MP 305$^+$ series

User Guide

For safe and correct use, be sure to read the Safety Information in Read This FIrst before using the machine.

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How to Read the Manuals

Symbols Used in the Manuals

This manual uses the following symbols:

★ Important

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

↓ Note

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

Reference

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

[ ]

Indicates the names of keys on the machine's display or control panels.

Region **A** (mainly Europe and Asia), (mainly Europe), or (mainly Asia)

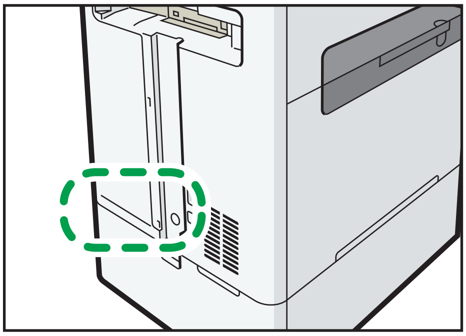
Region **B** (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see page 7 "Model-Specific Information".

Model-Specific Information

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.



The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

Region A (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:

- CODE XXXX -27, -29, -67, -69
- 220–240 V

Region B (mainly North America)

If the label contains the following, your machine is a region B model:

- CODE XXXX -57
- 120–127 V

Note

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.
- If your machine is a region A model and "CODE XXXX -27, -67" is printed on the label, see "Region A (mainly Europe)" also.
- If your machine is a region A model and "CODE XXXX -29, -69" is printed on the label, see "Region A (mainly Asia)" also.

Names of Major Features

In this manual, major features of the machine are referred to as follows:

- Auto Document Feeder → ADF
- Paper Feed Unit PB1090 → Paper tray unit

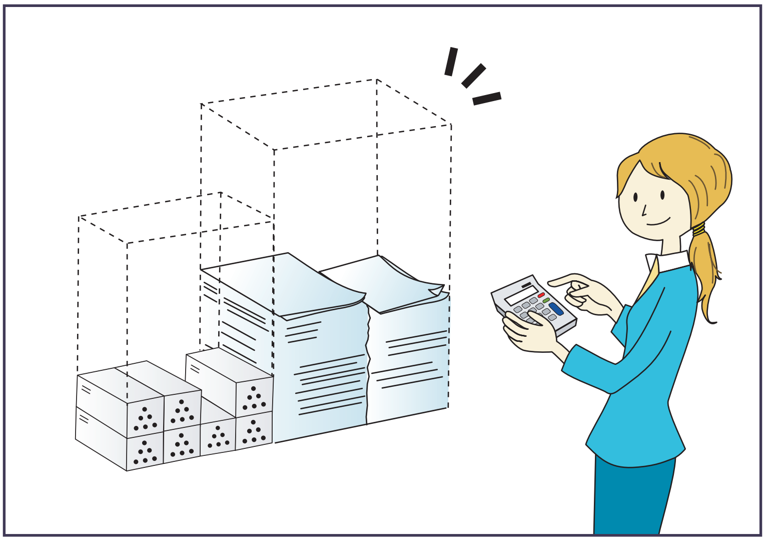
1. What You Can Do with This Machine

You can search for a description by what you want to do.

Searching by What You Want to Do

You can search for a procedure by what you want to do.

Reducing my Costs



Printing multi-page documents on both sides of sheets (Duplex Copy)

⇒ See "Duplex Copying", Copy/ Document Server.

Printing multi-page documents and received faxes on a single sheet (Combine (Copier/Fax))

⇒ See "Combined Copying", Copy/ Document Server.

⇒ See "Combine Two Originals", Fax.

Printing received faxes on both sides of sheets (2 Sided Print)

⇒ See "Two-Sided Printing", Fax.

Converting received faxes to electronic formats (Paperless Fax)

⇒ See "Confirming/Printing/Deleting Received and Stored Documents", Fax.

Sending files from the computer without printing them (LAN-Fax)

⇒ See "Sending Fax Documents from Computers", Fax.

Checking how much paper is saved ([Information] screen)

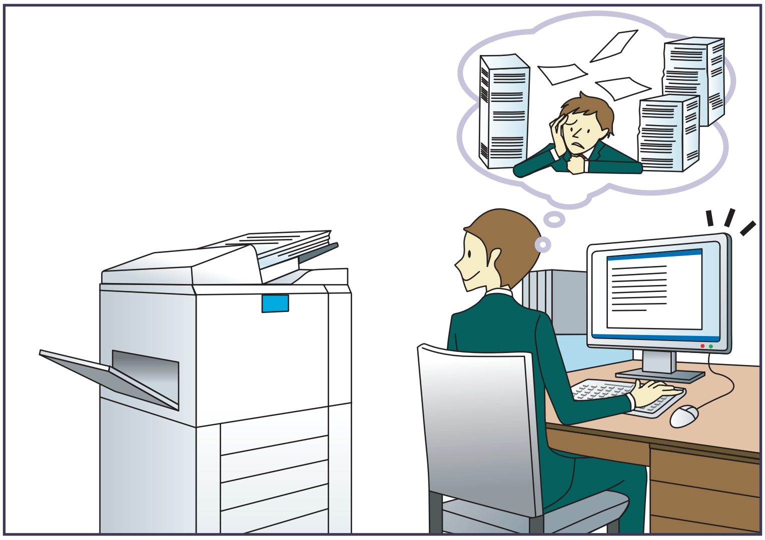
⇒ See "How to Use the [Information] Screen", Getting Started.

Reducing electricity consumption

⇒ See "Saving Energy", Getting Started.

⇒ See "Timer Settings", Connecting the Machine/ System Settings.

Using Scanned Files on the Computer



BQX138S

Sending scan files

⇒ See "Basic Procedure for Sending Scan Files by E-mail", Scan.

Sending the URL of the folder in which scan files are stored

⇒ See "Sending the URL by E-mail", Scan.

Storing scan files in a shared folder

⇒ See "Basic Procedure When Using Scan to Folder", Scan.

Storing scan files on media

⇒ See "Basic Procedure for Saving Scan Files on a Memory Storage Device", Scan.

Embedding text information in scanned files

⇒ See "Embedding Text Information in Scanned Data", Scan.

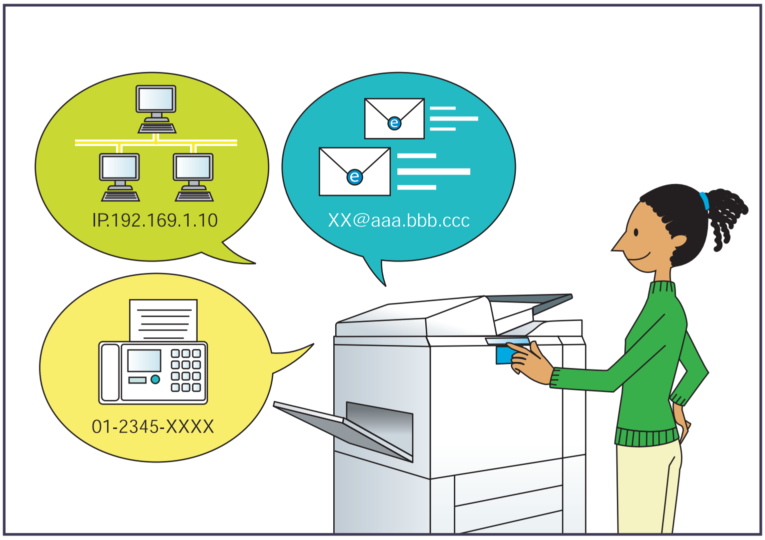
Converting transmitted faxes to electronic formats and sending them to a computer

⇒ See "Overview of Folder Transmission Function", Fax.

Managing and using documents converted to electronic formats (Document Server)

⇒ See "Relationship between Document Server and Other Functions", Copy/ Document Server.

Registering Destinations



Using the control panel to register destinations in the Address Book

⇒ See "Registering Entered Destinations to the Address Book", Fax.

⇒ See "Registering a destination in the address book manually", Scan.

Using Web Image Monitor to register destinations from a computer

⇒ See "Registering Internet Fax Destination Information Using Web Image Monitor", Fax.

Downloading destinations registered in the machine to the LAN-Fax driver destination list

⇒ See "Using the machine's Address Book as the LAN-Fax destination list", Fax.

Operating the Machine More Effectively

BQX139S

Registering and using frequently-used settings (Program)

⇒ See "Registering Functions in a Program", Convenient Functions.

Registering frequently-used settings as initial settings (Program as Defaults (Copy/Fax/Scanner/Quick Copy/Quick Fax/Quick Scanner/Copier (Classic)/Document Server/Fax (Classic)/Scanner (Classic))

⇒ See "Changing the Default Functions of the Initial Screen", Convenient Functions.

Registering frequently-used printing settings to the printer driver

⇒ See "Using One Click Presets", Print.

Changing the initial settings of the printer driver to frequently-used printing settings

⇒ See "Displaying the [Printing Preferences] Dialog Box", Print.

Adding shortcuts to frequently used programs or Web pages

⇒ See "Adding Icons to the [Home] Screen", Convenient Functions.

Changing the order of the function and shortcut icons

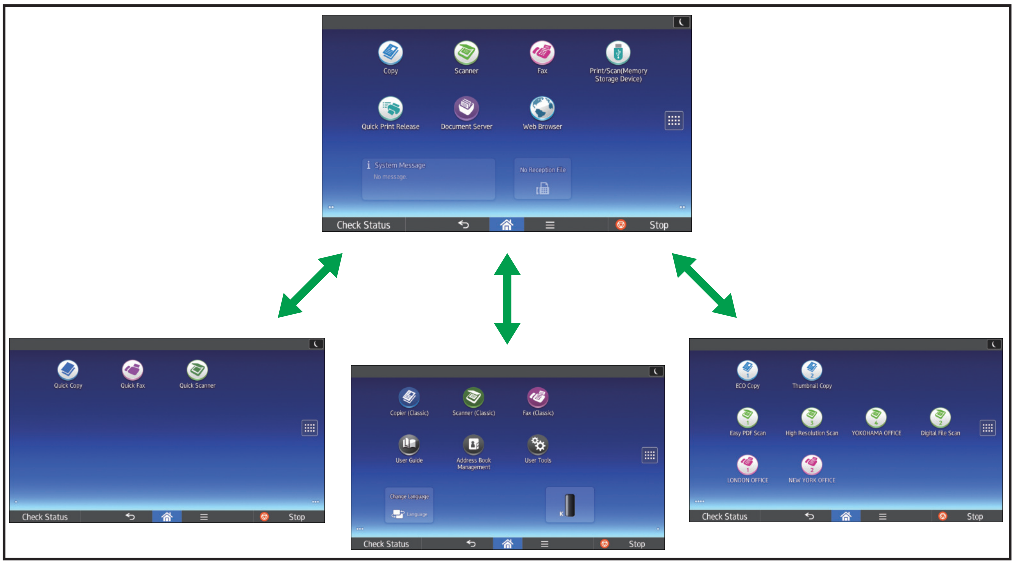
⇒ See "Changing the Order of Icons on the [Home] Screen", Convenient Functions.

What You Can Do with This Machine

This section describes the features of this machine.

Customizing the [Home] Screen

The icons of each function are displayed on the [Home] screen.



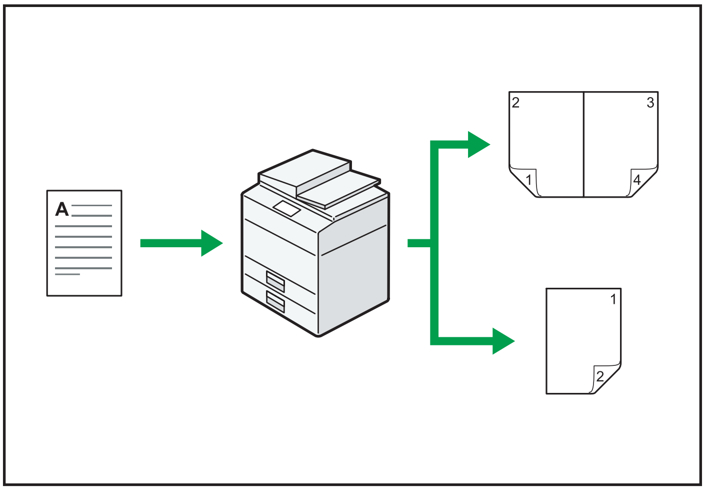
DLN233

- You can add shortcuts to often used programs or Web pages to the [Home] screen. The programs or Web pages can be recalled easily by pressing the shortcut icons.
- You can display only the icons of functions and shortcuts that you use.
- You can change the order of the function and shortcut icons.

Reference

- For details about the features on the [Home] screen, see page 33 "How to Use the [Home] Screen".
- For details about how to customize the [Home] screen, see "How to Customize the [Home] Screen", Convenient Functions.

Making Copies Using Various Functions



- You can reduce or enlarge the copy image. With the Auto Reduce/Enlarge function, the machine automatically calculates the reproduction ratio based on the sizes of the originals and the paper you have specified.

  ⇒ See "Reducing or Enlarging Originals", Copy/ Document Server.

- Copier functions such as Duplex and Combine allow you to save on paper by copying multiple pages onto single sheets.

  ⇒ For details about duplex copying, see "Duplex Copying", Copy/ Document Server.

  ⇒ For details about combined copying, see "Combined Copying", Copy/ Document Server.

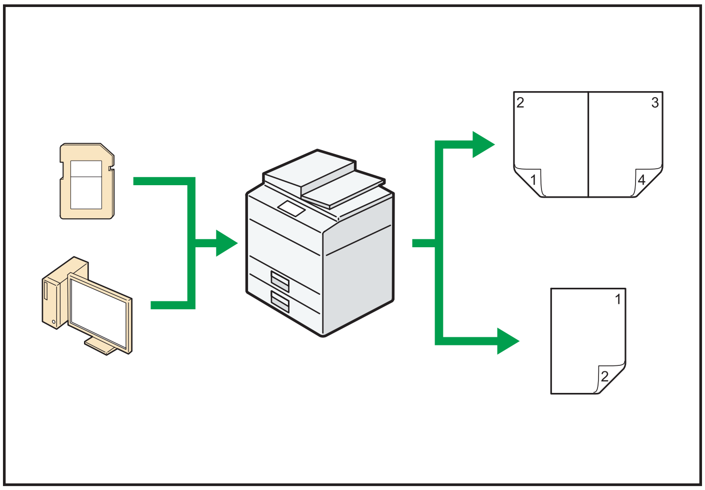
- You can copy onto various types of paper such as envelopes and OHP transparencies.

  ⇒ See "Copying onto Various Types of Paper", Copy/ Document Server.

- You can sort copies.

  ⇒ See "Sort", Copy/ Document Server.

Printing Data Using Various Functions



CMQ004

- This machine supports network and local connections.
- You can print or delete print jobs stored on the machine's hard disk, which have been previously sent from computers using the printer driver. The following types of print jobs can be selected: Sample Print, Locked Print, Hold Print, and Stored Print.

  ⇒ See "Storing Documents in the Hard Disk Drive and Printing Them", Print.
- You can collate printed paper.

  ⇒ See "Collate", Print.
- You can print files stored on a removable memory device and specify print conditions such as print quality and print size.

  ⇒ See "Direct Printing from a Memory Storage Device", Print.

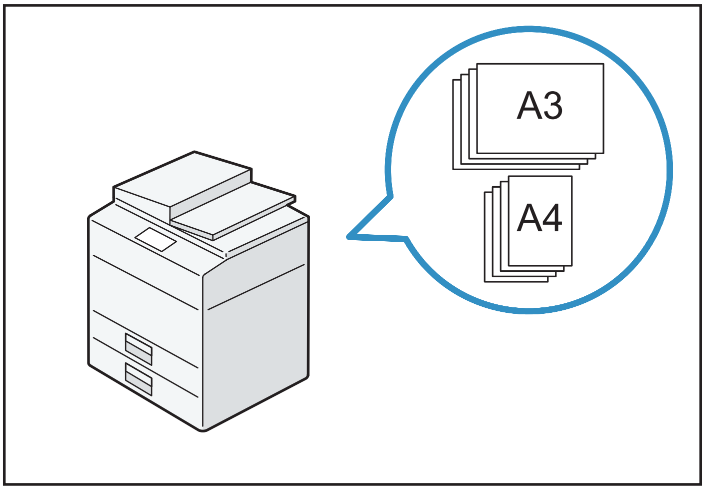
Supporting A3 and 11 × 17 Paper

The machine supports A3 and 11 × 17 paper.

When loading A4, $8^{1}/_{2}$ × 11 or larger paper, load it in the bypass tray.

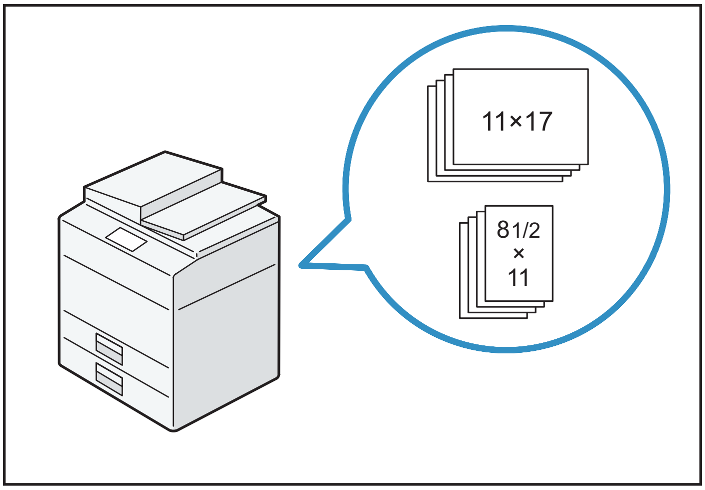
When scanning an A4, $8^{1}/_{2}$ × 11 or larger original, load it in the ADF.

Region A (mainly Europe and Asia)



DLM005

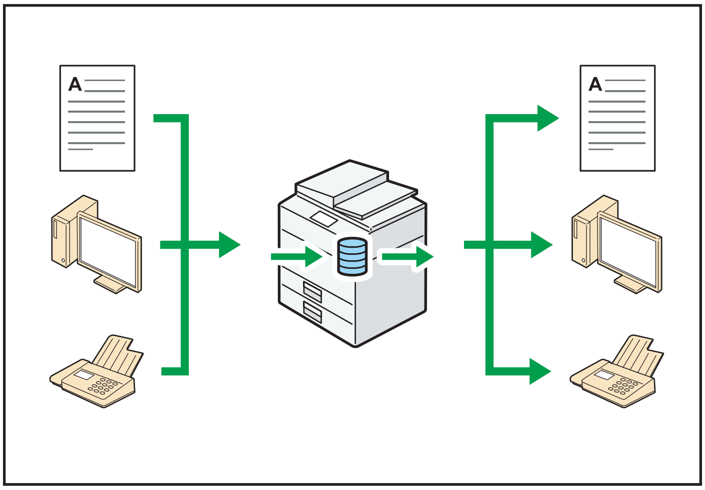
Region B (mainly North America)



DLN215

Utilizing Stored Document

You can store files scanned in copier, facsimile, printer, or scanner mode on the machine's hard disk. Web Image Monitor allows you to use your computer to search for, view, print, delete, and send stored files via the network. You can also change print settings and print multiple documents (Document Server).



CJQ603

- You can retrieve stored documents scanned in scanner mode to your computer.

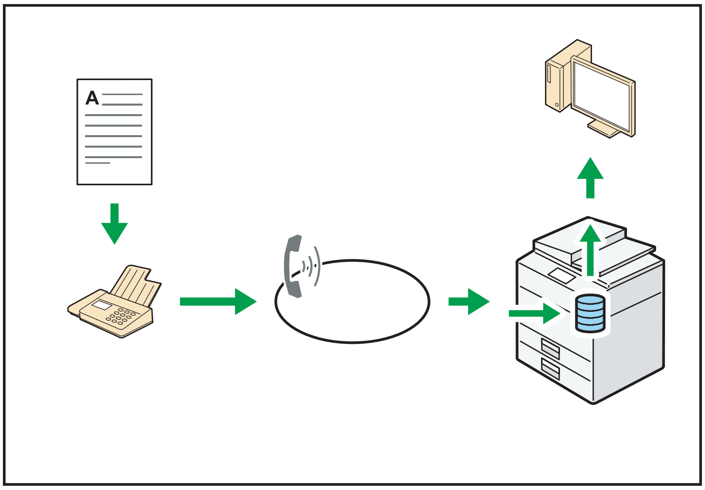
Reference

- For details about how to use the Document Server, see "Storing Data in the Document Server", Copy/ Document Server.
- For details about the Document Server in copier mode, see "Document Server", Copy/ Document Server.
- For details about the Document Server in printer mode, see "Saving and Printing Using the Document Server", Print.
- For details about the Document Server in fax mode, see "Storing a Document", Fax.
- For details about the Document Server in scanner mode, see "Storing and Saving the Scanned Documents", Scan.

Sending and Receiving Faxes without Paper

Reception

You can store and save received fax documents as electronic formats in the machine's hard disk without printing them.



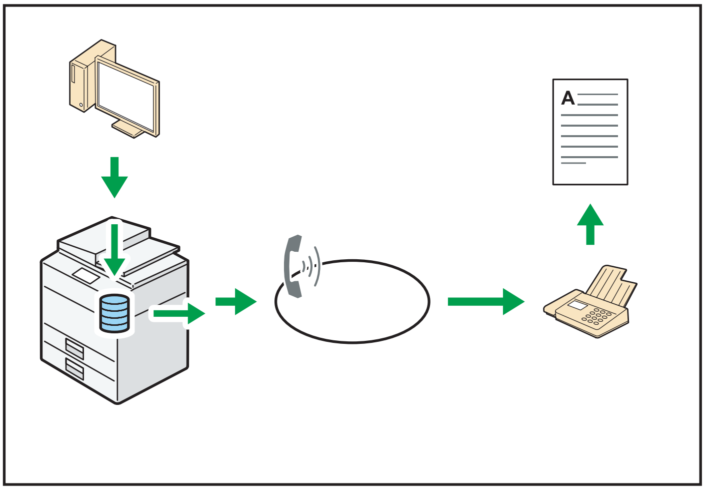
You can use Web Image Monitor to check, print, delete, retrieve, or download documents using your computer (Storing received documents).

Reference

- See "Confirming/Printing/Deleting Received and Stored Documents", Fax.

Transmission

You can send a fax from your computer over the network (Ethernet) to this machine, which then forwards the fax via its telephone connection (LAN-Fax).

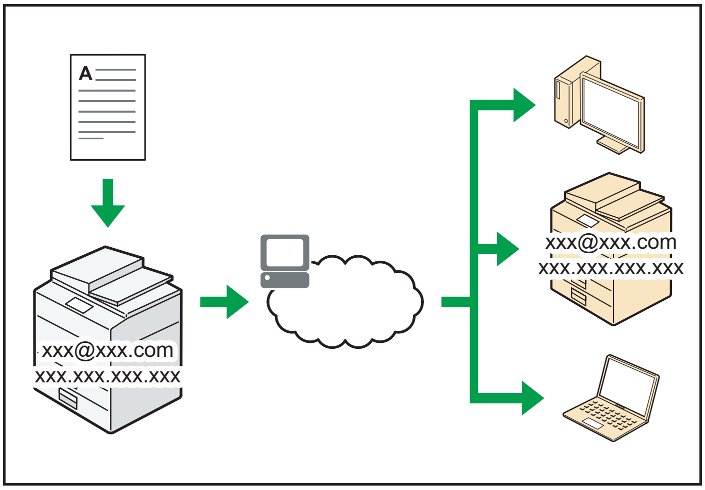


- To send a fax, print from the Windows application you are working with, select LAN-Fax as the printer, and then specify the destination.
- You can also check the sent image data.

Reference

- For details about the machine's settings, see "Network Settings Requirements", Connecting the Machine/ System Settings.
- For details about how to use the function, see "Sending Fax Documents from Computers", Fax.

Sending and Receiving Faxes via the Internet



CJQ606

E-mail Transmission and Reception

This machine converts scanned document images to e-mail format, and transmits and receives the e-mail data over the Internet.

- To send a document, specify an e-mail address instead of dialing the destination telephone number (Internet Fax and e-mail transmission).

  ⇒ See "Specifying an Internet Fax Destination by Entering It Manually", Fax.

- This machine can receive e-mail messages via Internet Fax or from computers (Internet Fax Reception and Mail to Print).

  ⇒ See "Receiving E-Mail by Internet Fax/Mail to Print", Fax.

- Internet Fax compatible machines and computers that have e-mail addresses can receive e-mail messages via Internet Fax.

IP-Fax

The IP-Fax function sends or receives documents between two facsimiles directly via a TCP/IP network.

- To send a document, specify an IP address or host name instead of a fax number (IP-Fax Transmission).

  ⇒ See "Specifying an IP-Fax Destination by Entering It Manually", Fax.

- This machine can receive documents sent via Internet Fax (IP-Fax Reception).

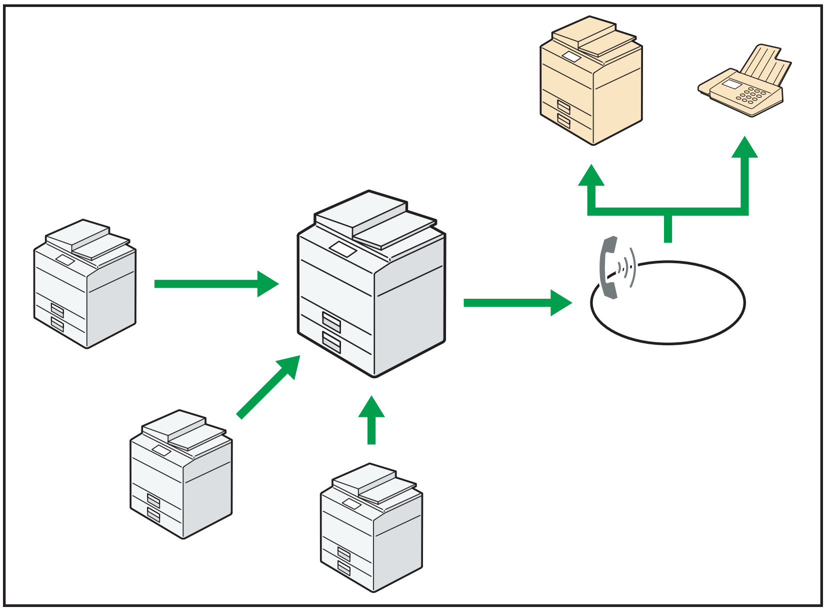
  ⇒ See "Types of Reception", Fax.
- Using a VoIP gateway, this machine can send to G3 facsimiles connected to the public switched telephone network (PSTN).

