this machine in a network environment, you must first configure its IP address and subnet mask.

- Auto-Obtain (DHCP)
- Specify

When you select **[Specify]**, enter **[IP Address:]** and **[Sub-net Mask:]** as “xxx.xxx.xxx.xxx” (“x” indicates a number).

The default setting is **Specify**.

The default setting for IP Address is **192.0.0.192**.

The default setting for Sub-net Mask is **255.255.255.0**.

When you select **[Specify]**, be sure not to set the same **[IP Address:]** as that of another machine on the network.

The physical address (MAC address) also appears.

❖ Gateway Address

A gateway is a connection or interchange point between two networks. Configure the gateway address for the router or host computer used as a gateway. The default setting is **192.0.0.192**.

❖ Ethernet Speed

Set the network access speed.

Select a speed that is suitable for your network environment. **[Auto Select]** should usually be selected.

The default setting is **Auto Select**.

🔍 Reference

p.4 “Accessing User Tools”.

6. Other User Tools

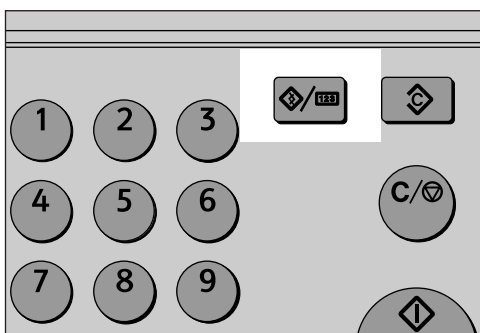
Initial settings allow you switch the language as well as checking the number of printed paper by displaying the counter. For the details on how to access respective settings, see “Accessing User Tools”.

Changing the Display Language

Following describes [Language] provided for the machine.

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

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

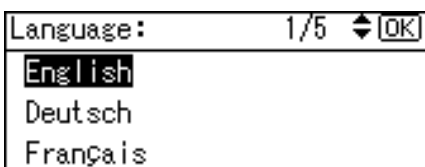


ARG012S

- 2** Select [Language] using [▲] or [▼], and then press the [OK] key.



- 3** Select the language using [▲] or [▼], and then press the [OK] key.



The “Programmed” message appears, and then the “User Tools” display returns.

- 4** Press the [User Tools/Counter] key.

Reference

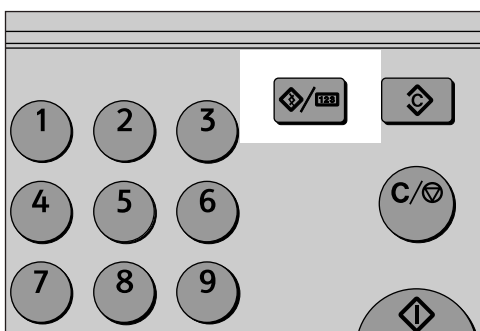
p.4 “Accessing User Tools”

Counter

Displaying the Total Counter

You can display the total counter value used for all functions.

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



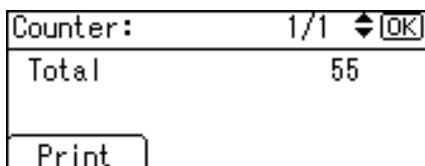
ARG012S

6

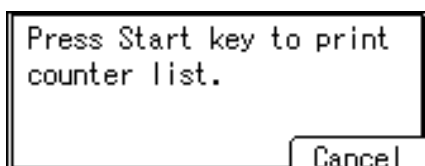
- 2 Select **[Counter]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



- 3 To print the counter list, press **[Print]**.



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



A counter list prints out.

- 5 Press the **[User Tools/Counter]** key.

 Note

- ☐ To print the counter list, set the paper size to larger than A4 or Letter ($8\frac{1}{2}'' \times 11''$).

 Reference

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Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives.”

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

I means POWER ON.

○ means POWER OFF.

⏻ means STAND BY.

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Microsoft® Windows® 2000 Professional

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Microsoft® Windows® XP Home Edition

Microsoft® Windows® XP Professional x64 Edition

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