Reference

- For details about the machine's settings, see "Network Settings Requirements", Connecting the Machine/ System Settings.

Sending and Receiving Faxes by Using the Machine without Fax Unit Installed

You can send and receive faxes through a different machine's fax functions via a network (Remote Fax).

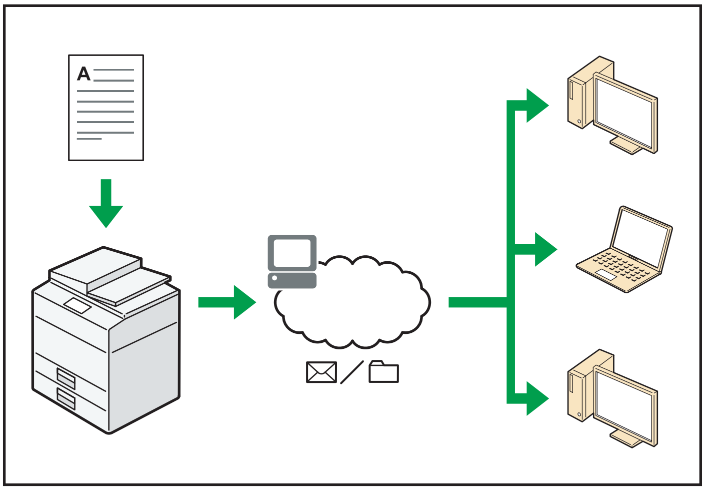


- To use the remote fax function, install the fax connection unit on the main-machine and sub-machine.
- The procedure for sending faxes is as same as that of for the machine with the fax unit. When a job has finished, confirm results displayed on sending history or printed on reports.
- You can forward documents received by the main machine with the facsimile function to sub-machines.

Reference

- For details, see "Sending/Receiving Documents Using a Remote Machine (Remote Fax)", Fax.

Using the Facsimile and the Scanner in a Network Environment



- You can send scan files to a specified destination using e-mail (Sending scan files by e-mail).

  ⇒ See "Overview of E-Mail Transmission Function", Fax.

  ⇒ See "Basic Procedure for Sending Scan Files by E-mail", Scan.

- You can send scan files directly to folders (Sending scan files by Scan to Folder).

  ⇒ See "Overview of Folder Transmission Function", Fax.

  ⇒ See "Basic Procedure When Using Scan to Folder", Scan.

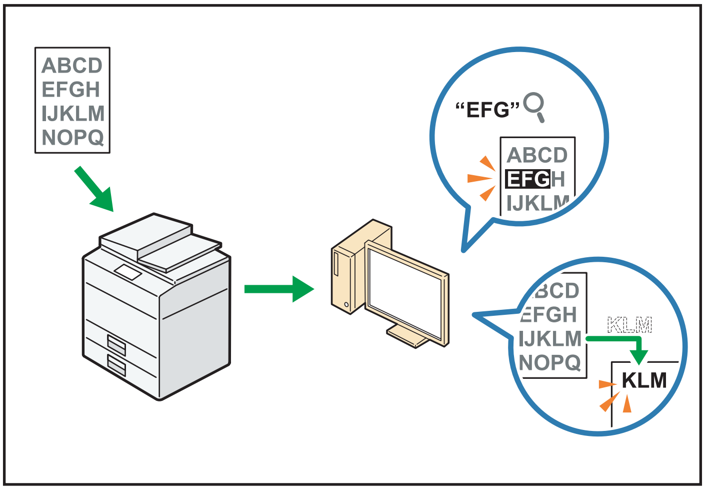
- You can use Web Services on Devices (WSD) to send scan files to a client computer.

  ⇒ See "Basic Operating Procedure of WSD Scanner (Push Type)", Scan.

Embedding Text Information in Scanned Files

You can extract text information from a scanned document and embed it in the file without using a computer.

If you scan a document using this function, embedded text can be searched by using the text search function or copied to another document.



CUL003

- To use this function, the OCR unit is required.
- You can select a file type from [PDF], [High Compression PDF], or [PDF/A].
- This function can optically recognize characters in various languages and up to approximately 40,000 characters a page.

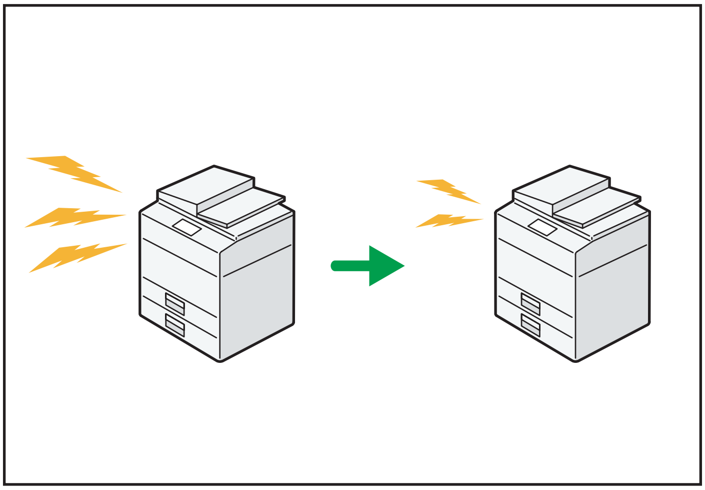
Reference

- See "Embedding Text Information in Scanned Data", Scan.

Capable of Reducing Operating Noise

By switching to silent mode, you can enhance noise reduction.

Doing so will reduce operating noise when printing under the printer and copier functions as well as when scanning.

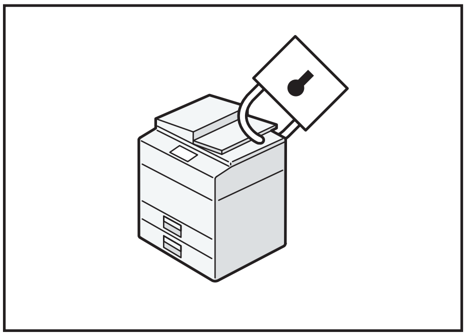


DLM004

Reference

- See "System Settings", Connecting the Machine/ System Settings for details.

Preventing Information Leakage (Security Functions)



CJQ608

- You can protect documents from unauthorized access and stop them from being copied without permission.
- You can control the use of the machine, as well as prevent machine settings from being changed without authorization.
- By setting passwords, you can prevent unauthorized access via the network.
- You can erase or encrypt the data on the hard disk to minimize the risk of information leakage.
- You can limit the usage of functions for each user.

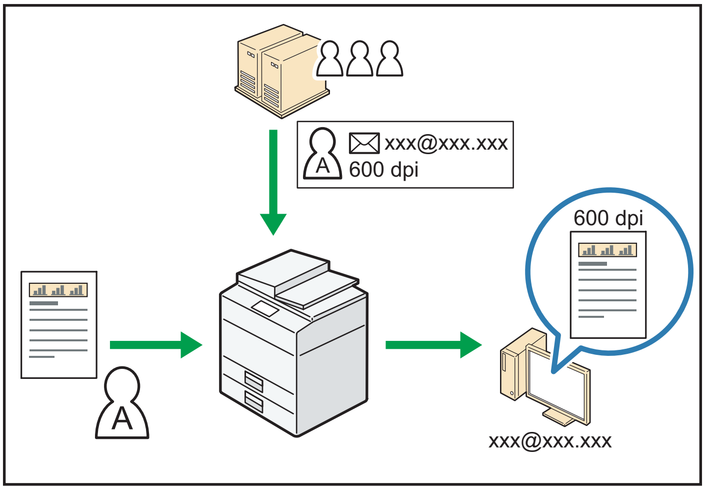
Reference

- See Security Guide.

Centrally Controlling Scan Conditions and Distribution

You can use the distributed scan management (DSM) system in Windows Server 2008 R2/2012 to manage the destinations and scan settings for each individual user in a group and to use the information when distributing scanned data.

You can also use this system to centrally manage information about people using the network and the machine's scanner functions. Both delivered files and user information can be controlled.



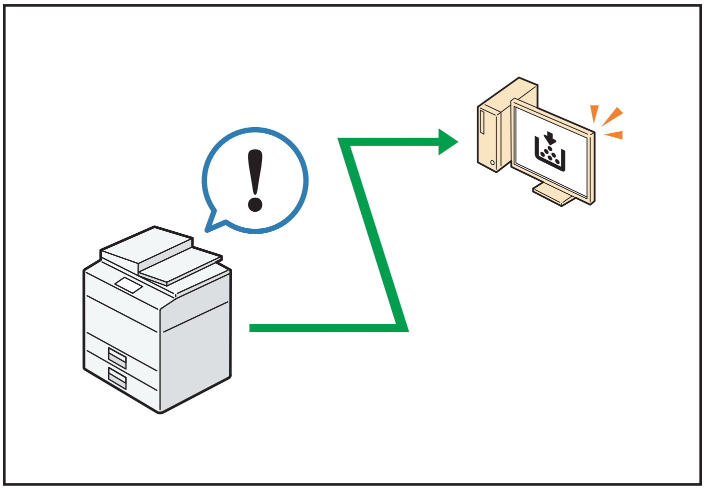
- You must set up and configure a Windows server to use the distributed scan management system. This system is supported by Windows Server 2008 R2 or later.

Reference

- For details about how to deliver files using the distributed scan management system, see "Managing Scan Conditions and Other Settings in the Block Using Distributed Scan Management", Scan.

Monitoring and Setting the Machine Using a Computer

Using Web Image Monitor, you can check the machine's status and change the settings.



CJQ609

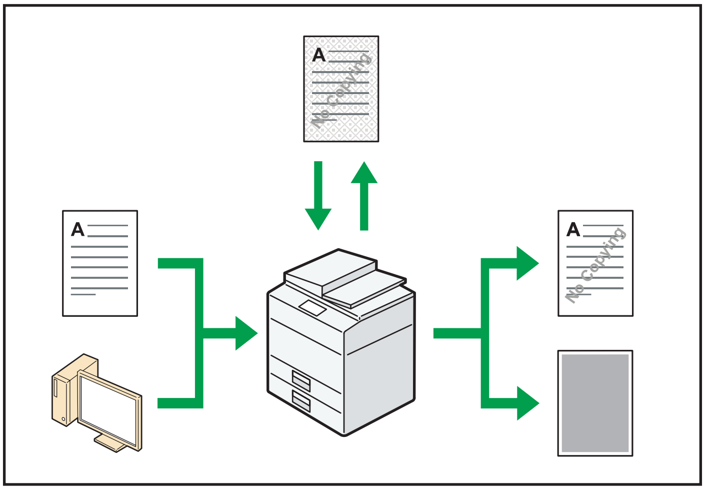
You can check which tray is running out of paper, register information in the Address Book, specify the network settings, configure and change the system settings, manage jobs, print the job history, and configure the authentication settings.

Reference

- See "Using Web Image Monitor", Connecting the Machine/ System Settings.
- See Web Image Monitor Help.

Preventing Unauthorized Copying

You can print embedded patterns on printouts to prevent unauthorized copying.



CUM003

- Using the copier function or the printer driver, you can embed a pattern in the printed document. If the document is copied on a machine with the Copy Data Security unit, protected pages are grayed out in the copy. This can minimize the risk of confidential information being copied. Protected fax messages are grayed out before being transmitted or stored. If a document protected by unauthorized copy guard is copied on a machine that is equipped with the Copy Data Security unit, the machine beeps to notify users that unauthorized copying is being attempted.

  If the document is copied on a machine without the Copy Data Security Unit, the hidden text becomes conspicuous in the copy, showing that the copy is unauthorized.
- Using the copier function or the printer driver, you can embed text in the printed document for unauthorized copy prevention. If the document is copied, scanned, or stored in a Document Server by a copier or multifunction printer, the embedded text appears conspicuous in the copy, discouraging such unauthorized copying.

Reference

- For details, see the printer driver Help and "Unauthorized Copy Prevention / Data Security for Copying", Security Guide.
- For details about this function in the copier mode, see "Preventing Unauthorized Copies", Copy/ Document Server.
- For details about this function in the printer mode, see "Printing Documents That Are Not Authorized for Duplication", Print.

2. Getting Started

This chapter describes how to start using this machine.

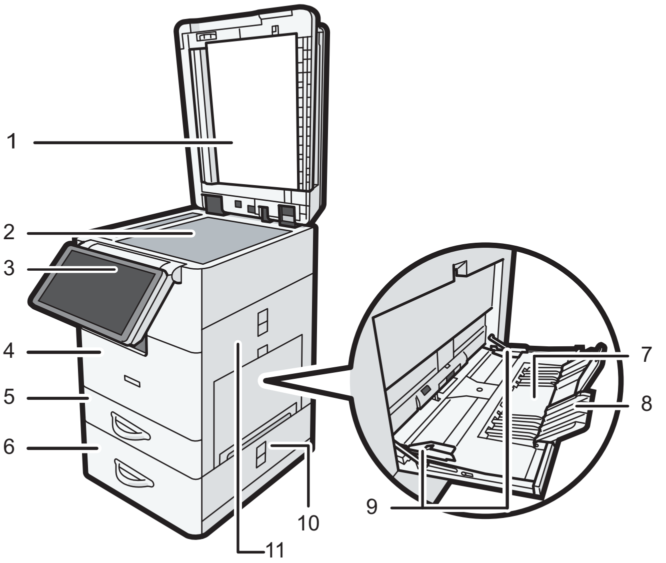
Guide to Names and Functions of Components

Guide to Components

⚠CAUTION

- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

Front and right view



1. **ADF**

   Lower the ADF over originals placed on the exposure glass.

   If you load a stack of originals in the ADF, the ADF will automatically feed the originals one by one.

2. **Exposure glass**

   Place originals face down here.

3. **Control panel**

   See page 31 "Guide to the Names and Functions of the Machine's Control Panel".

4. **Front cover**

   Open to replace the toner cartridge.

5. **Paper tray**

   Load paper here.

6. **Paper tray unit**

   Load paper here.

7. **Bypass tray**

   Use to copy or print on OHP transparencies and label paper (adhesive labels).

8. **Extender**

   Pull this extender out when loading A4▯, $8^{1}/_{2} \times 11$▯ or larger size paper in the bypass tray.

9. **Paper guides**

   When loading paper in the bypass tray, align the paper guides flush against the paper.

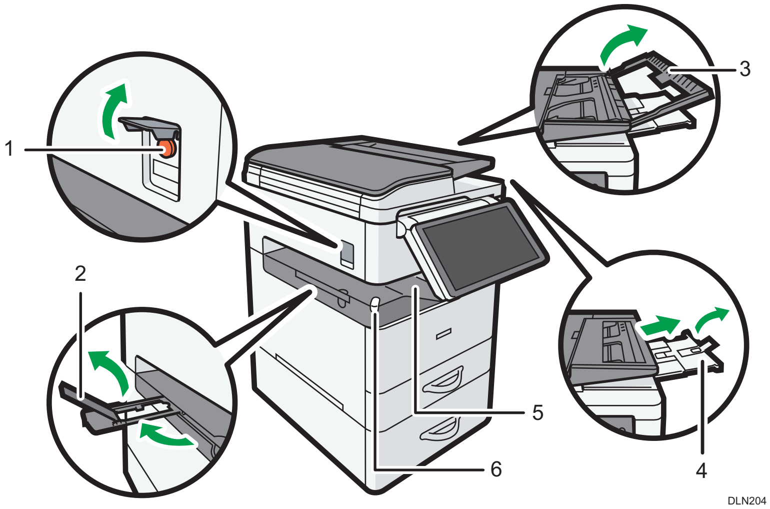
10. **Lower right cover**

    Open this cover when a paper jam occurs.

11. **Right cover**

    Open this cover when a paper jam occurs.

Front and left view



1. **Main power switch**

   To operate the machine, the main power switch must be on. If it is off, turn the switch on.

2. **Internal tray guide**

   Open out and raise the end fence to support large paper.

   Be sure not to place an excessive load. Doing so may damage the tray.

3. **ADF's extender**

   When loading an original longer than A4▭ or $8^{1}/_{2} \times 11$▭, raise the extender.

   Be sure not to place an excessive load. Doing so may damage the extender.

4. **Output tray extender**

   When loading an original longer than A4◻ or 8$^{1}/_{2}$ × 11◻, raise the extender.

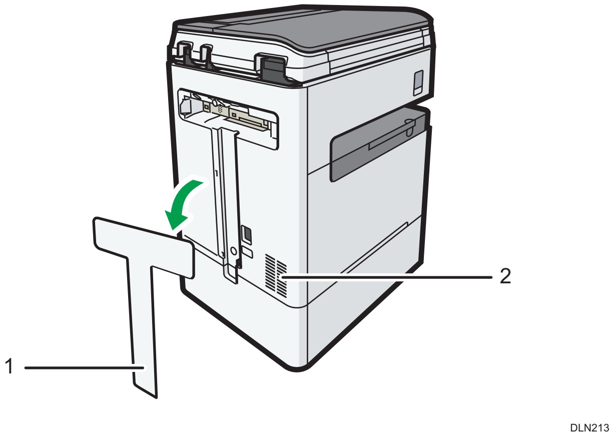
5. **Internal tray**

   Copied/printed paper and fax messages are delivered here.

6. **LED for Checking Printed Copies**

   This lights up when there are printed copies on the machine's output tray. Remember to retrieve the printed copies from the tray.

Rear and left view



1. **Back cover**

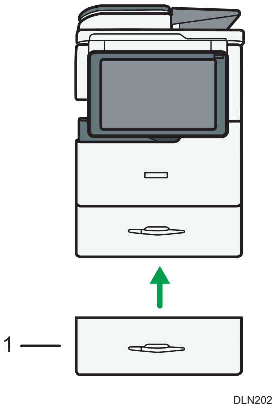
   Remove this before connecting cables and reattach it after connecting the cables.

2. **Vents**

   Prevents overheating.

Guide to Functions of the Machine's Options

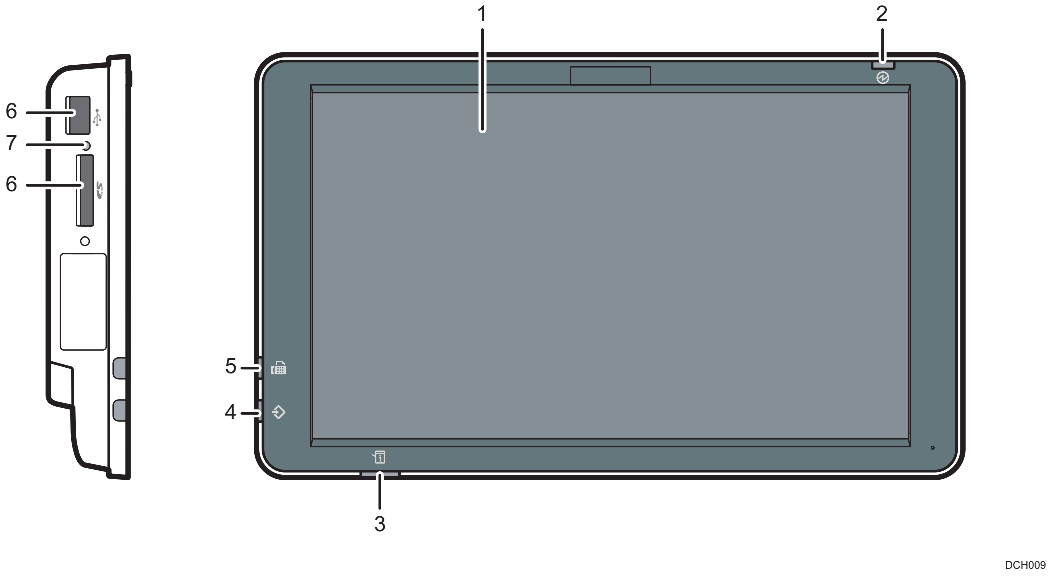
Guide to Functions of the Machine's External Options



1. **Paper tray unit (Tray 2)**

   Holds up to 500 sheets of paper.

Guide to the Names and Functions of the Machine's Control Panel



1. **Display panel**

   This is a touch panel display that features icons, keys, shortcuts, and widgets that allow you to navigate the screens of the various functions and applications and provide you with information about operation status and other messages. See page 37 "How to Use Each Application".

2. **Main power indicator**

   The main power indicator goes on when you turn on the main power switch. When the machine is in Sleep mode, the main power indicator flashes slowly. In Fusing Unit Off mode, the main power indicator is lit.

3. **Status indicator**

   Indicates the status of the system. Stays lit when an error occurs or the toner runs out.

4. **Data In indicator (facsimile and printer mode)**

   Flashes when the machine is receiving print jobs or LAN-Fax documents from a computer. See Fax and Print.

5. **Fax indicator**

   Indicates the status of the fax functions. Flashes during data transmission and reception. Stays lit when receiving a fax via Confidential or Substitute Reception.

6. **Media slots**

   Use to insert an SD card or a USB flash memory device.

7. **Media access lamp**

   Lights up when an SD card is inserted in the media slot.

Changing the Display Language

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

1. **Press [Home] (🏠) at the bottom of the screen in the center.**
2. **Flick the screen to the left, and then press the [Change Langs. Widget].**
3. **Select the language you want to display.**
4. **Press [OK].**

How to Use the [Home] Screen

The [Home] screen is set as the default screen when the machine is turned on.

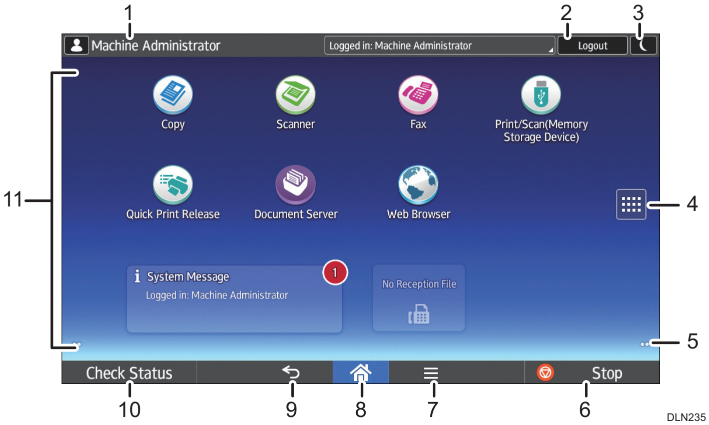
One icon is assigned to each function, and these icons are displayed on the [Home] screen. You can add shortcuts to frequently used functions or Web pages to the [Home] screen. Also, you can register widgets such as the Change Langs. Widget to it. The [Home] screen and the screen of each function may differ depending on the optional units that are installed.

To display the [Home] screen, press [Home] (⌂) at the bottom of the screen in the center.

Important

- **Do not apply strong impact or force to the screen, or it may be damaged.**

To switch between screens, flick your finger to the right or left on the screen.



1. **Name of the Log-in User**

   Displays the name of the user currently logging in to the machine. The name of the user is displayed only when user authentication is enabled.

2. **[Login]/[Logout]**

   These keys are displayed when user authentication is enabled. When you press [Login], the authentication screen appears. If you have been already logged in to the machine, [Logout] appears. To log out of the machine, press [Logout].

   For details about how to log in and out, see page 65 "Logging In the Machine".

3. **[Energy Saver]** ☾

   Press to switch to Low Power mode or Sleep mode.

   For details about the modes, see "Saving Energy", Getting Started.

4. **Application list icon** ▦

   Press to display the application list. You can create shortcuts to the applications on the [Home] screen.

   To use an application displayed in the [Widget] tab and [Program] tab, create a shortcut for the application on the [Home] screen. For details, see "Customizing the [Home] Screen", Convenient Functions.

5. **Icons to switch between screens**

   Press to switch between the five home screens. The icons appear at the bottom right and left of the screen, the number of icons indicates the number of screens on each side of the current screen.

6. **[Stop]**

   Press to stop a job in progress, such as copying, scanning, faxing, or printing.

7. **[Menu]**

   Displays the menu screen of the application you are using. Depending on the application you are using, this key may be disabled. You can also press this key in the [Home] screen to restore the [Home] screen's settings to their defaults.

8. **[Home]**

   Press to display the [Home] screen.

9. **[Return]**

   Press this key to return to the previous screen while Screen Features are enabled or applications are used. Depending on the application you are using, this key may be disabled.

   You can specify whether this key is enabled or not in some applications. For details about the settings, see "Screen Features", Connecting the Machine/ System Settings.

10. **[Check Status]**

    Press to check the machine's system status, operational status of each function, and current jobs. You can also display the job history and the machine's maintenance information.

11. **Icon/Widget display area**

    Displays the function or application icons and widgets. Displayed icons differ between the five home screens. For details about icons on each screen, see "Main Icons on the [Home] Screen", Getting Started.

    You can also add shortcuts and arrange icons using folders. For details, see "Customizing the [Home] Screen", Convenient Functions.

Note

- You can change the [Home] screen's wallpaper. For details, see "Changing the [Home] Screen's Wallpaper", Convenient Functions.
- You cannot switch modes in any of the following situations:
  - While scanning an original using the fax or scanner function
  - During immediate transmission
  - When accessing the following screens:
    - Machine Features
    - Counter
    - Inquiry
    - Address Book Management
    - Tray Paper Settings
    - Current Job / Job History

  - During interrupt copying
  - During On-hook dialing for fax transmission
- The [Home] screen is set as the default screen when the machine is turned on. You can change this default setting under Function Priority. See "Screen Features", Connecting the Machine/ System Settings.

Adding Icons to the [Home] Screen

Adding shortcuts to the [Home] screen

You can add shortcuts to the machine's functions.

You can display the icons for the machine's functions and the embedded software applications after you delete them from the [Home] screen.

1. **Press [Home] (⌂) at the bottom of the screen in the center.**
2. **Press ▦.**
3. **Press the [Apps] tab to add a shortcut to an application other than the Classic Applications. Press the [Program] tab to add a shortcut to one of the Classic Applications, such as [Copier (Classic)], [Fax (Classic)], or [Scanner (Classic)].**
4. **Press and hold down the application icon to add a shortcut to an application other than the Classic Applications. Press and hold down the [Classic Applications] icon to add a shortcut to one of the Classic Applications, such as [Copier (Classic)], [Fax (Classic)], or [Scanner (Classic)].**

   The image of where the shortcut is to be placed on the [Home] screen is displayed.
5. **Drag the icon to where you want to place it on the screen.**

   If you want to add a shortcut to Copier (Classic) mode or the other Classic Applications, proceed to Step 6.
6. **Select the Classic Applications that you want to add from the list.**

Adding shortcuts to bookmarks on the [Home] screen

You can add shortcuts to bookmarks that have been registered in favorites in the web browser to the [Home] screen.

1. **Press [Home] (⌂) at the bottom of the screen in the center.**
2. **Press ▦.**
3. **Press the [Program] tab.**

4. **Press and hold down the [Bookmark] icon.**

   The image of where the shortcut is to be placed on the [Home] screen is displayed.
5. **Drag the icon to where you want to place it on the screen.**
6. **Select the bookmark you want to add from the bookmark list.**

Adding shortcuts to programs to the [Home] screen

You can add shortcuts to programs registered to Standard Applications, Quick Applications or Classic Applications.

Standard Applications/Quick Applications

1. **Display the function screen to which you want to register a program.**
2. **Press [Menu] (☰) at the bottom of the screen in the center and select [Reg. Current Setting to Program].**
3. **Press the program number you want to register.**
4. **Press [Program].**
5. **Enter the program name.**
6. **Select the icon for the program.**
7. **Press [OK].**
8. **Press [Place].**

   Even if you select [Do not Place], you can add shortcuts to the program to the [Home] screen after the program registration is complete.
9. **Press [Exit].**
10. **Drag the icon to where you want to place it on the screen.**

Adding widgets to the [Home] screen

You can add widgets to the [Home] screen to show the remaining amount of toner or change the display language.

1. **Press [Home] (🏠) at the bottom of the screen in the center.**
2. **Press ▦.**
3. **Press the [Widget] tab.**
4. **Press and hold down the widget icon you want to add.**

   The image of where the widget is to be placed on the [Home] screen is displayed.
5. **Drag the icon to where you want to place it on the screen.**

How to Use Each Application

You can open the function screens by pressing icons such as [Copy] or [Fax] on the [Home] screen.

Standard Application Screen

Functions and settings that are used frequently are shown on the top screen. Swipe the screen up and down to select a setting item. When you select an item, the pull-down menu appears, or the setting item pops up. For details about operations on this screen, see "Possible Operations on the Standard Application Screen", Getting Started. For details about how to use the screen, see page 37 "[Copy] Screen", page 40 "[Fax] Screen", and page 46 "[Scanner] Screen".

Quick Application Screen

You can easily set the basic operations, such as duplex copying or sending scanned documents by e-mail. For details about how to use this screen, see page 52 "[Quick Copy] screen", page 52 "[Quick Fax] screen", and page 53 "[Quick Scanner] screen".

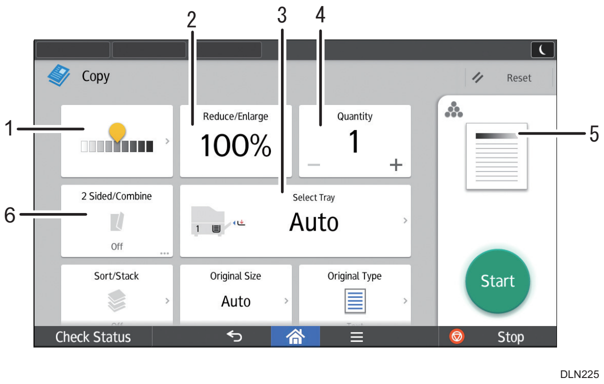
Functions usable on each screen

Screen	Functions usable
Standard Application Screen	• Copy • Fax • Scanner • Printer (Quick Print Release) • Print/Scan (Memory Storage Device)
Quick Application Screen	• Copy • Fax • Scanner

[Copy] Screen

You can switch Screens 1 and 2 described in this section by flicking the screen up or down.

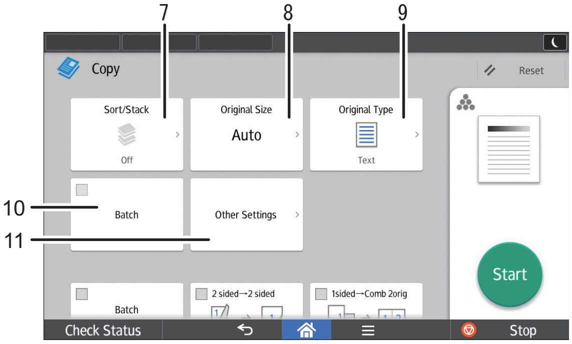
1



No.	Icon	Description
1	☐☐☐☐▨■■■■	You can adjust the density of the overall original in nine steps. Specify the density by touching the ● icon and dragging it right or left.
2	Reduce/Enlarge 100%	You can reduce or enlarge images.
3	Select Tray Auto	You can select the paper input location containing the paper you want to copy onto, and specify the length to cut the paper loaded in the paper input location.
4	Quantity 1	You can specify the numbers of copies to be made. Press a number to enter the number of copies using the keyboard. You can also specify the number of copies by pressing [+] or [−].

No.	Icon	Description
5		Preview prints change according to the settings you make.
6		You can select a reproduction ratio automatically and copy the originals onto a single sheet of copy paper.

2



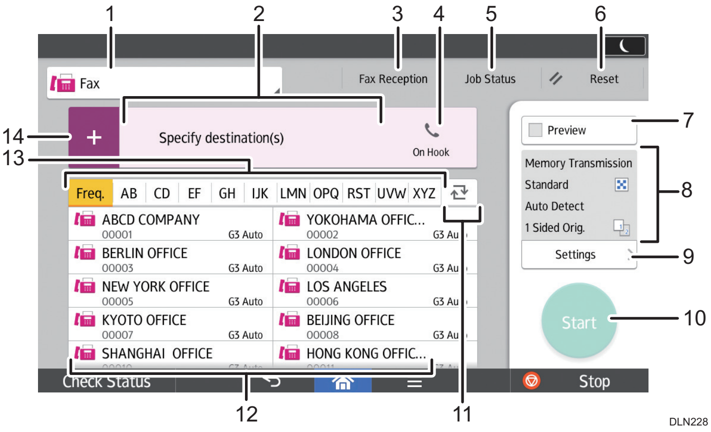
DLN226

No.	Icon	Description
7		You can assemble copies as sets in sequential order.
8	Original Size Auto	You can specify the size of originals when copying custom size originals.
9		You can select an original type that is suitable for your originals.

No.	Icon	Description
10	Batch	You can copy an original that is too large to place in the ADF by placing it in the ADF in sections (batches). The original will be scanned and stored as a single document.
11	Other Settings	You can find other settings.

Functions registered in [Customize Function: Copier] appear under [Other Settings].

[Fax] Screen



No.	Icon	Description
1	Fax	You can switch between items in type of transmission. To use Internet Fax, set [Internet Fax Setting] in [Fax Features] to [On].
2	Specify destination(s)	The specified destination is shown here. By tapping the destination, you can register it to the Address Book or remove it from the destinations. By flicking up and down, you can confirm the selected destinations.

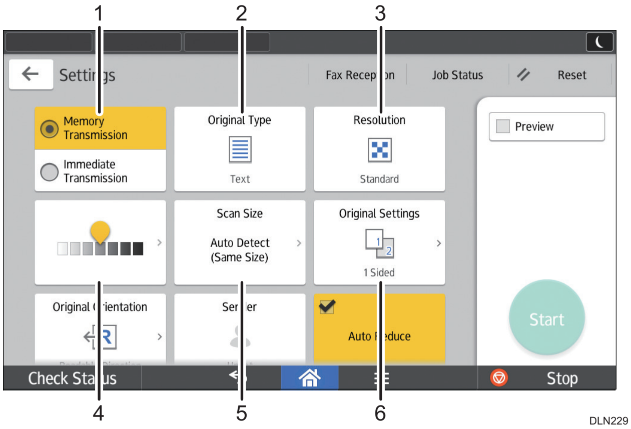
No.	Icon	Description
3	Fax Reception	You can perform the following operations related to Fax Reception: • Check Stored Reception File • Operate Personal Box • Print ID Required Print Files • Manual Reception • Print Memory Lock • Check Reception File Settings
4	☎ On Hook	This function allows you to dial while listening to the dial tone from the internal speaker with the handset of the machine or external telephone on-hook.
	1 Check	The total number of the selected destinations appears. Press to display a screen to confirm destinations. In the screen to confirm destinations, you can do the following: • Register destinations to the Address Book • Edit destinations • Remove destinations from the destination list
5	Job Status	You can perform the following operations related to Job Status: • Confirm Transmission Standby Files • Check Transmission Results • Check Reception Results • Print Journals
6	Reset	Press to clear your current settings.
7	☐ Preview	Press to display the preview screen after scanning originals.
8	Memory Transmission	You can check the settings in Settings.

No.	Icon	Description
9	Settings >	Press to open the settings screen. For details, see page 42 "[Settings] screen".
10	Start	Press to scan originals and start sending.
11	⇅	Press to switch the section of the Address Book.
12	☎ ABCD COMPANY 00001	Shows the destinations in the Address Book.
13	Freq. | AB | CD	The sections of the Address Book.
14	+	Press to add a destination. Destinations can be added as follows: • Input destinations manually • Select from the transmission history • Specify a registration number from the Address Book • Search for a destination in the Address Book or on the LDAP server • Press to display the remaining memory information

[Settings] screen

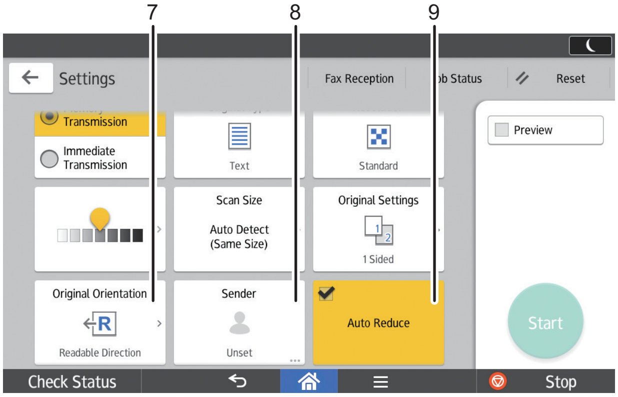
You can switch Screens 1 to 4 described in this section by flicking the screen up or down.

1



No.	Icon	Description
1	◉ Memory Transmission	You can switch to Immediate Transmission mode. Unless immediate transmission is selected, Memory Transmission mode is selected by default.
2	▤	You can select an original type that is suitable for your originals.
3	▦	Press to select the resolution according to the size of the text on your original.
4	●	Press to specify the density to scan the original. You can also specify the density by touching the ● icon and dragging it right or left.
5	Auto Detect (Same Size)	Press to select the scanning size of the original.
6	1 2	Press to select the sides of the original

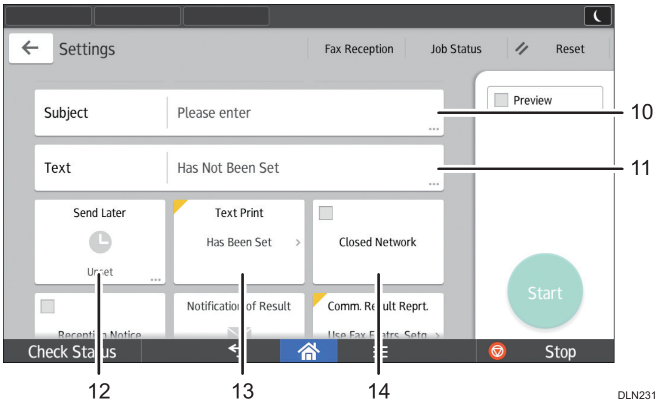
2



DLN230

No.	Icon	Description
7	←R	Press to select the orientation of the original.
8	👤	Press to specify the sender.
9	Auto Reduce	Page separation and length reduction

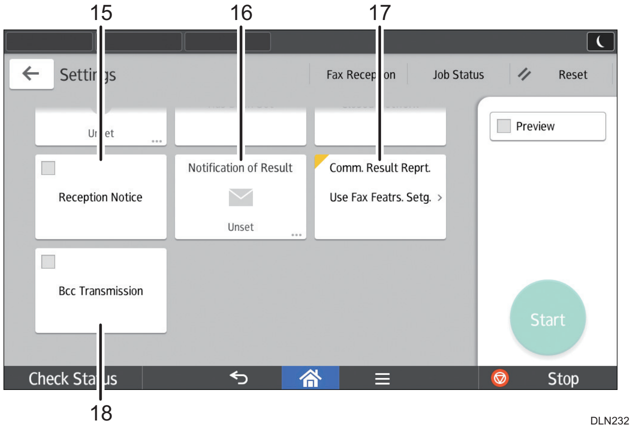
3



DLN231

No.	Icon	Description
10	Subject	Specify the Internet Fax/E-Mail subject
11	Text	Specify the Internet Fax/E-Mail Text
12	🕒	You can specify settings to automatically send files directly at a specified time.
13	Has Been Set	You can select a standard message to be printed.
14	Closed Network	You can send files over a closed network.

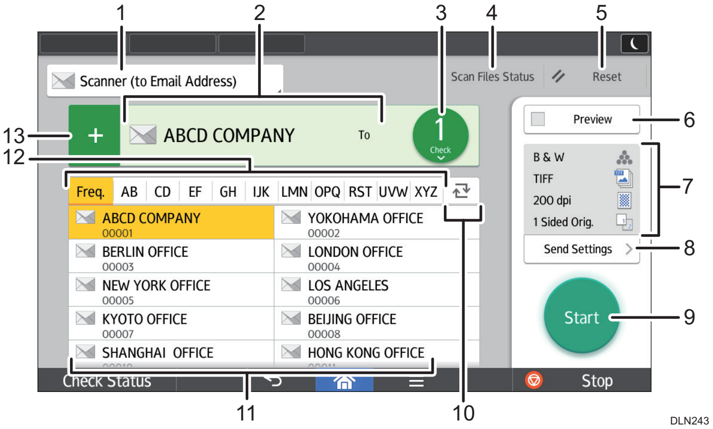
4



No.	Icon	Description
15	Reception Notice	Requesting reception confirmation
16	✉	You can receive a transmission notification by e-mail
17	Use Fax Featrs. Setg. >	Once memory transmission is complete, you can have the result printed.

No.	Icon	Description
18	Bcc Transmission	Specifying Internet Fax/e-mail destinations as BCC addresses

[Scanner] Screen



No.	Icon	Description
1	Scanner (to Email Address)	Displays the type of scanner destination. Press to switch between e-mail destinations and folder destinations.
2	Specify destination(s)	The specified destination is shown here. By tapping the destination, you can register it to the Address Book or remove it from the destinations. By flicking up and down, you can confirm the selected destinations.

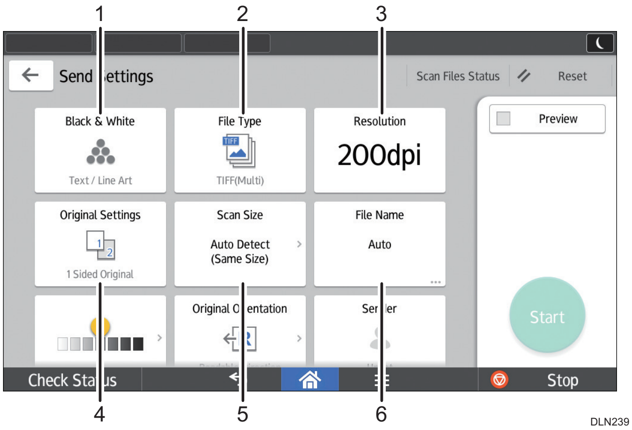
No.	Icon	Description
3	1 Check	The total number of the selected destinations appears. Press to display a screen to confirm destinations. In the screen to confirm destinations, you can do the following: • Switch the "To", "Cc", and "Bcc" fields of the e-mail destinations • Register destinations to the Address Book • Edit destinations • Remove destinations from the destination list
4	Scan Files Status	Press to display the transmission results screen. In the transmission results screen, you can do the following: • Check sent jobs • Check error descriptions • Cancel transmission of a document in standby • Print a list of transmission results
5	Scan Files Status	Press to clear your current settings.
6	☐ Preview	Press to display the preview screen after scanning originals.
7	B & W	You can check the settings in Send Settings.
8	Send Settings >	Press to open the send settings screen. For details, see page 48 "[Send Settings] screen".
9	Start	Press to scan originals and start sending.
10	⇅	Press to switch the section of the Address Book.

No.	Icon	Description
11	ABCD COMPANY 00001	Shows the destinations in the Address Book. If a password or protection code is specified to a folder destination, enter the password or protection code on the screen displayed after tapping the folder destination.
12	Freq. AB CD	The sections of the Address Book.
13	+	Press to add a destination. Destinations can be added as follows: • Input destinations manually • Select from the transmission history • Specify a registration number from the Address Book • Search for a destination in the Address Book or on the LDAP server

[Send Settings] screen

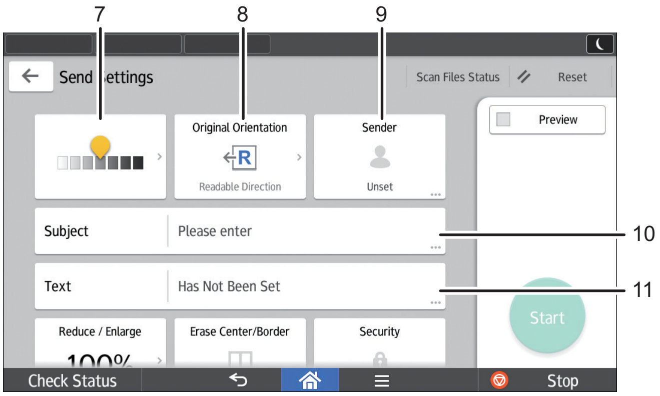
You can switch Screens 1 to 4 described in this section by flicking the screen up or down.

1



No.	Icon	Description
1		Press to select an original type or color mode appropriate for your original.
2	TIFF	Press to select a file type.
3	Resolution 200dpi	Press to select the resolution to scan the original.
4	1 2	Press to select the sides of the original to scan, such as one side or both sides.
5	Auto Detect (Same Size)	Press to select the scanning size of the original.
6	File Name Auto	Press to specify a file name.

2

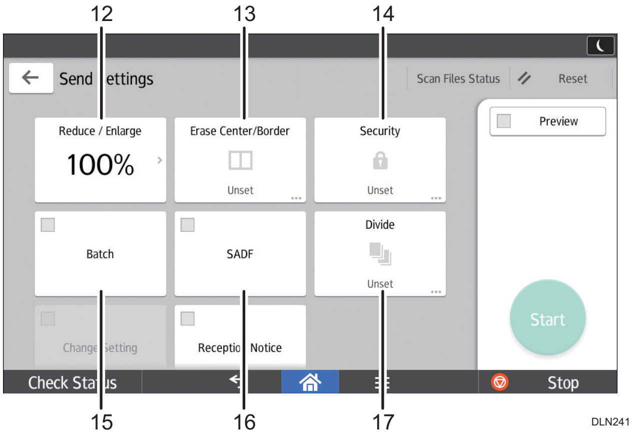


DLN240

No.	Icon	Description
7		Press to specify the density to scan the original. You can also specify the density by touching the icon and dragging it right or left.

No.	Icon	Description
8	←R	Press to select the orientation of the original.
9	👤	Press to specify the sender.
10	Subject	Press to enter the subject of the e-mail.
11	Text	Press to enter the main text of the e-mail.

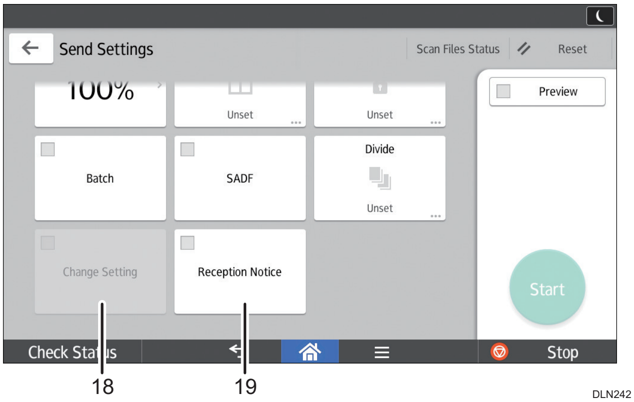
3



No.	Icon	Description
12	Reduce/Enlarge 100%	Press to specify the magnification ratio for scanning the original.
13	◫	Press to erase the image from a specified width around the document and in the center of the document when the document is scanned.
14	🔒	Press to sign and encrypt the e-mail.

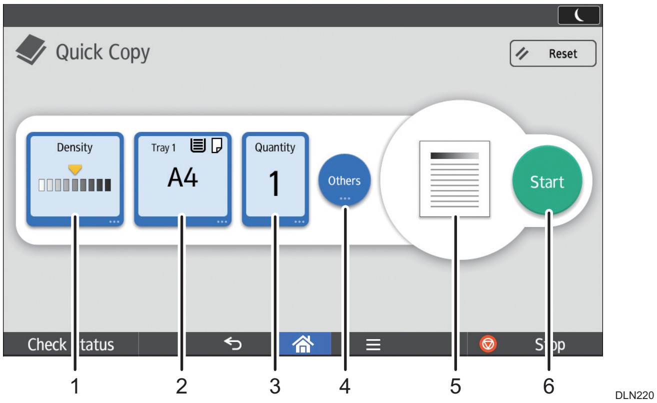
No.	Icon	Description
15	Batch	Press to scan a large number of originals in several batches and send them together as a single job. You can place multi-page originals in the ADF.
16	SADF	Press to scan a large number of originals in several batches and send them together as a single job. Place the originals in the ADF one by one.
17		Press to divide a multi-page original into parts of a specified number of pages each, and then send the documents.

4



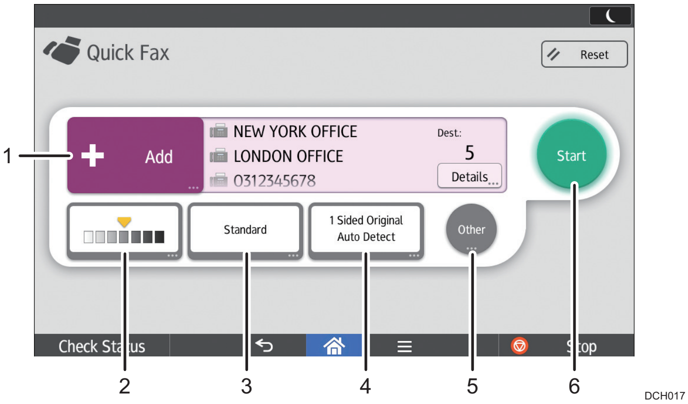
No.	Icon	Description
18	Change Setting	Press to scan multiple originals that consist of one-sided and two-sided originals. You can select this only if [Batch] or [SADF] is also selected.
19	Reception Notice	Press this to notify the sender that the e-mail recipient has opened the e-mail.

[Quick Copy] screen



1. Select the image density you want to use.
2. Select a paper tray.
3. Select the number of copies.
4. Specify the copy settings such as duplex or combining. You can also specify scan settings.
5. Check the finished image.
6. Press to start copying.

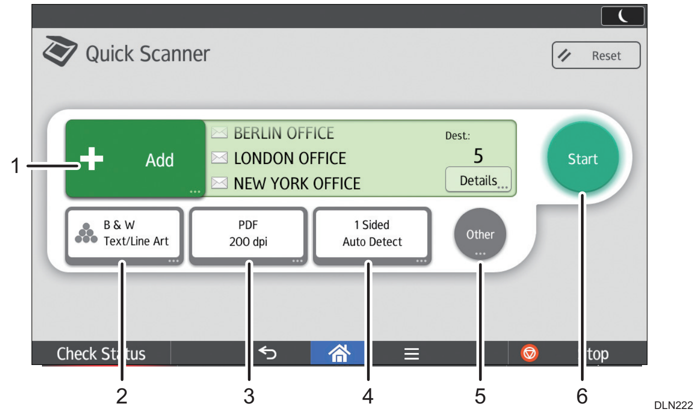
[Quick Fax] screen



1. Select a destination. You can also enter a destination manually.
2. Select the image density you want to use.
3. Select the resolution you want to use.
4. Select size and type of the original.

5. **Press to preview the scanned original.**
6. **Press to start faxing.**

[Quick Scanner] screen



1. **Select an e-mail or folder destination. You can also enter e-mail destination manually.**
2. **Select a color mode.**
3. **Select a scanning resolution and file type in which to send scanned data.**
4. **Select an original type and size.**
5. **Press to preview the scanned data.**
6. **Press to start sending scanned data.**

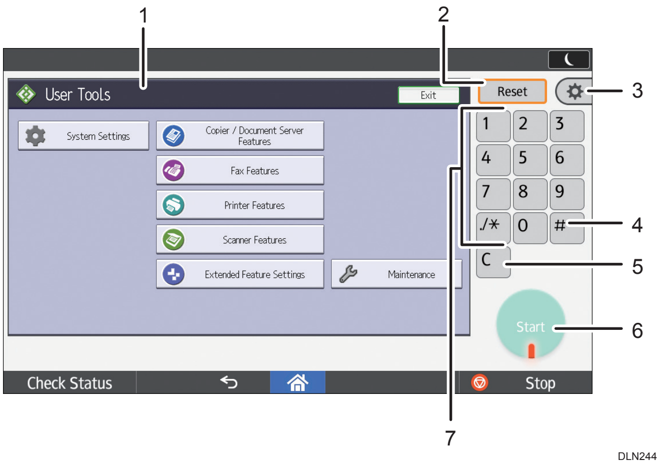
Keys that Appear on the Initial Settings Screen and Screens of Each Classic Application

The display panel shows the operation status, messages, and function menus.

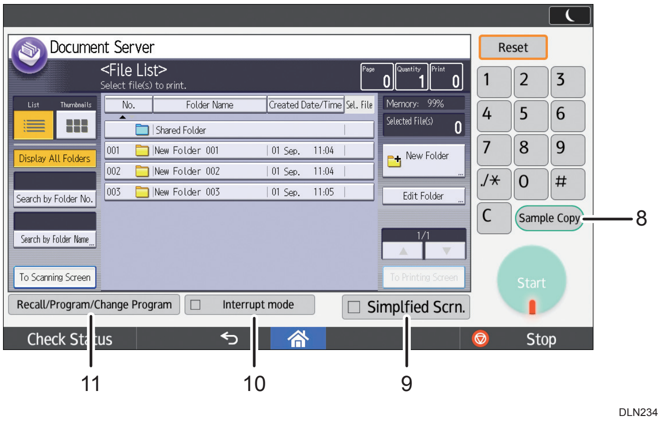
The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted like Auto Reduce / Enlarge. Keys appearing as Auto Reduce / Enlarge cannot be used.

The initial settings screen



Applications' screen



1. **Function screen**

   Each function has a different screen.

2. **[Reset]**

   Press to clear the current settings.

3. **[User Tools]**

   Press this to use the following items:

   - Screen Features

     Press to customize the default settings of the operating system installed on the control panel. See "Screen Features", Connecting the Machine/ System Settings.

   - Machine Features

     Press to customize the default settings of the machine system. You can also customize the default settings of the copier, Document Server, facsimile, printer, and scanner function. See "Accessing User Tools", Connecting the Machine/ System Settings.

- Counter

  Press to check or print the counter value. See "Counter", Maintenance and Specifications.
- Inquiry

  Press to find out where to order expendable supplies and where to call when a malfunction occurs.
- Address Book Management

  Press to display the Address Book.
- Tray Paper Settings

  Press to make settings for paper trays and paper status.

4. **[#] (Enter)**

   Press to confirm values entered or items specified.

5. **[Clear]**

   Press to delete a number entered.

6. **[Start]**

   Press to start copying, printing, scanning, or sending.

7. **Number keys**

   Use to enter the numbers for copies, fax numbers and data for the selected function.

8. **[Sample Copy]**

   Press to make a single set of copies or prints to check print quality before making multiple sets. See "Sample Copy", Copy/ Document Server.

9. **[Simplfied Scrn.]**

   Press to switch to the simple screen. See "Switching Screen Patterns", Getting Started.

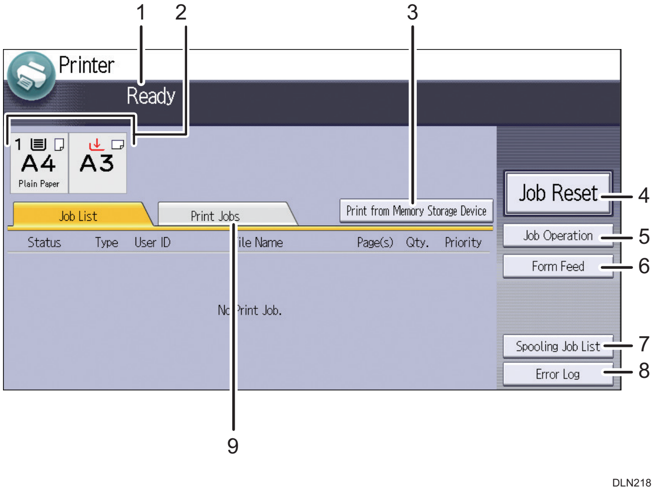
10. **[Interrupt mode]**

    Press to make interrupt copies. See "Interrupt Copy", Copy/ Document Server

11. **[Recall/Program/Change Program]**

    Press to register frequently used settings, or to recall registered settings. See "Registering Frequently Used Functions", Convenient Functions.

[Printer (Classic)] Screen



1. **Operational status or messages**

   Displays current machine status, such as "Ready", "Offline", and "Printing...". Information about the print job (user ID and document name) appears in this section.

2. **Paper tray status indicators**

   Displays paper tray settings.

3. **[Print from Memory Storage Device]**

   Press to display the screen for printing files stored on memory storage devices directly.

4. **[Job Reset]**

   Press to cancel the current print job.

   If you press it when the Hex Dump is selected, Hex Dump is canceled.

5. **[Job Operation]**

   Press to suspend a job being processed.

6. **[Form Feed]**

   Press to print all the data left in the machine's input buffer.

7. **[Spooling Job List]**

   Press to display spooled jobs.

8. **[Error Log]**

   Press to display the error logs of print jobs sent from a computer.

9. **[Print Jobs]**

   Press to display print jobs sent from a computer.

Note

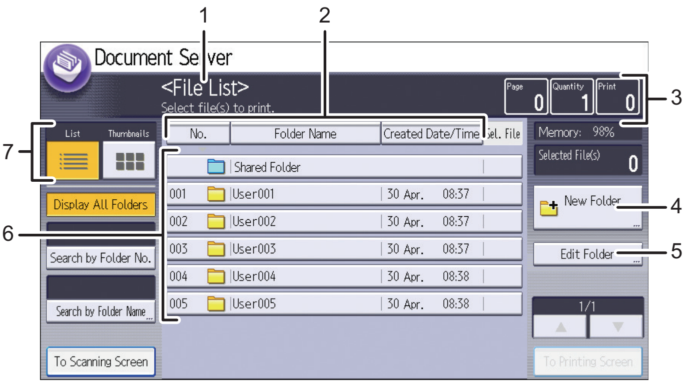
- The estimated time to complete printing after receiving all data from the computer is displayed on the top of the screen.

[Document Server] Screen

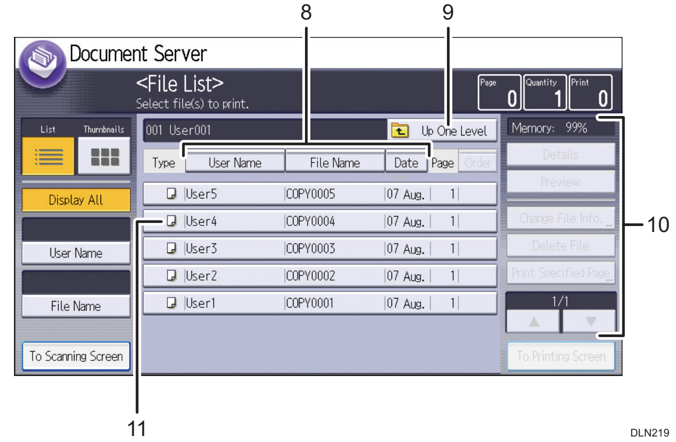
You can organize documents stored in the Document Server in folders.

You can view a list of the documents in a folder by touching the folder key.

Folder list screen



File list screen



1. **Operational status and messages**

   Displays operational status and messages.

2. **[No.], [Folder Name], and [Created Date/Time]**

   Press the item to sort the folders. Select the same item once more for a reverse sort.

3. **Page, Quantity, and Print**

   Displays the number of originals stored in memory, number of sets to be printed, and prints made.

4. **[New Folder]**

   Press to create a new folder.

5. **[Edit Folder]**

   Press to change the folder name or password, or to delete the folder.

6. **Folder keys**

   Press to display the list of stored files in the folder. If a password has been specified for a folder, a lock icon 🔒 appears to the left of the folder name.

7. **List and Thumbnails**

   Displays keys for switching the display between list and thumbnails.

8. **[User Name], [File Name], and [Date]**

   Press the item to sort the files. Select the same item once more for a reverse sort.

9. **[Up One Level]**

   Press to display the list of folders.

10. **Operation keys**

    Press to operate stored files.

    If the file you want to select is not displayed in the list, press [▲] or [▼] to scroll the screen.

11. **Icons**

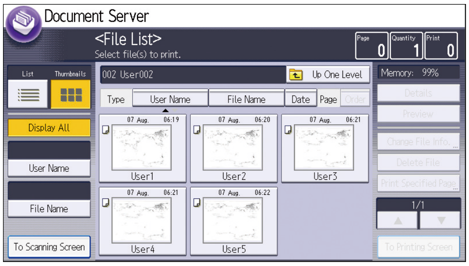
    Displays an icon that indicates the function used to store the document. If a password has been specified for a file, a lock icon 🔒 appears to the left of the user name for the file.

The following icons appear in the list of the Document Server to indicate the function used to store a document:

Function	Icon
Copier	🗋
Fax	📠
Printer	🖨

[Thumbnail] screen

In thumbnail view, reduced versions of the stored documents are displayed. This is useful for checking a document's content on the file list screen.



Note

- Some stored documents may not be displayed, depending on the security settings.

Registering Functions in a Program

Depending on the functions, the number of programs that can be registered is different.

Standard Applications

- Copy: 25 programs
- Fax: 100 programs
- Scanner: 100 programs

Quick Applications

- Quick Copy: 25 programs
- Quick Fax: 100 programs
- Quick Scanner: 100 programs

The following settings can be registered to programs:

Standard Applications

Copy:

Reduce/Enlarge, Quantity, Density, Auto Density, Paper Tray, 2 Sided, Sort/Stack, Combine, Original Size, Original Type, Batch, SADF, ID Card Copy, Create Margin, Book, Background Numbering, Preset Stamp, User Stamp, Date Stamp, Page Numbering, User Text, Unauth. Cpy Prev. Pat., Margin Adjustment, Erase Center/Border, Poster, Centering, Unreadable Direction, Check the document orientation after pressing Start.

Fax:

Destination, Resolution, Original Type, Density, Auto Density, Scan Size, Mixed Sizes, Original Orientation, Line, Memory Transmission/Immed. Transmission, Send Later, Original Settings, Stamp, Text, Bcc Transmission, Reception Notice, Standard Message, Auto Reduce, Fax Header Print, Closed Network, Label Insertion, transmission type, Comm. Result Reprt., Notification of Result, Preview, SMTP

Scanner:

Destination, Density, Auto Density, Original Type, Dropout Color, Erase Center/Border,, Resolution, Original Size, Reduce / Enlarge, Original Settings, Original Orientation, Batch, SADF, Scan 1 Side of Last Page, File Type, PDF Digital Signature, Reception Notice, Preview, Divide, S/MIME, Subject, Text, File Name, OCR, Add Date & Time

Quick Applications

Quick Copy:

Density, Paper Tray, Quantity, Reduce/Enlarge, 2 Sided, Combine, Original Orientation

Quick Fax:

Destination, Line, Density, Resolution, Original Orientation, Original Sides, Scan Size, Original Type, Preview

Quick Scanner:

Destination, Original Type, File Type, Resolution, Original Orientation, Original Sides, Scan Size, Preview

This section explains how to register functions to a program by using each application.

Standard Applications/Quick Applications

1. **Edit the settings so all functions you want to register to a program are selected on the [Copy], [Fax], [Scanner], [Quick Copy], [Quick Fax], or [Quick Scanner] screen.**
2. **Press [Menu] (☰) at the bottom of the screen in the center.**
3. **Press [Reg. Current Setting to Program].**
4. **Press the program number you want to register.**
5. **Enter the program name.**
6. **Select the icon for the program.**
7. **Press [Place].**
8. **Press [OK].**

   Even if you select [Do not Place], you can add shortcuts to the program to the [Home] screen after the program registration is complete.
9. **Press [Exit].**

Note

- The number of characters you can enter for a program name varies depending on the functions as follows:
  - Standard Applications
    - Copy: 40 characters
    - Fax: 40 characters
    - Scanner: 34 characters
  - Quick Applications
    - Quick Copy, Quick Fax, and Quick Scanner: 40 characters
- When a specified program is registered as the default, its values become the default settings, which are displayed without recalling the program, when modes are cleared or reset, and after the machine is turned on. See "Changing the Default Functions of the Initial Screen", Convenient Functions..
- When the paper tray you specified in a program is empty and if there is more than one paper tray with the same size paper in it, the paper tray prioritized under [Paper Tray Priority: Copier] or [Paper Tray Priority: Facsimile] in the [Tray Paper Settings] tab will be selected first. For details, see "Tray Paper Settings", Connecting the Machine/ System Settings.

- Destinations can be registered to a program of the scanner mode only when [Include Destinations] is selected for [Program Setting for Destinations] in [Scanner Features]. For details about the setting, see "General Settings", Scan.
- Folder destinations that have protection codes cannot be registered to a program of the scanner mode.
- Programs are not deleted by turning the power off or by pressing [Reset] unless the program is deleted or overwritten.
- Programs can be registered to the [Home] screen, and can be recalled easily. For details, see page 35 "Adding Icons to the [Home] Screen". Shortcuts to programs stored in Document Server mode cannot be registered to the [Home] screen.

Turning On/Off the Power

Important

- **When you push the main power switch, wait at least 10 seconds after it is confirmed that the main power indicator has lit up or gone out.**

The main power switch is on the left side of the machine. When this switch is turned on, the main power turns on and the main power indicator on the right side of the control panel lights up. When this switch is turned off, the main power turns off and the main power indicator on the right side of the control panel goes out. When this is done, machine power is off.

Region A (mainly Europe and Asia)

When the fax unit is installed, fax files in memory may be lost if you turn this switch off. Use this switch only when necessary.

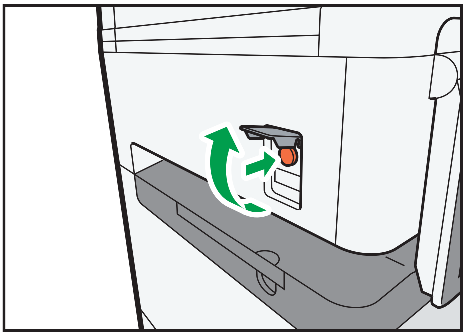
Region B (mainly North America)

Fax files in memory may be lost if you turn this switch off. Use this switch only when necessary.

Turning On the Main Power

1. **Make sure the power cord is firmly plugged into the wall outlet.**
2. **Push the main power switch.**

   The main power indicator goes on.



Turning Off the Main Power

CAUTION

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.

Important

- Do not turn off the power while the machine is in operation.
- Do not hold down the main power switch while turning off the main power. Doing so forcibly turns off the machine's power and may damage the hard disk or memory and cause malfunctions.

1. **Push the main power switch.**

   The main power indicator goes out. The main power turns off automatically when the machine shuts down. If the screen on the control panel does not disappear, contact your service representative.

Logging In the Machine

When the Authentication Screen is Displayed

If Basic Authentication, Windows Authentication, or LDAP Authentication is active, the authentication screen appears on the display. The machine only becomes operable after entering your own Login User Name and Login Password. If User Code Authentication is active, you cannot use the machine until you enter the User Code.

If you can use the machine, you can say that you are logged in. When you go out of the operable state, you can say that you are logged out. After logging in the machine, be sure to log out of it to prevent unauthorized usage.

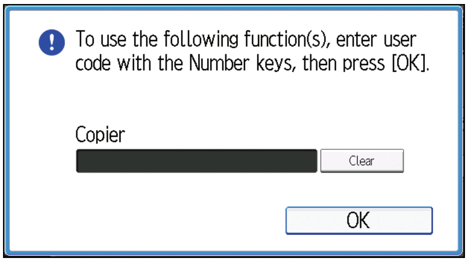
Important

- Ask the user administrator for the Login User Name, Login Password, and User Code. For details about user authentication, see "Configuring User Authentication", Security Guide.
- User Code to enter on User Code Authentication is the numerical value registered in the Address Book as "User Code".

User Code Authentication Using the Control Panel

If User Code Authentication is active, a screen prompting you to enter a User Code appears.

1. **Enter a User Code (up to eight digits), and then press [OK].**



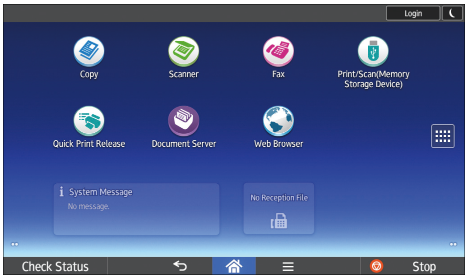
To use the following function(s), enter user code with the Number keys, then press [OK].

Copier

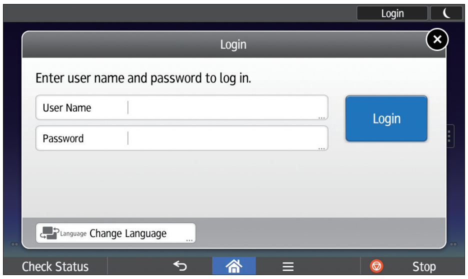
Logging In Using the Control Panel

This section explains the procedure for logging in to the machine when Basic Authentication, Windows Authentication, or LDAP Authentication is set.

1. **Press [Login] on the top right on the screen.**



2. **Press [User Name].**



Enter user name and password to log in.

3. **Enter a Login User Name, and then press [Done].**
4. **Press [Password].**
5. **Enter a Login Password, and then press [Done].**
6. **Press [Login].**

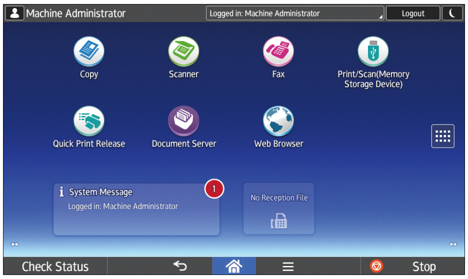
Logging Out Using the Control Panel

This section explains the procedure for logging out the machine when Basic Authentication, Windows Authentication, or LDAP Authentication is set.

Important

- To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.

1. **Press [Logout] on the top right on the screen.**



2. **Press [OK].**

Placing Originals

Placing Originals on the Exposure Glass

⚠CAUTION

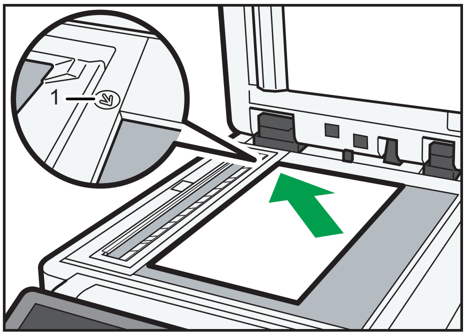
- Keep your hands away from the hinges and exposure glass when lowering the ADF. Not doing so may result in an injury if your hands or fingers are pinched.

Important

- Do not lift the ADF forcefully. Otherwise, the cover of the ADF might open or be damaged.

1. **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 scanned.



   1. **Positioning mark**

3. **Lower the ADF.**

Placing Originals in the Auto Document Feeder

Be sure not to load the original untidily. Doing so may cause the machine to display a paper misfeed message. Also, be sure not to place originals or other objects on the top cover. Doing so may cause a malfunction.

Important

- Be sure not to place an excessive load on the ADF's extender or output tray extender. Doing so may damage them.

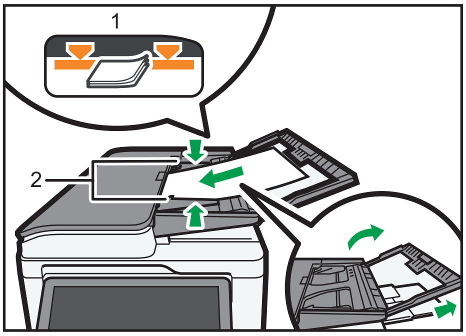
1. **Adjust the original guide to the original size.**

2. **Place the aligned originals squarely face up in the ADF.**

   Do not stack originals beyond the limit mark.

   The first page should be on the top.

   When placing originals that are longer than A4▭, $8^{1}/_{2} \times 11$▭, open the extenders.



1. **Limit mark**
2. **Original guides**

3. Copy

This chapter describes frequently used copier functions and operations. For information not included in this chapter, see Copy/ Document Server available on our website.

Basic Procedure

To make copies of originals, place them on the exposure glass or in the ADF.

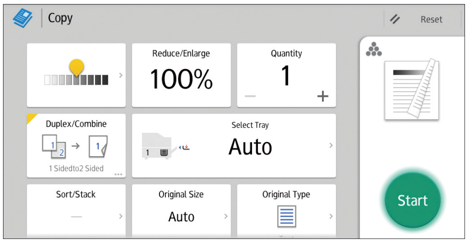
When placing the original on the exposure glass, start with the first page to be copied. When placing the original in the ADF, place them so that the first page is on the top.

About placing the original on the exposure glass, see Paper Specifications and Adding Paper for details.

About placing the original in the ADF, see Paper Specifications and Adding Paper for details.

To copy onto paper other than plain paper, specify the paper type in User Tools according to the weight of the paper you are using. For details, see "Tray Paper Settings", Connecting the Machine/ System Settings.

When Using the Copy Application



Reduce/Enlarge 100%

Quantity 1

Duplex/Combine 1 Sidedto2 Sided

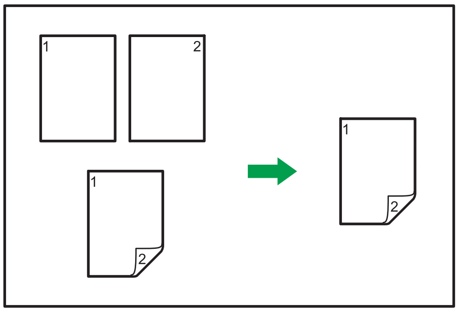
Select Tray Auto

Original Size Auto

About how to use the application's screen, see page 37 "[Copy] Screen".

Duplex Copying

Copies two 1-sided pages or one 2-sided page onto a 2-sided page. During copying, the image is shifted to allow for the binding margin.



Important

- Paper sizes that can apply to Duplex printing are as follows. A3▭, A4▯▭, A5▭, B4▭, B5▭, 11 × 17▭, $8^{1}/_{2}$ × 14▭, $8^{1}/_{2}$ × 11▯▭, $5^{1}/_{2}$ × $8^{1}/_{2}$▭, 8K▭, 16K▭, 11 × 15▭, 11 × 14▭, 10 × 15▭, 10 × 14▭, $8^{1}/_{2}$ × $13^{2}/_{5}$▭.

There are two types of Duplex.

1 Sided → 2 Sided

Copies two 1-sided pages on one 2-sided page.

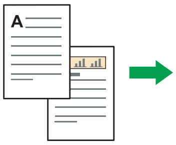
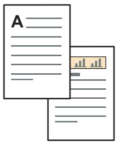
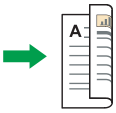
2 Sided → 2 Sided

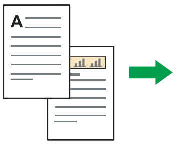
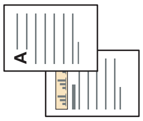
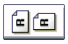
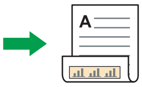
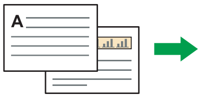
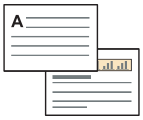
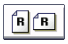
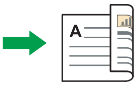
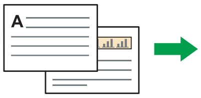
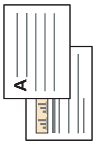
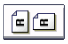
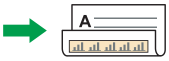
Copies one 2-sided page on one 2-sided page.

The resulting copy image will differ according to the orientation in which you place your originals (▯ or ▭).

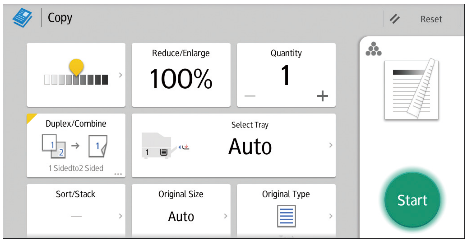
Original orientation and completed copies

To copy on both sides of the paper, select the original and copy orientation according to how you want the printout to appear.

Original	Placing originals	Original Orientation	Orientation	Copy
			Top to Top	

Original	Placing originals	Original Orientation	Orientation	Copy
			Top to Bottom	
			Top to Top	
			Top to Bottom	

When Using the Copy Application



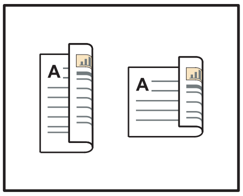
Reduce/Enlarge 100%
Quantity 1
Duplex/Combine 1 Sidedto2 Sided
Select Tray Auto
Sort/Stack
Original Size Auto
Original Type

About how to use the application's screen, see page 37 "[Copy] Screen".

Specifying the Original and Copy Orientation

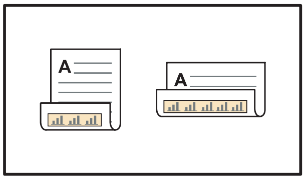
Select the orientation of the originals and copies if the original is two-sided or if you want to copy onto both sides of the paper.

- Top to Top



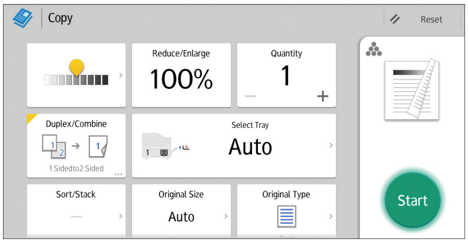
CKN011

- Top to Bottom



CKN012

When Using the Copy Application



Reduce/Enlarge 100%

Quantity 1

Duplex/Combine 1 Sidedto2 Sided

Select Tray Auto

Sort/Stack —

Original Size Auto

Original Type

About how to use the application's screen, see page 37 "[Copy] Screen".

Combined Copying

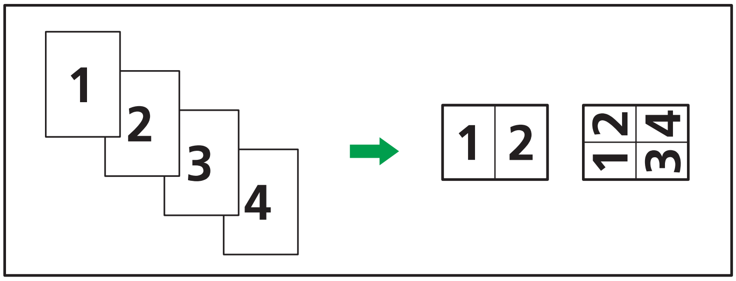
This mode can be used to select a reproduction ratio automatically and copy the originals onto a single sheet of copy paper.

The machine selects a reproduction ratio between 25 and 400%. If the orientation of the original is different from that of the copy paper, the machine will automatically rotate the image by 90 degrees to make copies properly.

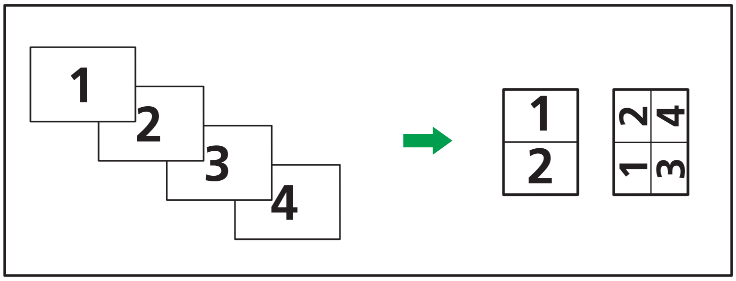
Orientation of the original and image position of Combine

The image position of Combine differs according to original orientation and the number of originals to be combined.

- Portrait (▯) originals



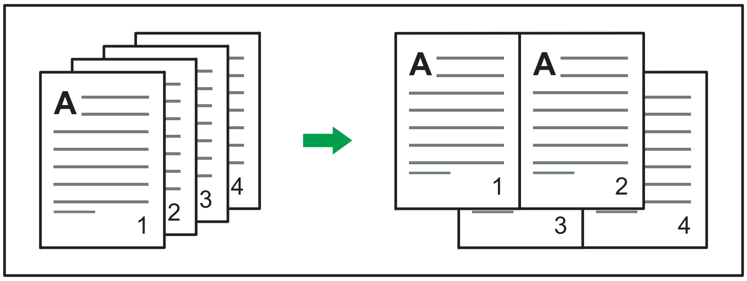
- Landscape (▭) originals



Placing originals (originals placed in the ADF)

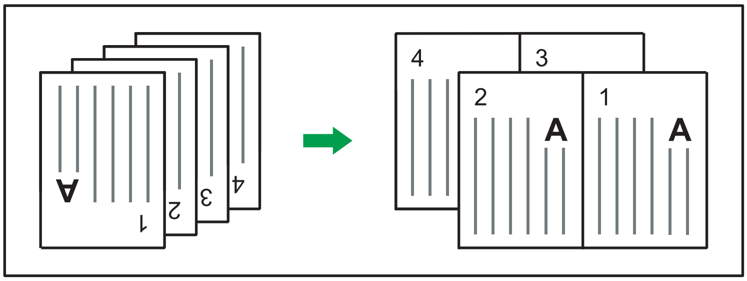
The default value for the copy order in the Combine function is [From Left to Right]. To copy originals from right to left in the ADF, place them upside down.

- Originals read from left to right



CKN010

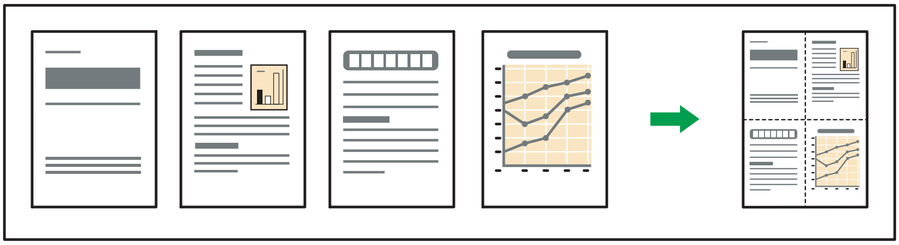
- Originals read from right to left



CKN017

One-Sided Combine

Combine several pages onto one side of a sheet.



CKN014

Important

- When you copy by loading the original in the ADF, you must specify the size of the original in advance.

There are six types of One-Sided Combine.

1 Sided 2 Originals → Combine 1 Side

Copies two 1-sided originals to one side of a sheet.

1 Sided 4 Originals → Combine 1 Side

Copies four 1-sided originals to one side of a sheet.

1 Sided 8 Originals → Combine 1 Side

Copies eight 1-sided originals to one side of a sheet.

2 Sided 2 Pages → Combine 1 Side

Copies one 2-sided original to one side of a sheet.

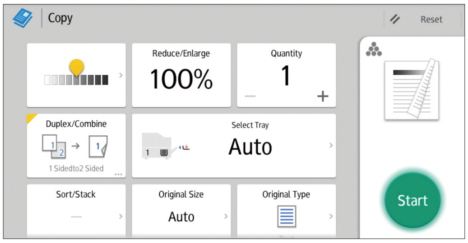
2 Sided 4 Pages → Combine 1 Side

Copies two 2-sided originals to one side of a sheet.

2 Sided 8 Pages → Combine 1 Side

Copies four 2-sided originals to one side of a sheet.

When Using the Copy Application



Reduce/Enlarge 100%

Quantity 1

Duplex/Combine 1 Sidedto2 Sided

Select Tray Auto

Sort/Stack

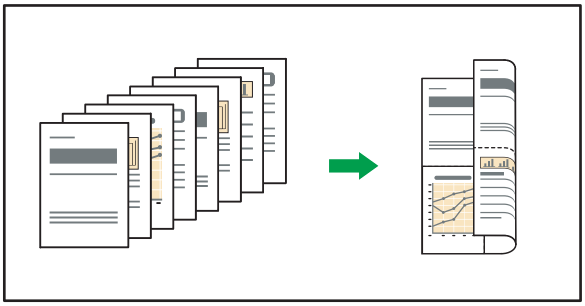
Original Size Auto

Original Type

About how to use the application's screen, see page 37 "[Copy] Screen".

Two-Sided Combine

Combines various pages of originals onto two sides of one sheet.



Important

- When loading the original in the ADF to copy it, first specify the size of the original.

There are six types of Two-Sided Combine.

1 Sided 4 Originals → Combine 2 Sides

Copies four 1-sided originals to one sheet with 2 pages per side.

1 Sided 8 Originals → Combine 2 Sides

Copies eight 1-sided originals to one sheet with 4 pages per side.

1 Sided 16 Originals → Combine 2 Sides

Copies 16 1-sided originals to one sheet with 8 pages per side.

2 Sided 4 Pages → Combine 2 Sides

Copies two 2-sided originals to one sheet with 2 pages per side.

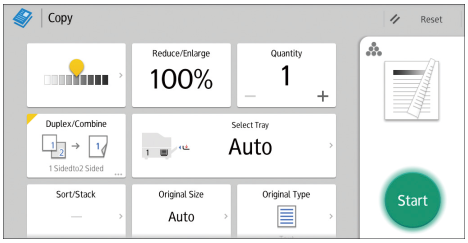
2 Sided 8 Pages → Combine 2 Sides

Copies four 2-sided originals to one sheet with 4 pages per side.

2 Sided 16 Pages → Combine 2 Sides

Copies eight 2-sided originals to one sheet with 8 pages per side.

When Using the Copy Application



Reduce/Enlarge 100%
Quantity 1
Duplex/Combine 1 Sidedto2 Sided
Select Tray Auto
Sort/Stack —
Original Size Auto
Original Type

About how to use the application's screen, see page 37 "[Copy] Screen".

Copying onto Envelopes

This section describes how to copy onto regular size and custom size envelopes. Place the original on the exposure glass and place the envelope in the bypass tray.

Specify the thickness of the paper according to the weight of the envelopes you are printing on. For details about the relationship between paper weight and paper thickness and the sizes of envelopes that can be used, see page 129 "Recommended Paper Sizes and Types".

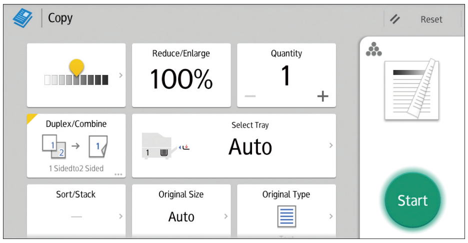
About handling envelopes, supported envelope types, and how to load envelopes, see Paper Specifications and Adding Paper for details.

Before using this function, select [Envelope] for the paper type under [Tray Paper Settings] in User Tools. For details, see "Tray Paper Settings", Connecting the Machine/ System Settings.

Important

- The Duplex function cannot be used with envelopes. If the Duplex function is specified, press [1 sided → 2 sided:TtoT] to cancel the setting.

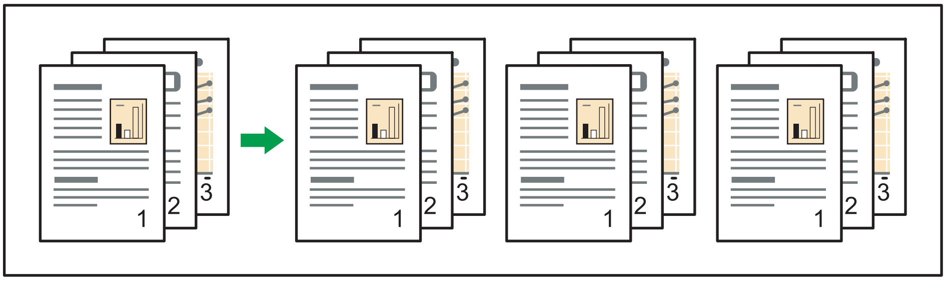
When Using the Copy Application



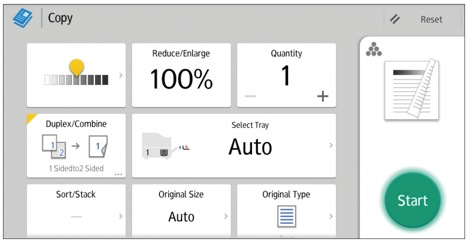
About how to use the application's screen, see page 37 "[Copy] Screen".

Sort

The machine assembles copies as sets in sequential order.



When Using the Copy Application



About how to use the application's screen, see page 37 "[Copy] Screen".

Sample Copy

Use this function to check the copy settings before making a long copy run.

Important

- This function can be used only when the Sort function is selected.

1. **Select Sort and any other necessary functions, and then place the originals.**
2. **Enter the number of copy sets with the number keys.**
3. **Press [Sample Copy] on the bottom right of the screen.**

   One copy set is delivered as a sample.
4. **If the sample is acceptable, press [Continue].**

   The number of copies made is the number specified, minus one for the proof copy.

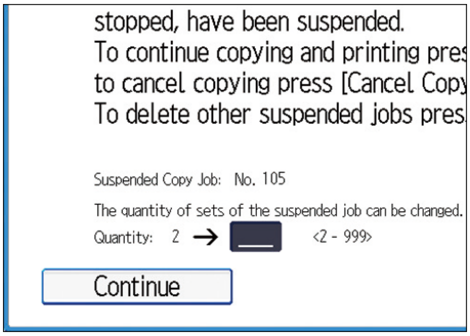
Changing the Number of Sets

You can change the number of copy sets during copying.

Important

- This function can be used only when the Sort function is selected.

1. **While "Copying..." is displayed, press [Stop].**
2. **Enter the number of copy sets with the number keys.**



stopped, have been suspended.
To continue copying and printing pres
to cancel copying press [Cancel Copy
To delete other suspended jobs pres

Suspended Copy Job: No. 105

The quantity of sets of the suspended job can be changed.

Quantity: 2 → ___ <2 - 999>

3. **Press [Continue].**

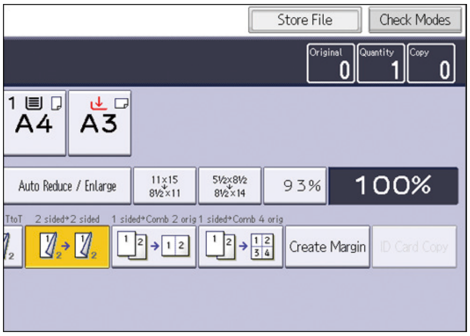
   Copying starts again.

Storing Data in the Document Server

The Document Server enables you to store documents being read with the copy feature on the hard disk of this machine. Thus you can print them later applying necessary conditions.

You can check the stored documents on the Document Server screen. For details about the Document Server, see page 113 "Storing Data".

1. **Press [Store File].**



2. **Enter a user name, file name, or password if necessary.**
3. **Specify a folder in which to store the document if necessary.**
4. **Press [OK].**
5. **Place the originals.**
6. **Make the scanning settings for the original.**
7. **Select the paper tray.**
8. **Press [Start].**

   Stores scanned originals in memory and makes one set of copies. If you want to store another document, do so after copying is complete.

4. Fax

This chapter describes frequently used facsimile functions and operations. For information not included in this chapter, see Fax available on our website.

Basic Procedure for Transmissions (Memory Transmission)

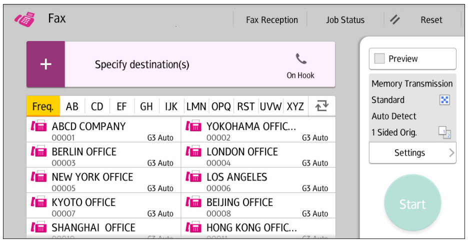
This section describes the basic procedure for transmitting documents using Memory Transmission.

You can specify the fax, IP-Fax, Internet Fax, e-mail, or folder destinations. Multiple types of destination can be specified simultaneously.

Important

- It is recommended that you call the receivers and confirm with them when sending important documents.
- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about one hour, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you check the list of deleted files. See "When an Error Is Notified via a Report or E-Mail", Troubleshooting.

When Using the Fax Application



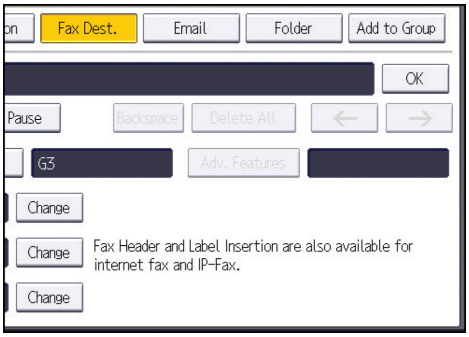
About how to use the application's screen, see page 40 "[Fax] Screen".

Registering a Fax Destination

1. **Press [Home] (⌂) at the bottom of the screen in the center.**
2. **Flick the screen to the left, and then press the [Address Book Management] icon.**
3. **Check that [Program / Change] is selected.**
4. **Select the name whose fax destination you want to register.**

   Press the name key, or enter the registered number using the number keys.
5. **Press [Fax Dest.].**
6. **Press [Change] under "Fax Destination".**

7. **Enter the fax number using the number keys, and then press [OK].**



Fax Header and Label Insertion are also available for internet fax and IP-Fax.

8. **Specify optional settings such as "SUB Code", "SEP Code", and "International TX Mode".**
9. **Press [OK].**
10. **Press [User Tools] (⚙) on the top right of the screen.**
11. **Press [Home] (⌂) at the bottom of the screen in the center.**

Deleting a Fax Destination

Important

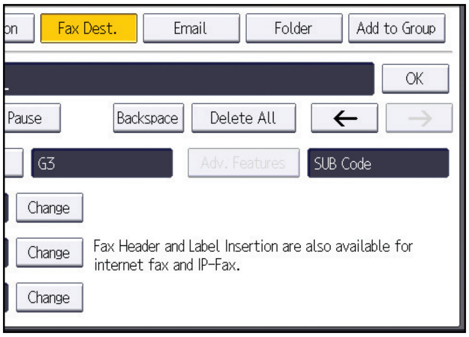
- If you delete a destination that is a specified delivery destination, messages to its registered Personal Box, for example, cannot be delivered. Be sure to check the settings in the fax function before deleting any destinations.

1. **Press [Home] (⌂) at the bottom of the screen in the center.**
2. **Flick the screen to the left, and then press the [Address Book Management] icon.**
3. **Check that [Program / Change] is selected.**
4. **Select the name whose fax destination you want to delete.**

   Press the name key, or enter the registered number using the number keys.

   You can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.
5. **Press [Fax Dest.].**
6. **Press [Change] under "Fax Destination".**

7. Press [Delete All], and then press [OK] under "Fax Destination".



Fax Header and Label Insertion are also available for internet fax and IP-Fax.

8. Press [OK].
9. Press [User Tools] (⚙) on the top right of the screen.
10. Press [Home] (🏠) at the bottom of the screen in the center.

Transmitting while Checking Connection to Destination (Immediate Transmission)

Using Immediate Transmission, you can send documents while checking the connection to the destination.

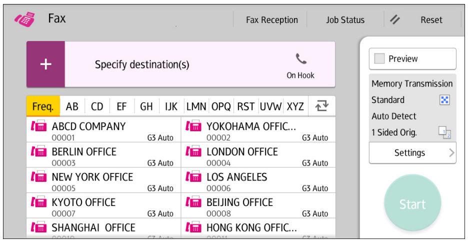
You can specify fax or IP-Fax destinations.

If you specify Internet Fax, e-mail, folder destinations, and group or multiple destinations, the transmission mode is automatically switched to Memory Transmission.

Important

- It is recommended that you call the receivers and confirm with them when sending important documents.

When Using the Fax Application



About how to use the application's screen, see page 40 "[Fax] Screen".

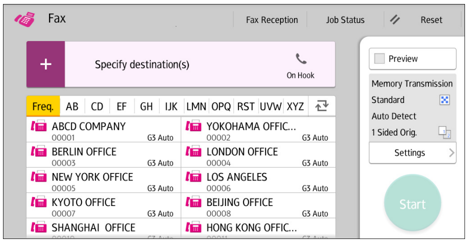
Canceling a Transmission

This section explains how to cancel a fax transmission.

Canceling a Transmission Before the Original Is Scanned

Use this procedure to cancel a transmission before pressing [Start].

When Using the Fax Application



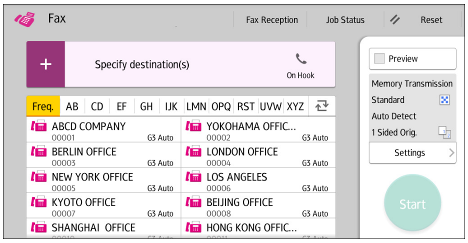
About how to use the application's screen, see page 40 "[Fax] Screen".

Canceling a Transmission While the Original Is Being Scanned

Use this procedure to cancel scanning or transmitting of the original while it is being scanned.

If you cancel a transmission using the standard memory transmission function, you need to follow a different procedure to cancel the transmission. See page 87 "Canceling a Transmission After the Original Is Scanned".

When Using the Fax Application



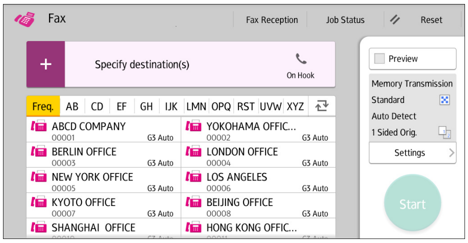
About how to use the application's screen, see page 40 "[Fax] Screen".

Canceling a Transmission After the Original Is Scanned

Use this procedure to cancel a transmission after the original is scanned.

You can cancel transmission of a file while the file is being sent, stored in memory, or if it fails to transmit. All the scanned data is deleted from memory.

When Using the Fax Application



About how to use the application's screen, see page 40 "[Fax] Screen".

Printing a Journal Manually

To print the Journal manually, select the printing method: [All], [Print per File No.], or [Print per User].

All

Prints the results of communications in the order made.

Print per File No.

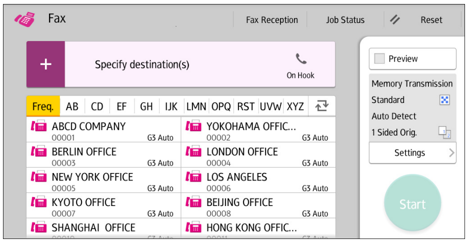
Prints only the results of communications specified by file number.

Print per User

Prints the results of communications by individual senders.

When Using the Fax Application

Press (☎)


Fax
Fax Reception
Job Status
Reset
+
Specify destination(s)
On Hook
Preview
Memory Transmission
Standard
Auto Detect
1 Sided Orig.
Settings
Freq.
AB
CD
EF
GH
IJK
LMN
OPQ
RST
UVW
XYZ
ABCD COMPANY 00001 G3 Auto
YOKOHAMA OFFIC... 00002 G3 Auto
BERLIN OFFICE 00003 G3 Auto
LONDON OFFICE 00004 G3 Auto
NEW YORK OFFICE 00005 G3 Auto
LOS ANGELES 00006 G3 Auto
KYOTO OFFICE 00007 G3 Auto
BEIJING OFFICE 00008 G3 Auto
SHANGHAI OFFICE
HONG KONG OFFIC...
Start

About how to use the application's screen, see page 40 "[Fax] Screen".

5. Print

This chapter describes frequently used printer functions and operations. For information not included in this chapter, see Print available on our website.

Quick Install

You can install the printer drivers easily from the CD-ROM provided with this machine.

Using Quick Install, the PCL 6 printer driver is installed under network environment, and the Standard TCP/IP port will be set.

Important

- Manage Printers permission is required to install the drivers. Log on as an Administrators group member.

1. **Click [Quick Install] on the installer screen.**
2. **The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next >].**
3. **Click [Next >].**
4. **Select the machine model you want to use in the [Select Printer] dialog box.**
5. **Click [Install].**
6. **Configure the user code, default printer, and shared printer as necessary.**
7. **Click [Continue].**

   The installation starts.
8. **Click [Finish].**

   When you are prompted to restart your computer, restart it by following the instructions that appear.
9. **Click [Exit] in the first window of the installer, and then take out the CD-ROM.**

Displaying the Printer Driver Properties

This section explains how to open the printer driver properties from [Devices and Printers].

Important

- Manage Printers permission is required to change the printer settings. Log on as an Administrators group member.
- You cannot change the machine default settings for individual users. Settings made in the printer properties dialog box are applied to all users.

1. **On the [Start] menu, click [Devices and Printers].**
2. **Right-click the icon of the printer you want to use.**
3. **Click [Printer properties].**

Standard Printing

Important

- The default setting is two-sided printing. If you want to print on only one side, select [Off] for the two-sided printing setting.

When Using the PCL 6 Printer Driver

1. **Click the WordPad menu button in the upper left corner of the window, and then click [Print].**
2. **In the [Select Printer] list, select the printer you want to use.**
3. **Click [Preferences].**
4. **Select the [Frequently Used Settings] tab.**
5. **In the "Job Type:" list, select [Normal Print].**
6. **In the "Document Size:" list, select the size of the original to be printed.**
7. **In the "Orientation" area, select [Portrait] or [Landscape] as the orientation of the original.**
8. **In the "Paper Type:" list, select the type of paper that is loaded in the paper tray.**
9. **In the "Input Tray:" list, select the paper tray that contains the paper you want to print onto.**

   If you select [Auto Tray Select] in the "Input Tray:" list, the paper tray is automatically selected according to the paper size and type specified.
10. **If you want to print multiple copies, specify a number of sets in the "Copies:" box.**
11. **Click [OK].**
12. **Start printing from the application's [Print] dialog box.**

Printing on Both Sides of Sheets

This section explains how to print on both sides of each page using the printer driver.

Important

- The types of paper that can be printed on both sides are as follows:
  - Plain (60–81 g/m^2), Recycled, Special, Middle Thick (82–90 g/m^2), Color, Letterhead, Preprinted, Prepunched, Bond, Cardstock

Note

- If the document contains pages with different original sizes, page breaks may occur.

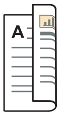
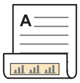
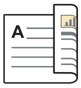
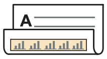
When Using the PCL 6 Printer Driver

1. **Click the WordPad menu button in the upper left corner of the window, and then click [Print].**
2. **In the [Select Printer] list, select the printer you want to use.**
3. **Click [Preferences].**
4. **Click the [Frequently Used Settings] tab.**

   You can also click the [Detailed Settings] tab, and then click [2 Sided/Layout/Booklet] in the "Menu:" box.
5. **Select the method for binding the output pages in the "2 sided:" list.**
6. **Change any other print settings if necessary.**
7. **Click [OK].**
8. **Start printing from the application's [Print] dialog box.**

Types of Two-sided Printing

You can select which way the bound pages open by specifying which edge to bind.

Orientation	Open to Left	Open to Top
Portrait		
Landscape		

Combining Multiple Pages into Single Page

This section explains how to print multiple pages onto a single sheet. The combine printing function allows you to economize on paper by printing multiple sheets at reduced size onto a single sheet.

When Using the PCL 6 Printer Driver

1. **Click the WordPad menu button in the upper left corner of the window, and then click [Print].**
2. **In the [Select Printer] list, select the printer you want to use.**
3. **Click [Preferences].**
4. **Click the [Frequently Used Settings] tab.**

   You can also click the [Detailed Settings] tab, and then click [2 Sided/Layout/Booklet] in the "Menu:" box.

5. **Select the combination pattern in the "Layout:" list, and then specify the method for combining pages in the "Page Order:" list.**

   To draw a border line around each page, select [Draw Frame Border] in [2 Sided/Layout/Booklet] in the [Detailed Settings] tab.

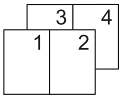
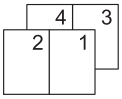
6. **Change any other print settings if necessary.**
7. **Click [OK].**
8. **Start printing from the application's [Print] dialog box.**

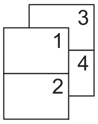
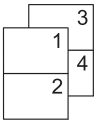
Types of Combine Printing

This function allows you to print 2, 4, 6, 9, or 16 pages at reduced size onto a single sheet and to specify a page ordering pattern for the combination. When combining 4 or more pages onto a single sheet of paper, four patterns are available.

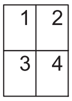
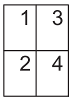
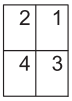
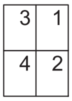
The following illustrations show example page ordering patterns for 2- and 4-page combinations.

2 Pages per Sheet

Orientation	From Left to Right/Top to Bottom	From Right to Left/Top to Bottom
Portrait		

Orientation	From Left to Right/Top to Bottom	From Right to Left/Top to Bottom
Landscape		

4 Pages per Sheet

Right, then Down	Down, then Right	Left, then Down	Down, then Left
			

Printing on Envelopes

Configure the paper settings appropriately using both the printer driver and the control panel.

Configuring Envelope Settings Using the Control Panel

1. **Load envelopes in the paper tray.**

   About how to load envelopes, see Paper Specifications and Adding Paper for details.

2. **Press [Home] (⌂) at the bottom of the screen in the center.**
3. **Flick the screen to the left, and then press the [User Tools] icon (⚙).**
4. **Press [Tray Paper Settings].**
5. **Press [Printer Bypass Paper Size].**
6. **Select the envelope size, and then press [OK].**
7. **Press [▼Next].**
8. **Press [Paper Type Bypass Tray].**
9. **Press [Envelope] in the "Paper Type" area, and then select the appropriate item in the "Paper Thickness" area.**
10. **Press [OK].**
11. **Press [User Tools] (⚙) on the top right of the screen.**
12. **Press [Home] (⌂) at the bottom of the screen in the center.**

Printing on Envelopes Using the Printer Driver

When using the PCL 6 printer driver

1. **Click the WordPad menu button in the upper left corner of the window, and then click [Print].**
2. **In the [Select Printer] list, select the printer you want to use.**
3. **Click [Preferences].**
4. **In the "Document Size:" list, select the envelope size.**
5. **In the "Input Tray:" list, select the [Bypass Tray].**
6. **In the "Paper Type:" list, select [Envelope].**
7. **Change any other print settings if necessary.**
8. **Click [OK].**

9. **Start printing from the application's [Print] dialog box.**

Saving and Printing Using the Document Server

The Document Server enables you to store documents on the machine's hard disk, and allows you to edit and print them as necessary.

Important

- Do not cancel the file transfer process while the data is being sent to the Document Server. The process may not be canceled properly. If you accidentally cancel a print job, use the control panel of the machine to delete the transferred data. For details about how to delete documents that are stored in the Document Server, see "Deleting Stored Documents", Copy/ Document Server, or Web Image Monitor Help.
- Up to 3,000 files can be stored in the Document Server. New files cannot be stored when 3,000 files have already been stored. Even if less than 3,000 files are stored, new files cannot be stored when
    - The number of pages in a document exceeds 1,000.
    - The total number of stored pages in the machine and the sent data has reached 9,000 (It may be fewer depending on the print data).
    - The hard disk is full.

You can send data created on a client computer to the Document Server.

Storing Documents in Document Server

Important

- If the machine is not used as the Document Server, the maximum number of the documents that can be stored in the server may be less than the number described in the specification.

1. **Click the WordPad menu button in the upper left corner of the window, and then click [Print].**
2. **In the "Select Printer" list, select the printer you want to use.**
3. **Click [Preferences].**
4. **In the "Job Type:" list, click [Document Server].**
5. **Click [Details...].**
6. **Enter a user ID, file name, password, and user name as required.**
7. **Specify the folder number to store the document in the "Folder Number" box.**

    When "0" is specified in the "Folder Number:" box, documents will be saved in the Shared folder.

8. **If the folder is protected by a password, enter the password in the "Folder Password:" box.**
9. **Click [OK].**
10. **Change any other print settings if necessary.**
11. **Click [OK].**
12. **Start printing from the application's [Print] dialog box.**

Note

- You can print the documents stored in the Document Server using the control panel. For details, see page 115 "Printing Stored Documents".

Managing Documents Stored in Document Server

You can view or delete the documents stored in the machine's Document Server using Web Image Monitor from a client computer connected to the network.

6. Scan

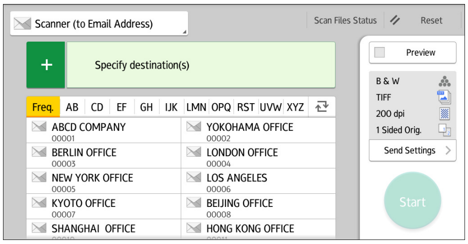
This chapter describes frequently used scanner functions and operations. For information not included in this chapter, see Scan available on our website.

Basic Procedure When Using Scan to Folder

Important

- Before performing this procedure, see "Preparation for Sending by Scan to Folder", scan and confirm the details of the destination computer. See also "Registering Folders", Connecting the Machine/ System Settings, and register the address of the destination computer to the address book.

When Using the Scanner Application



About how to use the application's screen, see page 46 "[Scanner] Screen".

Creating a Shared Folder on a Computer Running Windows/Confirming a Computer's Information

The following procedures explain how to create a shared folder on a computer running Windows, and how to confirm the computer's information. In these examples, Windows 7 Ultimate is the operating system, and the computer is a member in a network domain. Write down the confirmed information.

Step 1: Confirming the user name and computer name

Confirm the user name and the name of the computer you will send scanned documents to.

1. **On the [Start] menu, point to [All Programs], then [Accessories], and then click on [Command Prompt].**
2. **Enter the command "ipconfig/all", and then press the [Enter] key.**
3. **Confirm the name of the computer.**

   The computer's name is displayed under [Host Name].

You can also confirm the IPv4 address. The address displayed under [IPv4 Address] is the IPv4 address of the computer.

4. **Enter the command "set user", and then press the [Enter] key.**

   Be sure to put a space between "set" and "user".

5. **Confirm the user name.**

   The user name is displayed under [USERNAME].

Note

- Depending on the operating system or security settings, it might be possible to specify a user name that does not have a password assigned. However, we recommend that for greater security you select a user name that has a password.

Step 2: Creating a shared folder on a computer running Microsoft Windows

Create a shared destination folder in Windows and enable sharing. In the following procedure, a computer which is running under Windows 7 Ultimate and participating in a domain is used as an example.

Important

- You must log in as an Administrators group member to create a shared folder.
- If "Everyone" is left selected in Step 6, the created shared folder will be accessible by all users. This is a security risk, so we recommend that you give access rights only to specific users. Use the following procedure to remove "Everyone" and specify user access rights.

1. **Create a folder, just as you would create a normal folder, in a location of your choice on the computer.**
2. **Right-click the folder, and then click [Properties].**
3. **On the [Sharing] tab, click [Advanced Sharing...].**
4. **Select the [Share this folder] check box.**
5. **Click [Permissions].**
6. **In the [Group or user names:] list, select "Everyone", and then click [Remove].**
7. **Click [Add...].**
8. **In the [Select Users or Groups] window, click [Advanced...].**
9. **Specify one or more object types, select a location, and then click [Find Now].**
10. **From the list of results, select the groups and users you want to grant access to, and then click [OK].**
11. **In the [Select Users or Groups] window, click [OK].**

12. **In the [Group or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Change] check box.**

    Configure the access permissions for each group and user.

13. **Click [OK].**

Step 3: Specifying access privileges for the created shared folder

If you want to specify access privileges for the created folder to allow other users or groups to access the folder, configure the folder as follows:

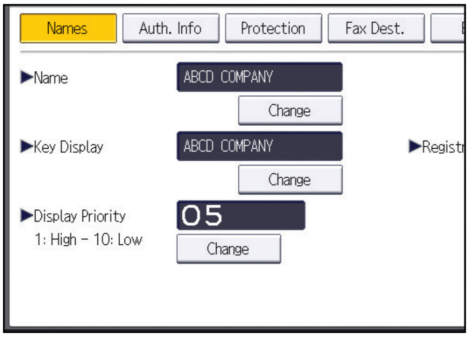
1. **Right-click the folder created in Step 2, and then click [Properties].**
2. **On the [Security] tab, click [Edit...].**
3. **Click [Add...].**
4. **In the [Select Users or Groups] window, click [Advanced...].**
5. **Specify one or more object types, select a location, and then click [Find Now].**
6. **From the list of results, select the groups and users you want to grant access to, and then click [OK].**
7. **In the [Select Users or Groups] window, click [OK].**
8. **In the [Groups or user names:] list, select a group or user, and then, in the [Allow] column of the permissions list, select either the [Full Control] or [Modify] check box.**
9. **Click [OK].**

Registering an SMB Folder

1. **Press [Home] (⌂) at the bottom of the screen in the center.**
2. **Flick the screen to the left, and then press the [Address Book Management] icon.**
3. **Check that [Program / Change] is selected.**
4. **Select the name whose folder you want to register.**

    Press the name key, or enter the registered number using the number keys.

5. **Press [Auth. Info], and then press [▼Next].**



▶Name ABCD COMPANY

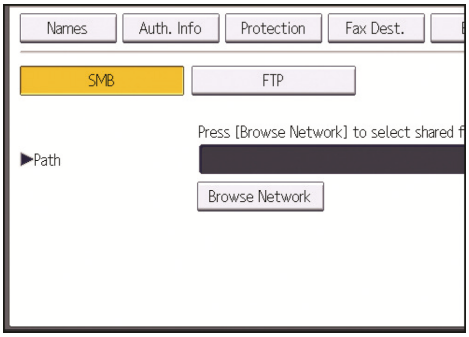
▶Key Display ABCD COMPANY

▶Display Priority 1: High - 10: Low 05

6. **Press [Specify Other Auth. Info] on the right side of "Folder Authentication".**

   When [Do not Specify] is selected, the SMB User Name and SMB Password that you have specified in "Default User Name / Password (Send)" of File Transfer settings are applied.

7. **Press [Change] under "Login User Name".**
8. **Enter the login user name of the destination computer, and then press [OK].**
9. **Press [Change] under "Login Password".**
10. **Enter the password of the destination computer, and then press [OK].**
11. **Enter the password again to confirm, and then press [OK].**
12. **Press [Folder].**
13. **Check that [SMB] is selected.**



14. **Press [Change] or [Browse Network], and then specify the folder.**

    To specify a folder, you can either enter the path manually or locate the folder by browsing the network.

15. **Press [Connection Test] to check the path is set correctly.**
16. **Press [Exit].**

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

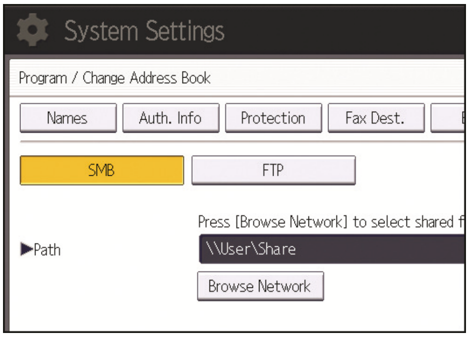
17. **Press [OK].**
18. **Press [User Tools] (⚙) on the top right of the screen.**

19. **Press [Home] (🏠) at the bottom of the screen in the center.**

Locating the SMB folder manually

1. **Press [Change] under "Path".**
2. **Enter the path where the folder is located.**

   For example: if the name of the destination computer is "User", and the folder name is "Share", the path will be \\User\Share.



Press [Browse Network] to select shared f

▶Path \\User\Share

   If the network does not allow automatic obtaining of IP addresses, include the destination computer's IP address in the path. For example: if the IP address of the destination computer is "192.168.0.191", and the folder name is "Share", the path will be \\192.168.0.191\Share.

3. **Press [OK].**

   If the format of the entered path is not correct, a message appears. Press [Exit], and then enter the path again.

Locating the SMB folder using Browse Network

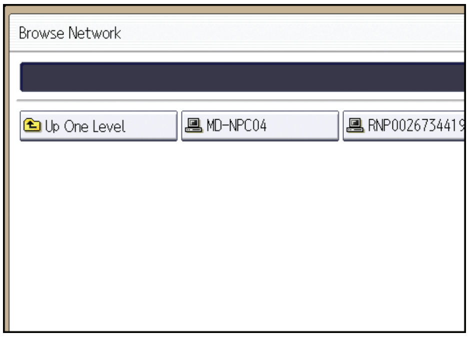
1. **Press [Browse Network].**

   The client computers sharing the same network as the machine appear.

   Network display only lists client computers you are authorized to access.

2. **Select the group that contains the destination computer.**
3. **Select the computer name of the destination computer.**

   Shared folders under it appear.



You can press [Up One Level] to switch between levels.

4. **Select the folder you want to register.**
5. **Press [OK].**

Deleting an SMB Registered Folder

1. **Press [Home] (⌂) at the bottom of the screen in the center.**
2. **Flick the screen to the left, and then press the [Address Book Management] icon.**
3. **Check that [Program / Change] is selected.**
4. **Select the name whose folder you want to delete.**

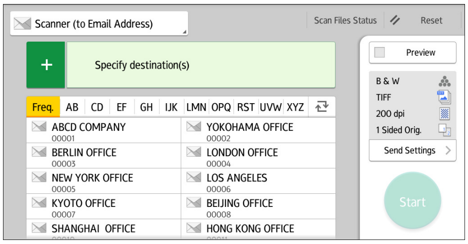
   Press the name key, or enter the registered number using the number keys.

   You can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.
5. **Press [Folder].**
6. **Press the protocol which is not currently selected.**

   A confirmation message appears.
7. **Press [Yes].**
8. **Press [OK].**
9. **Press [User Tools] (⚙) on the top right of the screen.**
10. **Press [Home] (⌂) at the bottom of the screen in the center.**

Entering the Path to the Destination Manually

When Using the Scanner Application

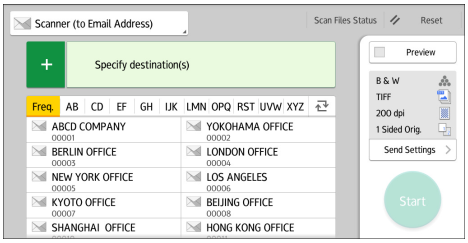


About how to use the application's screen, see page 46 "[Scanner] Screen".

Basic Procedure for Sending Scan Files by E-mail

This section describes the basic procedure for sending scan files by e-mail.

When Using the Scanner Application

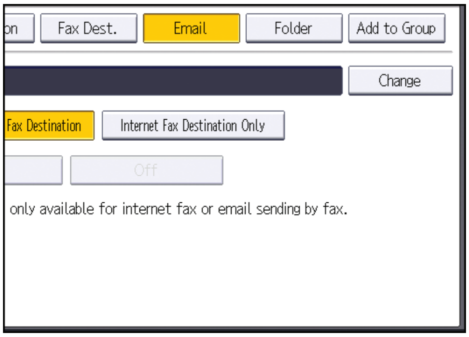


About how to use the application's screen, see page 46 "[Scanner] Screen".

Registering an E-mail Destination

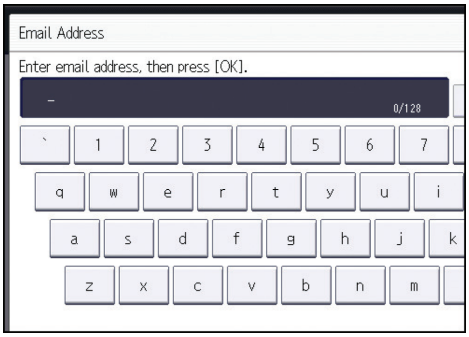
1. **Press [Home] (🏠) at the bottom of the screen in the center.**
2. **Flick the screen to the left, and then press the [Address Book Management] icon.**
3. **Check that [Program / Change] is selected.**
4. **Select the name whose e-mail address you want to register.**

   Press the name key, or enter the registered number using the number keys.
5. **Press [Email].**
6. **Press [Change] under "Email Address".**



only available for internet fax or email sending by fax.

7. **Enter the e-mail address.**



Email Address

Enter email address, then press [OK].

0/128

8. **Press [OK].**
9. **Select [Email / Internet Fax Destination] or [Internet Fax Destination Only].**

   If [Email / Internet Fax Destination] is specified, registered e-mail addresses appear in both Internet fax address display and e-mail address display on the fax function screen, and in the address display on the scanner function screen.

   If [Internet Fax Destination Only] is specified, registered e-mail addresses only appear in Internet fax display on the fax function screen.
10. **If you want to use Internet fax, specify whether or not to use "Send via SMTP Server".**
11. **Press [OK].**
12. **Press [User Tools] (⚙) on the top right of the screen.**
13. **Press [Home] (⌂) at the bottom of the screen in the center.**

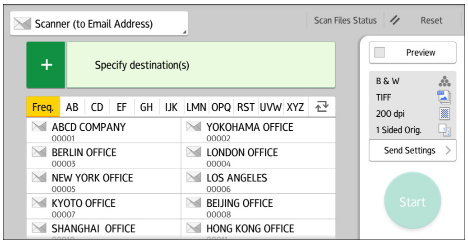
Deleting an E-mail Destination

1. **Press [Home] (⌂) at the bottom of the screen in the center.**
2. **Flick the screen to the left, and then press the [Address Book Management] icon.**
3. **Check that [Program / Change] is selected.**
4. **Select the name whose e-mail address you want to delete.**

   Press the name key, or enter the registered number using the number keys. You can search by the registered name, user code, fax number, folder name, e-mail address, or IP-Fax destination.
5. **Press [Email].**
6. **Press [Change] under "Email Address".**
7. **Press [Delete All], and then press [OK].**
8. **Press [OK].**
9. **Press [User Tools] (⚙) on the top right of the screen.**
10. **Press [Home] (⌂) at the bottom of the screen in the center.**

Entering an E-mail Address Manually

When Using the Scanner Application



About how to use the application's screen, see page 46 "[Scanner] Screen".

Specifying the File Type

This section explains the procedure for specifying the file type of a file you want to send.

File types can be specified when sending files by e-mail or Scan to Folder, sending stored files by e-mail or Scan to Folder, and saving files on a memory storage device.

You can select one of the following file types:

- Single Page: [TIFF / JPEG], [PDF]

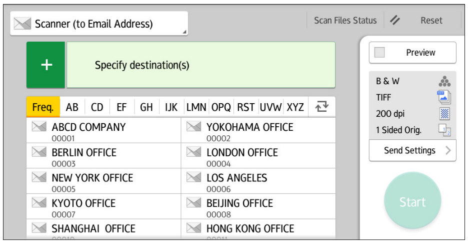
  If you select a single-page file type when scanning multiple originals, one file is created for each single page and the number of files sent is the same as the number of pages scanned.

- Multi-page: [TIFF], [PDF]

  If you select a multi-page file type when scan multiple originals, scanned pages are combined and sent as a single file.

Selectable file types differ depending on the scan settings and other conditions. For details about file types, see "Notes about and limitations of file types", Scan.

When Using the Scanner Application



B & W

TIFF

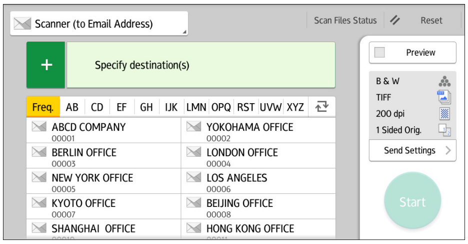
200 dpi

1 Sided Orig.

About how to use the application's screen, see page 46 "[Scanner] Screen".

Specifying Scan Settings

When Using the Scanner Application



About how to use the application's screen, see page 46 "[Scanner] Screen".

7. Document Server

This chapter describes frequently used Document Server functions and operations. For information not included in this chapter, see Copy/ Document Server available on our website.

Storing Data

This section describes the procedure for storing documents on the Document Server.

Important

- A document accessed with a correct password remains selected even after operations are complete, and it can be accessed by other users. After the operation, be sure to press [Reset] to cancel the document selection.
- The user name registered to a stored document in the Document Server is to identify the document creator and type. It is not to protect confidential documents from others.
- When turning on the fax transmission or scanning by the scanner, make sure that all other operations are ended.

File Name

A file name such as "COPY0001" and "COPY0002" is automatically attached to the scanned document. You can change the file name.

User Name

You can register a user name to identify the user or user group that stored the documents. To assign it, select the user name registered in the Address Book, or enter the name directly. Depending on the security setting, [Access Privileges] may appear instead of [User Name].

For details about the Address Book, see "Registering Addresses and Users", Connecting the Machine/ System Settings.

Password

To prevent unauthorized printing, you can specify a password for any stored document. A protected document can only be accessed if its password is entered. If a password is specified for the documents, the lock icon appears on the left side of the file name.

1. **Press [Home] (⌂) at the bottom of the screen in the center.**
2. **Press the [Document Server] icon.**
3. **Press [To Scanning Screen].**
4. **Press [Target Fldr. to Store].**
5. **Specify a folder in which to store the document, and then press [OK].**
6. **Press [User Name].**

7. **Specify a user name, and then press [OK].**

   The user names shown are names that were registered in the Address Book. To specify a name not shown in the screen, press [Manual Entry], and then enter a user name.

8. **Press [File Name].**
9. **Enter a file name, and then press [OK].**
10. **Press [Password].**
11. **Enter a password with the number keys, and then press [OK].**

    You can use four to eight digits for the password.

12. **For double-check, enter the password again, and then press [OK].**
13. **Place the original.**
14. **Select the paper tray.**
15. **Specify the original scanning conditions.**
16. **Press [Start].**

    The original is scanned. The document is saved in the Document Server.

    After scanning, a list of folders will be displayed. If the list does not appear, press [Finish Scanning].

Printing Stored Documents

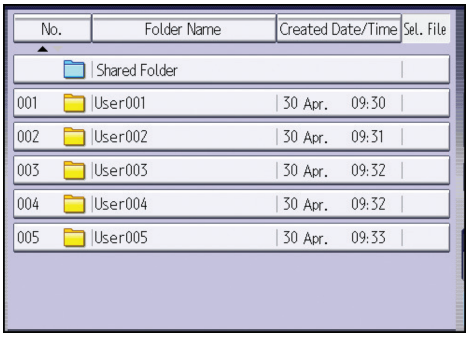
Prints stored documents on the Document Server.

The items you can specify on the printing screen are as follows:

- Paper tray
- The number of prints
- [2 Sided Copy Top to Top], [2 Sided Copy Top to Bottom], [Booklet], [Magazine]
- [Sort]
- [Finishing], [Cover/Slip Sheet], [Edit / Stamp]

For details about each function, see Copy/ Document Server.

1. **Select a folder.**



No.	Folder Name	Created Date/Time	Sel. File
	Shared Folder		
001	User001	30 Apr. 09:30	
002	User002	30 Apr. 09:31	
003	User003	30 Apr. 09:32	
004	User004	30 Apr. 09:32	
005	User005	30 Apr. 09:33	

2. **Select a document to be printed.**
3. **When printing two or more documents at a time, repeat Step 2.**

   Up to 30 documents can be printed.
4. **When specifying printing conditions, press [To Printing Screen], and then configure print settings.**
5. **Enter the number of print copies with the number keys.**

   The maximum quantity that can be entered is 999.
6. **Press [Start].**

8. Web Image Monitor

This chapter describes frequently used Web Image Monitor functions and operations. For information not included in this chapter, see Connecting the Machine/ System Settings available on our website or Web Image Monitor Help.

Displaying Top Page

This section explains the Top Page and how to display Web Image Monitor.

Important

- **When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10".**

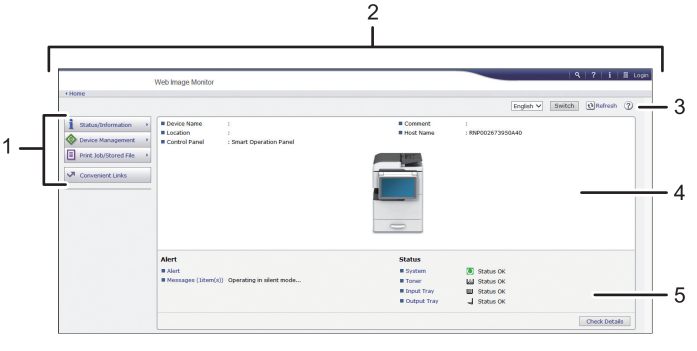
1. **Start your web browser.**
2. **Enter "http://(machine's IP address or host name)/" in your web browser's URL bar.**

   Top Page of Web Image Monitor appears.

   If the machine's host name has been registered on the DNS or WINS server, you can enter it.

   When setting SSL, a protocol for encrypted communication, under environment which server authentication is issued, enter "https://(machine's IP address or host name)/".

   Web Image Monitor is divided into the following areas:



Device Name :
Location :
Control Panel : Smart Operation Panel
Comment :
Host Name : RNP002673950A40

Alert
Alert
Messages (1item(s)) Operating in silent mode...

Status
System Status OK
Toner Status OK
Input Tray Status OK
Output Tray Status OK

1. **Menu area**

   If you select a menu item, its content will be shown.

2. **Header area**

   Display icons for the links to Help and the keyword search function. This area also displays [Login] and [Logout], which allows you to switch between the administrator and guest mode.

3. **Refresh/Help**

   ↻ (Refresh): Click ↻ at the upper right in the work area to update the machine information. Click the web browser's [Refresh] button to refresh the entire browser screen.

   ? (Help): Use Help to view or download Help file contents.

4. **Basic Information area**

   Display the basic information of the machine.

5. **Work area**

   Display the contents of the item selected in the menu area.

9. Adding Paper and Toner

This chapter describes how to load paper into the paper tray and recommended paper sizes and types.

Loading Paper

Precautions for Loading Paper

⚠CAUTION

- When loading paper, take care not to trap or injure your fingers.

- If Tray 2 is installed, do not pull out more than one tray at a time when you are changing or replenishing paper or resolving paper jams. Pressing down forcefully on the machine's upper surfaces can result in malfunctions and/or user injury.

Important

- Do not stack paper over the limit mark.

Note

- To prevent multiple sheets from being fed at once, fan the paper before loading it.
- If you load paper when only a few sheets of paper remain in the tray, multiple sheet feeding may occur. Remove any remaining paper, stack them with the new sheets of paper, and then fan the entire stack before loading it into the tray.
- Straighten curled or warped paper before loading.
- For details about the paper sizes and types that can be used, see page 129 "Recommended Paper Sizes and Types".
- You might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.

Loading Paper into Paper Trays

Every paper tray is loaded in the same way.

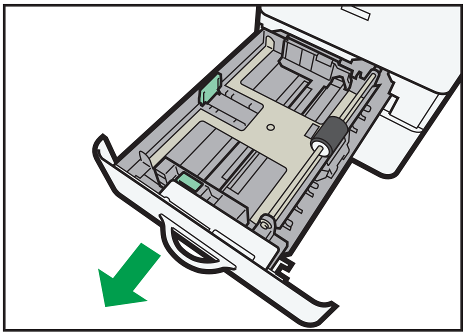
In the following example procedure, paper is loaded into Tray 1.

Important

- Check the paper edges are aligned at the right side.
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.

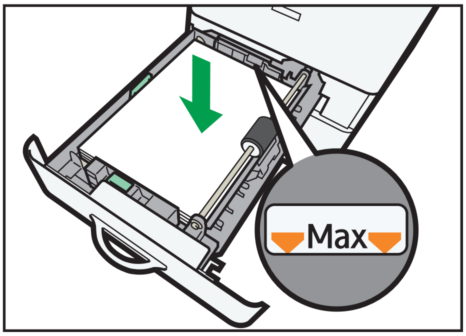
- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the side fences are squeezed too tightly against the paper, the edges may crease or the paper may misfeed.

1. **Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.**



2. **Square the paper and load it print side up.**

   Do not stack paper over the limit mark.



3. **Carefully push the paper tray fully in.**

Note

- Various sizes of paper can be loaded in the paper trays by adjusting the positions of side fences and end fence. For details, see "Changing the Paper Size in Paper Trays", Paper Specifications and Adding Paper.

Loading Paper into the Bypass Tray

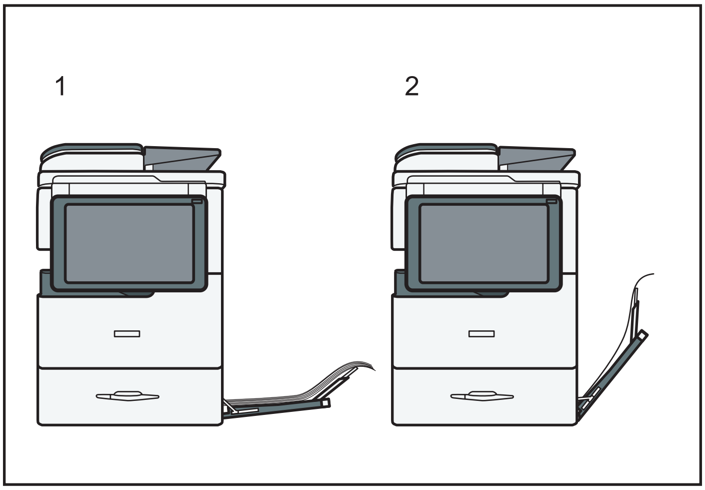
Use the bypass tray to use OHP transparencies, adhesive labels and paper that cannot be loaded in the paper trays.

9

Important

- The maximum number of sheets you can load at the same time depends on paper type. Do not stack paper over the limit mark. For the maximum number of sheets you can load, see page 129 "Recommended Paper Sizes and Types".
- Be sure not to place an excessive load on the extender. Doing so may damage it.

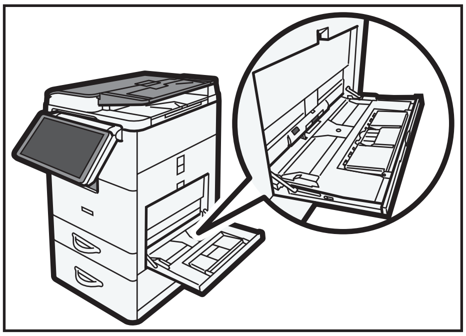
Bypass Tray Mode



1. **Mode for loading 10 sheets**
2. **Mode for loading one sheet**

You can switch the bypass tray mode between loading one sheet and loading 10 sheets at a time. In the mode for loading one sheet, you can use the machine more compactly.

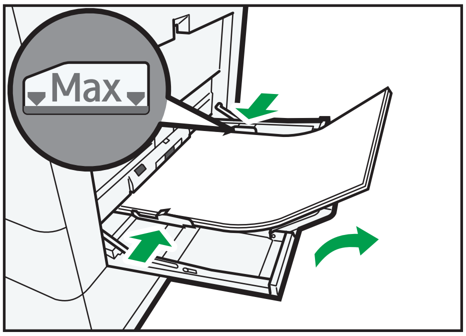
1. **Open the bypass tray.**



2. **Load the paper face down until you hear the beep.**

3. **Align the paper guides to the paper size.**

   If the guides are not flush against the paper, images might be skewed or paper misfeeds might occur.



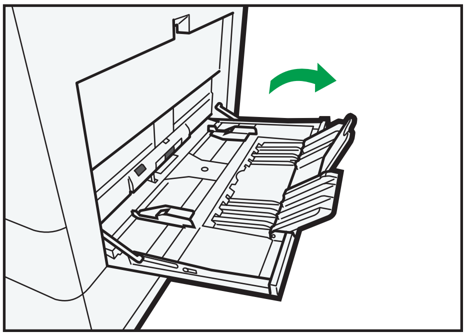
Loading the Paper in the One-Sheet Bypass Tray

You can only load one sheet in the one-sheet bypass tray.

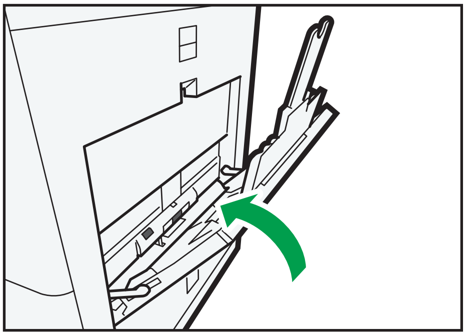
The paper type supported by the one-sheet bypass tray is plain paper only.

The one-sheet bypass tray supports a paper size of ▯ 148-297 mm and ▭ 257-600 mm.

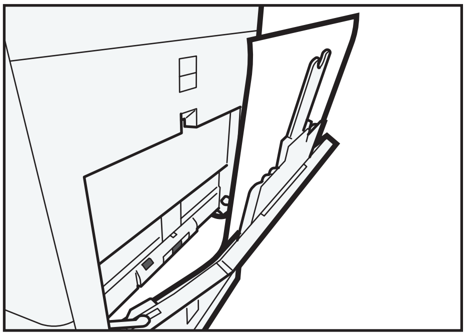
1. **Open the bypass tray fully.**



2. **Close the bypass tray halfway.**



3. **Load the paper.**



DLM252

Note

- When you use the bypass tray, it is recommended to load the paper in ▭ orientation.
- Pull the extender out when loading A4▯, $8^{1}/_{2} \times 11$▯ or larger size paper in the bypass tray.
- The number of sheets that can be loaded depends on how much the bypass tray is open. For details, see page 129 "Recommended Paper Sizes and Types".
- When loading thick paper, thin paper, or OHP transparencies, specify the paper size and the paper type.
- Letterhead paper must be loaded in a specific orientation. For details, see page 126 "Loading Orientation-fixed Paper or Two-sided Paper".
- You can load envelopes into the bypass tray. Envelopes must be loaded in a specific orientation. For details, see page 133 "Envelopes".
- When copying from the bypass tray, see "Copying from the Bypass Tray", Copy/ Document Server. When printing from a computer, see page 123 "Printing from the Bypass Tray Using the Printer Function".
- When the [Notification Sound] is set to [No Sound], it does not sound if you load paper into the bypass tray. For details about [Notification Sound], see "Screen Features", Connecting the Machine/ System Settings.

Printing from the Bypass Tray Using the Printer Function

Important

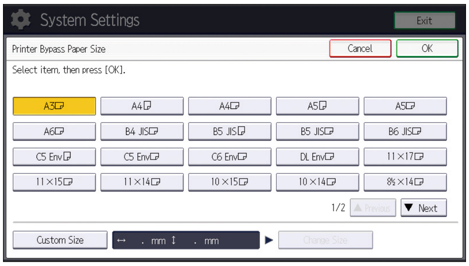
- If you select [Machine Setting(s)] or [Machine Setting(s): Any Type] in [Bypass Tray] under [Tray Setting Priority] in [System] of the Printer Features menu, the settings made using the control panel have priority over the printer driver settings. For details, see "System", Print.
- The default of [Bypass Tray] is [Machine Setting(s): Any Type].

Note

- Settings remain valid until they are changed.
- For details about setting printer drivers, see "Printing Documents", Print.
- Region A (mainly Europe and Asia)
- [A3▭] is the default setting for [Printer Bypass Paper Size].
- Region B (mainly North America)
- [11 × 17▭] is the default setting for [Printer Bypass Paper Size].

Specifying regular sizes using the control panel

1. **Press [Home] (⌂) at the bottom of the screen in the center.**
2. **Flick the screen to the left, and then press the [User Tools] icon (⚙).**
3. **Press [Tray Paper Settings].**
4. **Press [Printer Bypass Paper Size].**
5. **Select the paper size.**



System Settings

Printer Bypass Paper Size

Select item, then press [OK].

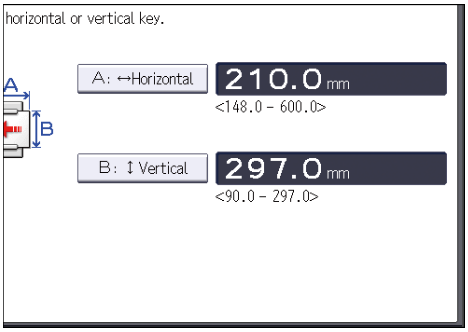
6. **Press [OK].**
7. **Press [User Tools] (⚙) on the top right of the screen.**
8. **Press [Home] (⌂) at the bottom of the screen in the center.**

Specifying a custom size paper using the control panel

1. **Press [Home] (⌂) at the bottom of the screen in the center.**
2. **Flick the screen to the left, and then press the [User Tools] icon (⚙).**
3. **Press [Tray Paper Settings].**
4. **Press [Printer Bypass Paper Size].**
5. **Press [Custom Size].**

   If a custom size is already specified, press [Change Size].
6. **Press [Horizontal].**

7. **Enter the horizontal size using the number keys, and then press [#].**



horizontal or vertical key.

A: ↔Horizontal 210.0 mm
<148.0 - 600.0>

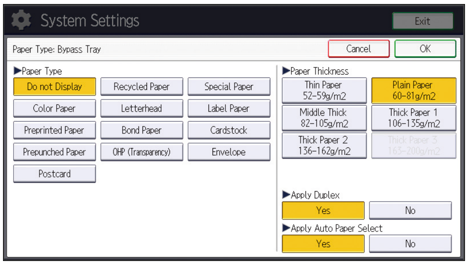
B: ↕ Vertical 297.0 mm
<90.0 - 297.0>

8. **Press [Vertical].**
9. **Enter the vertical size using the number keys, and then press [#].**
10. **Press [OK] twice.**
11. **Press [User Tools] (⚙) on the top right of the screen.**
12. **Press [Home] (⌂) at the bottom of the screen in the center.**

Specifying thick paper, thin paper, or OHP transparencies for paper type using the control panel

- Usually only one side of OHP transparencies can be used for printing. Be sure print side down.
- When printing onto OHP transparencies, remove printed sheets one by one.

1. **Press [Home] (⌂) at the bottom of the screen in the center.**
2. **Flick the screen to the left, and then press the [User Tools] icon (⚙).**
3. **Press [Tray Paper Settings].**
4. **Press [Printer Bypass Paper Size], and then specify the paper size.**
5. **Press [OK].**
6. **Press [▼Next].**
7. **Press [Paper Type: Bypass Tray].**
8. **Select the proper items, according to the paper type you want to specify.**
    - Press [OHP (Transparency)] on the [Paper Type] area when loading OHP transparencies.
    - To load thin or thick paper, press [Do not Display] on the [Paper Type] area, and then select the appropriate paper thickness in the [Paper Thickness] area.



9. **Press [OK].**
10. **Press [User Tools] (⚙) on the top right of the screen.**
11. **Press [Home] (⌂) at the bottom of the screen in the center.**

Note

- We recommend that you use specified OHP transparencies.
- For details about paper thickness, see "Tray Paper Settings", Connecting the Machine/ System Settings.

Loading Orientation-fixed Paper or Two-sided Paper

Orientation-fixed (top to bottom) or two-sided paper (for example, letterhead paper, punched paper, or copied paper) might not be printed correctly, depending on how the originals and paper are placed.

Settings for the User Tools

- Copier mode

  Specify [Yes] for [Letterhead Setting] in [Input / Output] under the Copier / Document Server Features menu, and then place the original and paper as shown below.

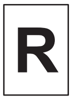
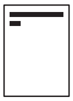
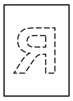
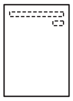
- Printer mode

  Specify [Auto Detect] or [On (Always)] for [Letterhead Setting] in [System] under the Printer Features menu, and then place the paper as shown below.

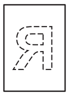
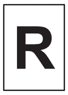
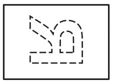
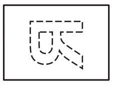
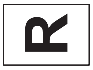
For details about the letterhead settings, see "Input / Output", Copy/ Document Server, or "System", Print.

Original orientation and paper orientation

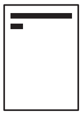
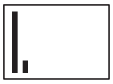
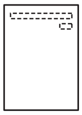
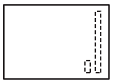
The meanings of the icons are as follows:

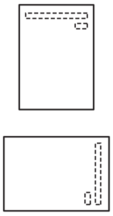
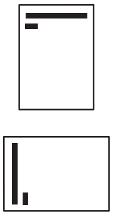
Icon	Meaning
 	Place or load paper scanned or printed side face up.
 	Place or load paper scanned or printed side face down.

- Original orientation

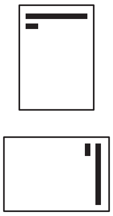
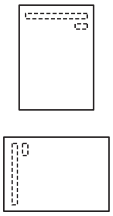
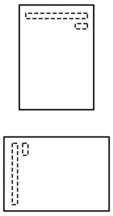
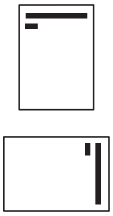
Original orientation	Exposure glass	ADF
Readable orientation		
Unreadable orientation	• Copy  • Scanner 	

- Paper orientation
  - Copier mode

Copy side	Paper trays	Bypass tray
One-sided	 	 

Copy side	Paper trays	Bypass tray
Two-sided		

- Printer mode

Print side	Paper trays	Bypass tray
One-sided		
Two-sided		

Note

- In copier mode:
  - For details about how to make two-sided copies, see page 72 "Duplex Copying".
- In printer mode:
  - To print on letterhead paper when [Auto Detect] is specified for [Letterhead Setting], you must specify [Letterhead] as the paper type in the printer driver's settings.
  - If a print job is changed partway through printing from one-sided to two-sided printing, one-sided output after the first copy may be printed facing a different direction. To ensure all paper is output facing the same direction, specify different input trays for one-sided and two-sided printing. Note also that two-sided printing must be disabled for the tray specified for one-sided printing.
  - For details about how to make two-sided prints, see page 94 "Printing on Both Sides of Sheets".

Recommended Paper

Recommended Paper Sizes and Types

This section describes recommended paper sizes and types.

Important

- If you use paper that curls, either because it is too dry or too damp, a paper jam may occur.
- Do not use paper designed for inkjet printers, as these may stick to the fusing unit and cause a misfeed.
- When you load OHP transparencies, check the front and back of the sheets, and place them correctly, or a misfeed might occur.

Tray 1

Paper type and weight	Paper size	Paper capacity
60–105 g/m^2 (16 lb. Bond–24 lb. Bond) Plain Paper 1–Middle Thick	Select the paper size using the Tray Paper Settings menu: A4▯, A5▯▭, A6▭, B5▯, B6▭, $8^{1}/_{2} \times 11$▯, $5^{1}/_{2} \times 8^{1}/_{2}$▭, 16K▯	250 sheets

Tray 2

Paper type and weight	Paper size	Paper capacity
60–162 g/m^2 (16 lb. Bond–90 lb. Index) Plain Paper 1–Thick Paper 2	Select the paper size using the Tray Paper Settings menu: A4▯, A5▯▭, B5▯, $8^{1}/_{2} \times 11$▯, $5^{1}/_{2} \times 8^{1}/_{2}$▭, 16K▯	500 sheets

Bypass tray

Paper type and weight	Paper size	Paper capacity
52–162 g/m^2 (16 lb. Bond–90 lb. Cover) Thin Paper–Thick Paper 2	Select the paper size[*1]: A3▭, A4▯▭, A5▯▭, A6▭, B4▭, B5▯▭, B6▭, 11 × 17▭, 11 × 15▭, 11 × 14▭, 10 × 15▭, 10 × 14▭, $8^1/_2$ × 14▭, $8^1/_2$ × 13▭, $8^1/_2$ × 11▯▭, $8^1/_4$ × 14▭, $8^1/_4$ × 13▭, 8 × 13▭, 8 × $10^1/_2$▯▭, 8 × 10▯▭, $7^1/_4$ × $10^1/_2$▯▭, $5^1/_2$ × $8^1/_2$▭, 8K▭, 16K▯▭, $8^1/_2$ × $13^2/_5$▭, $4^1/_8$ × $9^1/_2$▭, $3^7/_8$ × $7^1/_2$▭, C5 Env▯▭, C6 Env▭, DL Env▭ Custom size[*2]: Horizontal: 148.0–600.0 mm, 5.83–23.62 inches Vertical: 90.0–297.0 mm, 3.55–11.69 inches	• 10 sheets In the one-sheet bypass tray mode: 1 sheet • Middle Thick–Thick Paper 2: [*3]
OHP transparencies		1 sheets
Label paper (adhesive labels)		1 sheet
Envelopes		[*3]

[*1] For copier mode, see "Copying onto Regular Size Paper", Copy/ Document Server. For printer mode, see page 124 "Specifying regular sizes using the control panel".

[*2] Enter the paper size. For copier mode, see "Copying onto Custom Size Paper", Copy/ Document Server. For printer mode, see page 124 "Specifying a custom size paper using the control panel".

[*3] Do not stack over the limit mark. The number of sheets you can load in the paper tray varies depending on the weight and condition of the paper.

Paper Thickness

Paper Thickness[*1]	Paper weight
Thin Paper	52–59 g/m^2 (14–15 lb. Bond)
Plain Paper 1	60–74 g/m^2 (16–20 lb. Bond)
Plain Paper 2	75–81 g/m^2 (20 lb. Bond)
Middle Thick	82–105 g/m^2 (20–28 lb. Bond)
Thick Paper 1	106–135 g/m^2 (28 lb. Bond–36 lb. Bond)

Paper Thickness[*1]	Paper weight
Thick Paper 2	136–162 g/m^2 (36 lb. Bond–90 lb. Index)

[*1] Print quality will decrease if the paper you are using is close to the minimum or maximum weight. Change the paper weight setting to thinner or thicker.

Note

- Certain types of paper, such as OHP transparencies, may produce noise when delivered. This noise does not indicate a problem and print quality is unaffected.
- The paper capacity described in the tables above is an example. Actual paper capacity might be lower, depending on the paper type.
- When loading paper, make sure the stack height does not exceed the limit mark of the paper tray.
- If multiple sheet feeding occurs, fan sheets thoroughly or load sheets one by one from the bypass tray.
- Flatten out curled sheets before loading them.
- Depending on the paper sizes and types, the copy/print speed may be slower than usual.
- When loading thick paper of 106–162 g/m^2 (28 lb. Bond–90 lb. Cover), see page 132 "Thick paper".
- When loading envelopes, see page 133 "Envelopes".
- When using paper of 60–65 g/m^2 (16–17 lb. Bond), we recommend that you specify [Special Paper] for paper type in order to get better output quality.
- When copying or printing onto letterhead paper, the paper placing orientation is different depending on which function you are using. For details, see page 126 "Loading Orientation-fixed Paper or Two-sided Paper".
- If you load paper of the same size and same type in two trays, the machine automatically feeds from one of the trays in which [Yes] is selected for [Apply Auto Paper Select] when the first tray in use runs out of paper. This function is called Auto Tray Switching. This saves interrupting a copy run to replenish paper when making a large number of copies. You can specify the paper type of the paper trays under [Paper Type]. For details, see "Tray Paper Settings", Connecting the Machine/ System Settings. For the setting procedure of the Auto Tray Switching function, see "General Features", Copy/ Document Server.
- When loading OHP transparencies:
    - When copying onto OHP transparencies, see "Copying onto OHP Transparencies", Copy/ Document Server.
    - When printing on OHP transparencies from the computer, see page 125 "Specifying thick paper, thin paper, or OHP transparencies for paper type using the control panel".
    - Fan OHP transparencies thoroughly whenever you use them. This prevents OHP transparencies from sticking together, and from feeding incorrectly.

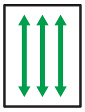
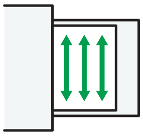
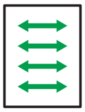
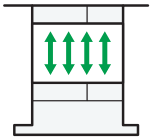
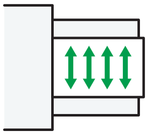
  - Remove copied or printed sheets one by one.
- When loading label paper:
  - We recommend that you use specified label paper.
  - Press [≡], and then select the appropriate paper thickness for [Paper Type].

Thick paper

This section gives you various details about and recommendations concerning thick paper.

When loading thick paper of 106–162 g/m^2 (28 lb. Bond–90 lb. Index) in the Paper tray unit, or 106–162 g/m^2 (28 lb. Bond–90 lb. Cover) in the bypass tray, follow the recommendations below to prevent misfeeds and loss of image quality.

- Store all your paper in the same environment - a room where the temperature is 20–25°C (68–77°F) and the humidity is 30–65%.
- When loading paper in the paper tray unit, be sure to load at least 20 sheets. Also, be sure to position the side fences flush against the paper stack.
- Jams and misfeeds can occur when printing on thick smooth paper. To prevent such problems, be sure to fan smooth paper thoroughly before loading them. If paper continues to become jammed or feed in together even after they are fanned, load them one by one from the bypass tray.
- When loading thick paper, set the paper direction according to its grain, as shown in the following diagram:

Direction of paper grain	Paper trays	Bypass tray
	Not recommended	
		

Note

- Select [Thick Paper 1] or [Thick Paper 2] as the paper thickness in [Tray Paper Settings].
- Even if thick paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.
- Prints might have prominent vertical creases.
- Prints might be noticeably curled. Flatten out prints if they are creased or curled.

Envelopes

This section gives you various details about and recommendations concerning envelopes.

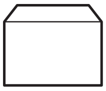
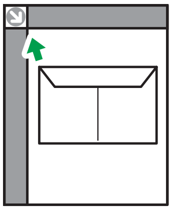
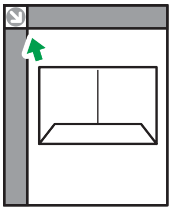
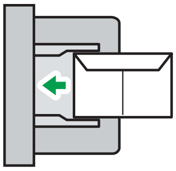
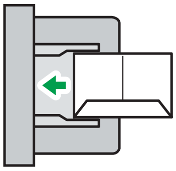
Important

- Do not use window envelopes.
- Misfeeds might occur depending on the length and shape of the flaps.
- Before loading envelopes, press down on them to remove any air from inside, flatten out all four edges. If they are bent or curled, flatten their leading edges (the edge going into the machine) by running a pencil or ruler across them.
- Fan the envelopes before loading them to separate them and prevent the glue on them from causing them to stick together. If fanning does not prevent them sticking together, load them one by one. Note that some types of envelopes cannot be used with this machine.

In copier mode

When copying onto envelopes, load them according to the applicable orientation shown below:

How to load envelopes

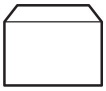
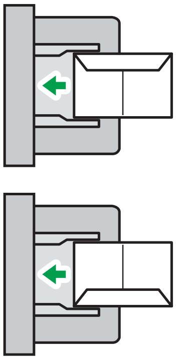
Orientation of envelopes	Exposure glass	Bypass tray
Side-opening envelopes 	  • Flaps: closed • Side to be scanned: face down	  • Flaps: closed • Side to be printed: face down

When loading envelopes, specify the envelope size and thickness. For details, see "Copying onto Envelopes", Copy/ Document Server.

In printer mode

When printing onto envelopes, load them according to the applicable orientation shown below:

How to load envelopes

Types of envelopes	Bypass tray
Side-opening envelopes 	 - Flaps: closed - Side to be printed: face down

When loading envelopes, select "Envelope" as the paper types using both [Tray Paper Settings] and printer driver and specify the thickness of envelopes. For details, see "Printing on Envelopes", Print.

To print on envelopes that are loaded with their short edges against the machine body, rotate the print image by 180 degrees using the printer driver.

Recommended envelopes

For information about recommended envelopes, contact your local dealer.

For details about the sizes of envelopes you can load, see page 129 "Recommended Paper Sizes and Types".

Note

- Load only one size and type of envelope at a time.
- The Duplex function cannot be used with envelopes.
- Output quality on envelopes may be uneven if parts of an envelope have differing thicknesses. Print one or two envelopes to check print quality.
- Flatten out prints if they are creased or curled.
- Check the envelopes are not damp.
- High temperature and high humidity conditions can reduce print quality and cause envelopes to become creased.
- Depending on the environment, copying or printing on envelopes may wrinkle them even if they are recommended.

- Certain types of envelopes might come out creased, dirtied, or misprinted. If you are printing a solid color on an envelope, lines may appear where the overlapped edges of the envelope make it thicker.

Adding Toner

This section explains precautions when adding toner, how to send faxes or scanned documents when the toner has run out, and how to dispose of used toner.

⚠WARNING

- Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.

- Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.

- Do not use a vacuum cleaner to remove spilled toner (including used toner). Absorbed toner may cause a fire or explosion due to electrical contact flickering inside the vacuum cleaner. However, it is possible to use a vacuum cleaner that is explosion-proof and dust ignition-proof. If toner is spilled on the floor, remove the spilled toner slowly using a wet cloth, so that the toner is not scattered.

- The following explains the warning messages on the plastic bag used in this product's packaging.
  - Keep the polythene materials (bags, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

⚠CAUTION

- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.

- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.

- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.

- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

⚠CAUTION

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.

- When replacing a toner or waste toner container or consumables with toner, make sure that the toner does not splatter. Put the waste consumables in a bag after they are removed. For consumables with a lid, make sure that the lid is shut.

Important

- Always replace the toner cartridge when a notification appears on the machine.
- Fault may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the main power. If you do, settings will be lost.
- Store toner where it will not be exposed to direct sunlight, temperatures above 35°C (95°F), or high humidity.
- Store toner horizontally.
- Do not shake the toner cartridge with its mouth down after removing it. Residual toner may scatter.
- Do not repeatedly install and remove toner cartridges. This will result in toner leakage.

Follow the instruction on the screen regarding how to replace a toner cartridge.

Note

- If "Toner Cartridge is almost empty." appears on the system message widget, the toner has almost run out. Have a replacement toner cartridge at hand.
- If appears when there is a lot of toner, hold the cartridge with the opening upward, shake it well, and then reinstall it.
- When "No Toner" appears on the system message widget, you can check the name of the required toner and the replacement procedure using the [Add Toner] screen. To display the [Add Toner] screen, press [Check Status], and then press [Check] in the [Mach. Status] area in the [Mach./Applic. Stat] tab.
- For details about how to check contact number where you can order supplies, see "Inquiry", Maintenance and Specifications.

Sending faxes or scanned documents when toner has run out

When the machine has run out of toner, the indicator on the display lights. Note that even if there is no toner left, you can still send faxes or scanned documents.

Important

- If number of communications executed after the toner has run out and not listed in the automatically output Journal exceeds 200, communication is not possible.

1. **Press [Home] (⌂) at the bottom of the screen in the center.**
2. **Press the [Fax] icon or the [Scanner] icon.**
3. **Press [Exit], and then perform transmission operation.**

   The error message disappears.

Note

- Any reports are not printed.

Disposing of used toner

This section describes what to do with used toner.

Toner cannot be re-used.

Pack used toner containers in the container's box or a bag to prevent the toner from leaking out of the container when you dispose of it.

Region A (mainly Europe and Asia)

If you want to discard your used toner container, please contact your local sales office. If you discard it by yourself, treat it as general plastic waste material.

Region B (mainly North America)

Please see our local company website for information on the recycling of supply products, or you can recycle items according to the requirements of your local municipalities or private recyclers.

10. Troubleshooting

This chapter describes basic troubleshooting procedures.

When a Status Icon Is Displayed

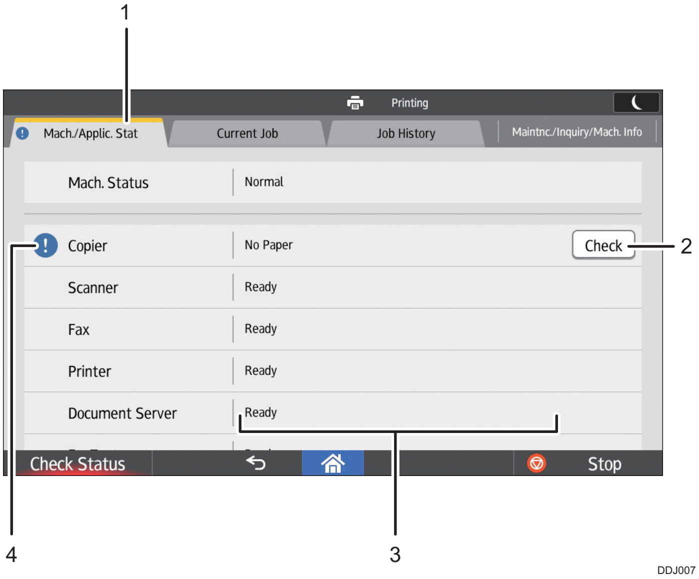
This section describes the status icons displayed when the machine requires the user to remove misfed paper, to add paper, or to perform other procedures.

Status Icon	Status
: Paper Misfeed icon	Appears when a paper misfeed occurs. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting.
: Original Misfeed icon	Appears when an original misfeed occurs. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting.
: Load Paper icon	Appears when paper runs out. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper.
: Add Toner icon	Appears when toner runs out. For details about adding toner, see "Adding Toner", Maintenance and Specifications.
: Service Call icon	Appears when the machine is malfunctioning or requires maintenance.
: Open Cover icon	Appears when one or more covers of the machine are open.

When the Indicator Lamp for [Check Status] Is Lit or Flashing

If the indicator lamp for [Check Status] lights up or flashes, press [Check Status] to display the [Check Status] screen. Check the status of each function in the [Check Status] screen.

[Check Status] screen



Mach. Status	Normal
Copier	No Paper
Scanner	Ready
Fax	Ready
Printer	Ready
Document Server	Ready

1. **[Mach./Applic. Stat] tab**

   Indicates the status of the machine and each function.

2. **[Check]**

   If an error occurs in the machine or a function, press [Check] to view details.

   Pressing [Check] displays an error message or the corresponding function screen. Check the error message displayed on the function screen and take the appropriate action. For details about how to resolve the problems described in error messages, see "When Messages Appear", Troubleshooting.

3. **Messages**

   Displays a message that indicates the status of the machine and each function.

4. **Status icons**

   The status icons that can be displayed are described below:

   🔄: The function is performing a job.

   ⚠: An error has occurred on the machine.

   ❗: The function cannot be used because an error has occurred in the function or machine. This icon may also appear if the toner is running low.

The following table explains problems that cause the indicator lamp for [Check Status] to light or flash.

Problem	Cause	Solution
Documents and reports do not print out.	The paper output tray is full.	Remove the prints from the tray.
Documents and reports do not print out.	There is no paper left.	Load paper. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper.
An error has occurred.	A function which has the status "Error Occurred" in the [Check Status] screen is defective.	Press [Check] in the function which the error has occurred. Then read the displayed message, and take the appropriate action. For details about error messages and their solutions, see "When Messages Appear", Troubleshooting. You can use other functions normally.
The machine is unable to connect to the network.	A network error has occurred.	• Check that the machine is correctly connected to the network and that the machine is correctly set. For details about how to connect the network, see "Connecting to the Interface", Connecting the Machine/ System Settings. • For details about connecting to the network, contact your administrator. • If the indicator lamp is still lit even after you try to solve the problem as described here, contact your service representative.

When the Machine Makes a Beeping Sound

The following table describes the meaning of the various beep patterns that the machine issues to alert users about left originals and other machine conditions.

Beep pattern	Meaning	Cause
Single short beep	Panel/screen input accepted.	A screen key was pressed.
Short, then long beep	Panel/screen input rejected.	An invalid key was pressed on the screen, or the entered password was incorrect.
Single long beep	Job completed successfully.	A Copier/Document Server Features job has finished.
2 long beeps	Machine has warmed up.	When the power is turned on or the machine exits Sleep mode, the machine has fully warmed up and is ready for use.
5 long beeps	Soft alert	An auto reset was performed through the simple screen of the Copier/ Document Server function or the Scanner function.
5 long beeps repeated four times.	Soft alert	An original has been left on the exposure glass or paper tray is empty.
5 short beeps repeated five times.	Strong alert	The machine requires user attention because paper has jammed, the toner needs replenishing, or other problems have occurred.

Note

- Users cannot mute the machine's beep alerts. When the machine beeps to alert users of a paper jam or toner request, if the machine's covers are opened and closed repeatedly within a short space of time, the beep alert might continue, even after normal status has resumed.
- You can enable or disable beep alerts. For details about Sound, see "General Features", Connecting the Machine/ System Settings.

When You Have Problems Operating the Machine

Problem	Cause	Solution
When the machine is turned on, the only icon that appears on the home screen is the [Copy] icon.	Functions other than the copier function are not yet ready.	Wait a little longer.
The machine has just been turned on and the User Tools screen is displayed, but the User Tools menu has items missing.	Functions other than the copier function are not yet ready. Time required varies by function. Functions appear in the User Tools menu when they become ready for use.	Wait a little longer.
The indicator lamp remains lit and the machine does not enter Sleep mode even though [Energy Saver] was pressed.	In some cases, the machine does not enter Sleep mode when [Energy Saver] is pressed.	Before you press [Energy Saver], check that Sleep mode can be enabled. For details about enabling Sleep mode, see "Saving Energy", Getting Started.
The display is turned off.	The machine is in Sleep mode.	Touch the display panel.
Nothing happens when the display panel is touched.	The power is turned off.	Make sure the main power indicator is off, and then turn on the power.
The power turns off automatically.	The Weekly Timer setting is set to [Main Power Off].	Change the Weekly Timer setting. For details about the Weekly Timer setting, see "Timer Settings", Connecting the Machine/ System Settings.
The user code entry screen is displayed.	Users are restricted by User Code Authentication.	For details about how to log in when User Code Authentication is enabled, see "When the Authentication Screen is Displayed", Getting Started.
The Authentication screen appears.	User Authentication is set.	See "When the Authentication Screen is Displayed", Getting Started.

Problem	Cause	Solution
An error message is still displayed, even if misfed paper is removed.	Paper is still jammed in the tray.	Remove the jammed paper by following the procedures displayed on the control panel. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting.
An error message is still displayed, even if the indicated cover is closed.	One or more of the covers that are not indicated are still open.	Close all the covers of the machine.
Images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load the paper correctly. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper.
Misfeeds occur frequently.	Using curled paper often causes misfeeds, soiled paper edges, or slipped positions while stack printing is performed.	• Flatten the paper with your hands to straighten out the curl. • Load the paper up side down so that the curled edges face downward. For details about recommended paper, see "Recommended Paper", Paper Specifications and Adding Paper. • Place the cut paper on a flat surface to prevent it from curling, and do not lean it against the wall. For details about the proper way to store paper, see "Paper Storage", Paper Specifications and Adding Paper.

Problem	Cause	Solution
Misfeeds occur frequently.	The tray's side or end fences may not be set properly.	• Remove the misfed paper. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting. • Check that the side or end fences are set properly. Also, check that the side fences are locked. For details about setting the side and end fences, see "Changing the Paper Size", Paper Specifications and Adding Paper.
Misfeeds occur frequently.	Copy paper size setting is not correct.	Remove the misfed paper. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting.
Misfeeds occur frequently.	There is a foreign object on the output tray.	• Remove the misfed paper. For details about removing jammed paper, see "Removing Jammed Paper", Troubleshooting. • Do not place anything on the output tray.
Misfeeds occur when printing to envelopes.	The envelopes are curled.	Make sure you fully flatten curled envelopes before you load them. Do not stack envelopes over the specified limit for the paper tray. If misfeeds still occur after the envelopes have been flattened, load envelopes on the tray one at a time and print them individually. For details about how to load envelopes, see page 133 "Envelopes".

Problem	Cause	Solution
When printing to envelopes, the envelopes may be fed in together, or the envelopes may not be fed.	The envelopes are curled.	Make sure you fully flatten curled envelopes before you load them. Do not stack envelopes over the specified limit for the paper tray. If misfeeds still occur after the envelopes have been flattened, load envelopes on the tray one at a time and print them individually. For details about how to load envelopes, see page 133 "Envelopes".
Cannot print in duplex mode.	You have selected a paper tray that is not set for duplex printing.	Change the setting for "Apply Duplex" in "Tray Paper Settings" to enable duplex printing for the paper tray. For details about setting "Apply Duplex", see "Tray Paper Settings", Connecting the Machine/ System Settings.
Cannot print in duplex mode.	You have selected a paper type that cannot be used for duplex printing.	In "Tray Paper Settings", select a paper type that can be used for duplex printing. For details about setting "Paper Type", see "Tray Paper Settings", Connecting the Machine/ System Settings.
The machine does not turn off in 7 minutes after the main power is turned off.	The machine cannot perform the shutdown procedure.	Repeat the shutdown procedure. If the machine does not turn off, contact your service representative.
An error has occurred when the Address Book is changed from the display panel or Web Image Monitor.	The Address Book cannot be changed while you delete the multiple stored documents.	Wait a while, and then retry the operation.

Problem	Cause	Solution
Cannot use Web Image Monitor to print documents stored in Document Server.	When print volume limits are specified, users cannot print beyond their print volume limit. Print jobs selected by users who have reached their print volume limits will be canceled.	• For details about specifying print volume limits, see "Managing Print Volume per User", Security Guide. • To view the status of a print job, see [Print Job History]. In Web Image Monitor, click [Job] on the [Status/Information] menu. And then click [Print Job History] in "Document Server".
The function does not run or cannot be used.	If you cannot carry out your job, it may be that the machine is being used by another function.	Wait until the current job is completed before trying again. For details about Function Compatibility, see "When Multiple Functions Cannot Be Executed Simultaneously", Troubleshooting.
The print image is not properly positioned on the paper.	• The machine has not detected the paper type and/or width correctly. • The print position is not aligned properly.	Contact the machine administrator or your service representative.

When Multiple Functions Cannot Be Executed Simultaneously

If you cannot carry out your job, it may be that the machine is being used by another function.

Wait until the current job is completed before trying again. In certain cases, you can carry out another job using a different function while the current job is being performed.

For details about Function Compatibility, see "Function Compatibility", Copy/Document Server.

Messages Displayed When You Use the Copy/ Document Server Function

Important

- If you cannot make copies as you want because of the paper type, paper size or paper capacity problems, use recommended paper. For details about recommended paper, see page 129 "Recommended Paper Sizes and Types".

Message	Cause	Solution
"Check paper size."	An irregular paper size is set.	If you press [Start], the copy will start using the selected paper.
"Exceeded the maximum number of sheets that can be used. Copying will be stopped."	The number of pages the user is permitted to copy has been exceeded.	For details about how to check the number of copies available per user, see "Managing Print Volume per User", Security Guide.
"Maximum number of sets is n." ("n" is replaced by a variable.)	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity from [Max. Copy Quantity] in [General Features] under [Copier / Document Server Features]. For details about Max. Copy Quantity, see "General Features", Copy/ Document Server.
"Memory is full. nn originals have been scanned. Press [Print] to copy scanned originals. Do not remove remaining originals." ("n" is replaced by a variable.)	The number of scanned originals exceed the number of pages that can be stored in memory.	Press [Print] to copy scanned originals and cancel the scanning data. Press [Clear Memory] to cancel the scanning data and not copy.
"Press [Continue] to scan and copy remaining originals."	The machine checked if the remaining originals should be copied, after the scanned originals were printed.	Remove all copies, and then press [Continue] to continue copying. Press [Stop] to stop copying.

Note

- If you set [Memory Full Auto Scan Restart] in [Input / Output] of User Tools to [On], even if the memory becomes full, the memory overflow message will not be displayed. The machine will make copies of the scanned originals first, and then automatically proceed to scan and to copy the remaining originals. In this case, the resulting sorted pages will not be sequential. For details about Memory Full Auto Scan Restart, see "Input / Output", Copy/ Document Server.

Messages Displayed When You Use the Facsimile Function

Message	Cause	Solution
"Cannot find the specified path. Please check the settings."	The name of the computer or folder entered as the destination is wrong.	Check that the computer name and the folder name for the destination are correct.
"Error occurred, and transmission was cancelled."	• Original jammed during Immediate Transmission. • A problem occurred in the machine, or noise occurred on the telephone line.	Press [Exit], and then send the documents again.
"Functional problem occurred. Stopped processing."	The power was turned off while the machine was receiving a document by Internet Fax.	Even if you turn on the power immediately, depending on the mail server, the machine might not be able to resume receiving the Internet Fax if the timeout period has not expired. Wait until the mail server's timeout period has expired, and then resume receiving the Internet Fax. For details about receiving the Internet Fax, contact your administrator.
"Functional problems with facsimile. Data will be initialized."	There is a problem with the fax.	Record the code number shown on the screen, and then contact your service representative. Other functions can be used.
"Memory is full. Cannot scan more. Transmission will be stopped."	The memory is full.	If you press [Exit], the machine returns to standby mode and starts transmitting the stored pages. Check the pages that have not been sent using the Communication Result Report, and then resend those pages.
"Put original back, check it and press the Start key."	Original jammed during Memory Transmission.	Press [Exit], and then send the documents again.

Message	Cause	Solution
"Some page(s) are near blank."	The first page of the document is almost blank.	The original's blank side might have been scanned. Be sure to place your originals correctly. For details about determining the cause of blank pages, see "Detecting Blank Pages", Fax.

Note

- Settings that can be confirmed in System Settings or Fax Features on the control panel can also be confirmed from Web Image Monitor. For details about how to confirm the settings from Web Image Monitor, see Web Image Monitor Help.
- If the paper tray runs out of paper, "There is no paper. Load paper." appears on the screen, prompting you to add paper. If there is paper left in the other trays, you can receive documents as usual, even if the message appears on the screen. You can turn this function on or off with "Parameter Settings". For details about how to do this, see "Parameter Settings", Fax.

When Network Setting Problems Occur

Message	Cause	Solution
"Check whether there are any network problems." [13-10]	The alias telephone number you entered is already registered on the gatekeeper by another device.	• Check that the correct alias phone number is listed in [H.323 Settings] of [Fax Features]. For details about H.323 Settings, see "Initial Settings", Fax. • For details about network problems, contact your administrator.
"Check whether there are any network problems." [13-11]	Cannot access gatekeeper.	• Check that the correct gate keeper address is listed in [H.323 Settings] of [Fax Features]. For details about H.323 Settings, see "Initial Settings", Fax. • For details about network problems, contact your administrator.

Message	Cause	Solution
"Check whether there are any network problems." [13-17]	User name registration is refused by SIP server.	• Correct that the correct SIP Server IP Address and SIP User Name are listed in [SIP Settings] of [Fax Features]. For details about SIP Settings, see "Initial Settings", Fax. • For details about network problems, contact your administrator.
"Check whether there are any network problems." [13-18]	Cannot access SIP server.	• Check that the correct SIP Server IP Address is listed in [SIP Settings] of [Fax Features]. For details about SIP Settings, see "Initial Settings", Fax. • For details about network problems, contact your administrator.
"Check whether there are any network problems." [13-24]	The password registered for the SIP server is not the same as the password registered for this machine.	For details about network problems, contact your administrator.
"Check whether there are any network problems." [13-25]	In [Effective Protocol], the IP address is not enabled, or an incorrect IP address has been registered.	• Check that IPv4 in [Effective Protocol] is set to "Active" in [System Settings]. For details about effective protocol, see "Interface Settings", Connecting the Machine/ System Settings. • Check that the correct IPv4 address is specified for the machine in [System Settings]. For details about IPv4 address, see "Interface Settings", Connecting the Machine/ System Settings. • For details about network problems, contact your administrator.

Message	Cause	Solution
"Check whether there are any network problems." [13-26]	The "Effective Protocol" and "SIP Server IP Address" settings are different, or an incorrect IP address has been registered.	• Check that the correct IP address is specified for the machine in [System Settings]. For details about IP address, see "Interface Settings", Connecting the Machine/ System Settings. • For details about network problems, contact your administrator.
"Check whether there are any network problems." [14-01]	The DNS server, SMTP server, or folder specified for transfer to was not found, or the destination for Internet Fax around (not through) the SMTP server could not be found.	• Check that the following settings in [System Settings] are listed correctly. • DNS server • Server name and IP address for the SMTP Server For details about these settings, see "Interface Settings" or "File Transfer", Connecting the Machine/ System Settings. • Check that the folder for transfer is correctly specified. • Check that the computer in which the folder for transfer is specified is correctly operated. • Check that the LAN cable is correctly connected to the machine. • For details about network problems, contact the administrator of the destinations. • For details about network problems, contact your administrator.

Message	Cause	Solution
"Check whether there are any network problems." [14-09]	E-mail transmission was rejected by SMTP authentication, POP before SMTP authentication, or login authentication of the computer in which the folder for transfer is specified.	• Check that User Name and Password for the following settings in [System Settings] are listed correctly. • SMTP Authentication • POP before SMTP • Fax Email Account For details about these settings, see "File Transfer", Connecting the Machine/ System Settings. • Check that the user ID and password for the computer with the folder for forwarding are correctly specified. • Check that the folder for forwarding is correctly specified. • Confirm that the computer with the folder for forwarding is properly working. • For details about network problems, contact your administrator.
"Check whether there are any network problems." [14-33]	E-mail addresses for the machine and the administrator are not registered.	• Check that the correct e-mail Address is listed in [Fax Email Account] of [System Settings]. For details about Fax Email Account, see "File Transfer", Connecting the Machine/ System Settings. • For details about network problems, contact your administrator.

Message	Cause	Solution
"Check whether there are any network problems." [15-01]	No POP3/IMAP4 server address is registered.	• Check that the correct Server Name or Server Address is listed in [POP3 / IMAP4 Settings] of [System Settings]. For details about POP3 / IMAP4 Settings, see "File Transfer", Connecting the Machine/ System Settings. • For details about network problems, contact your administrator.
"Check whether there are any network problems." [15-02]	Cannot log in to the POP3/ IMAP4 server.	• Check that the correct User Name and Password are listed in [Fax Email Account] of [System Settings]. For details about Fax Email Account, see "File Transfer", Connecting the Machine/ System Settings. • For details about network problems, contact your administrator.
"Check whether there are any network problems." [15-03]	No machine e-mail address is specified.	• Check that the correct machine e-mail address is specified in [System Settings]. For details about settings of e-mail address, see "File Transfer", Connecting the Machine/ System Settings. • For details about network problems, contact your administrator.

Message	Cause	Solution
"Check whether there are any network problems." [15-11]	Cannot find the DNS server or POP3/IMAP4 server.	• Check that the following settings in [System Settings] are listed correctly. • IP address of the DNS Server • the server name or IP address of the POP3/IMAP4 server • the port number of the POP3/IMAP4 server • Reception Protocol For details about these settings, see "Interface Settings" or "File Transfer", Connecting the Machine/ System Settings. • Check that the LAN cable is correctly connected to the machine. • For details about network problems, contact your administrator.
"Check whether there are any network problems." [15-12]	Cannot log in to the POP3/IMAP4 server.	• Check that the following settings in [System Settings] are listed correctly. • the user name and password for [Fax Email Account] • the user name and password for POP before SMTP authentication For details about these settings, see "File Transfer", Connecting the Machine/ System Settings. • For details about network problems, contact your administrator.

Message	Cause	Solution
"Check whether there are any network problems." [16-00]	• An IP address has not been registered for the main machine. • A network is not connected properly.	• Check that the correct IP address is specified for the machine in [System Settings]. For details about the IP address of the main machine, contact your administrator. • For details about network problems, contact your administrator.

Note

- Settings that can be confirmed in System Settings or Fax Features on the control panel can also be confirmed from Web Image Monitor. For details about how to confirm the settings from Web Image Monitor, see Web Image Monitor Help.
- If the paper tray runs out of paper, "There is no paper. Load paper." appears on the screen, prompting you to add paper. If there is paper left in the other trays, you can receive documents as usual, even if the message appears on the screen. You can turn this function on or off with "Parameter Settings". For details about how to do this, see "Parameter Settings", Fax.
- If "Check whether there are any network problems." appears, the machine is not correctly connected to the network or the settings of the machine are not correct. If you do not need to connect to a network, you can specify the setting so this message is not displayed, and then [Check Status] no longer lights up. For details about how to do this, see "Parameter Settings", Fax. If you reconnect the machine to the network, be sure to set "Display" by configuring the appropriate User Parameter.

When the Remote Fax Function Cannot Be Used

Message	Cause	Solution
"Authentication with remote machine failed. Check remote machine's auth. settings."	User authentication on the main machine has failed.	For details about user authentication, see "Configuring User Authentication", Security Guide.
"Authentication with remote machine failed. Check remote machine's auth. settings."	User Code Authentication is set on the device connected via the remote fax function.	The remote fax function does not support User Code Authentication. Disable the User Code Authentication on the main machine.

Message	Cause	Solution
"Authentication with remote machine failed. Check remote machine's auth. settings."	The user does not have permission to use the function on the main machine.	For details about how to set permissions, see "Limiting Available Functions", Security Guide.
"Connection with the remote machine has failed. Check the remote machine status."	A network error occurred while you were using the remote fax function.	• Check that the main machine supports the remote fax function. • Check that the main machine is working normally. • Check that the correct IP address or host name is set for the main machine in [System Settings]. For details about these settings, contact your administrator. • Check that the LAN cable is correctly connected to the machine. • For details about network problems, contact your administrator.
"Connection with the remote machine has failed. Check the remote machine status."	The main machine's power is off.	Turn on the main machine's power.
"Connection with the remote machine has failed. Check the remote machine status."	A timeout error occurred while an attempt was made to connect the device via remote fax function.	• Check that the LAN cable is correctly connected to the machine. • Check that the main machine is working correctly. • For details about connection with main machine, see "Sending/ Receiving Documents Using a Remote Machine (Remote Fax)", Fax.

Message	Cause	Solution
"Connection with the remote machine has failed. There is a problem with the remote machine structure. Contact the administrator."	The settings or machine configurations for using the remote fax function to connect to the main machine are incorrect.	For details about the settings and machine configurations for using the remote fax function to connect to a main machine, contact your administrator.
"Transfer error has occured. Check the status of the remote machine."	A network error occurred during transfer.	• Check that the correct IP address or host name is set for the main machine in [System Settings]. For details about these settings, contact your administrator. • Check that the main machine is working correctly. • Check that the LAN cable is correctly connected to the machine. • For details about transmission, contact your administrator.
"The HDD of the remote machine is full."	The hard disk became full after using the remote fax function to scan an original.	Delete unnecessary files.

Messages Displayed When You Use the Printer Function

This section describes the principal messages that appear on the display panel, error logs or reports. If other messages appear, follow their instructions.

Messages Displayed on the Control Panel When You Use the Printer Function

Important

- **Before turning off the power, see page 63 "Turning On/Off the Power".**

Message	Cause	Solution
"Hardware Problem: Ethernet"	An error has occurred in the Ethernet interface.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"Hardware Problem: HDD"	An error has occurred in the hard disk.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"Hardware Problem: Wireless Card" (A "Bluetooth interface unit" is referred to as a "wireless card".)	• The Bluetooth interface unit was connected while the machine was turned on. • The Bluetooth interface unit was removed while the machine was turned on.	Turn off the power, and then confirm the Bluetooth interface unit is inserted correctly. And then, turn on the power again. If the message appears again, contact your service representative.
"Load following paper in n. To force print, select another tray and press [Continue]." ("n" is replaced by a variable.)	The printer driver settings are incorrect or the tray does not contain paper of the size selected in the printer driver.	Check that the printer driver settings are correct, and then load paper of the size selected in the printer driver into the input tray. For details about how to change the paper size, see "Changing the Paper Size", Paper Specifications and Adding Paper.

Message	Cause	Solution
"Paper size and type are mismatched. Select another tray from the following and press [Continue]. To cancel job, press [Job Reset]. Paper size and type can also be changed in User Tools."	The printer driver settings are incorrect or the tray does not contain paper of the size or type selected in the printer driver.	• Check that the printer driver settings are correct, and then load paper of the size selected in the printer driver into the input tray. For details about how to change the paper size, see "Changing the Paper Size", Paper Specifications and Adding Paper. • Select the tray manually to continue printing, or cancel a print job. For details about how to select the tray manually, or cancel a print job, see "If an Error Occurs with the Specified Paper Size and Type", Print.
"Paper type of n is mismatched. Select another tray from the following and press [Continue]. Paper type can also be changed in User Tools." (A tray name is placed at n.)	The type of the paper in the tray does not match the paper type specified in the printer driver.	Select a tray containing paper that is the same type as the specified paper type.
"Printer font error."	An error has occurred in the font settings.	Contact your service representative.

When using direct print from a memory storage device

Message	Cause	Solution
"Exceeded the limit value for total data size of the selected files. Cannot select more files."	• The size of the selected file exceeds 1 GB. • The total size of the selected files exceeds 1 GB.	Files or groups of files larger than 1 GB cannot be printed. • When the total size of the multiple files that are selected exceeds 1 GB, select files separately. • When the size of the selected file exceeds 1 GB, print from a memory storage device using a function other than the Direct printing function. You cannot select files of different formats at the same time.
"Unable to access the specified memory storage device."	• An error occurred when the machine accessed the memory storage device or a file stored on the memory storage device. • An error occurred when the user used the Direct printing function to print from a memory storage device.	Save the file to a different memory storage device, and then print again.

Messages Printed on the Error Logs or Reports When You Use the Printer Function

This section describes likely causes of and possible solutions for the error messages that are printed on the error logs or reports.

When print jobs are canceled

Message	Cause	Solution
"91: Error"	Printing was canceled by the auto job cancel function due to a command error.	Check that the data is valid.
"A job via the network that was not printed exists because an error occurred. It was stored as a job not printed."	Jobs with errors were stored because an error occurred with a print job via the network while the error job storing function was enabled.	Contact your administrator to check whether the machine is connected correctly to the network. For details about how to check and print jobs stored when print configuration errors occur, see "Printing of Documents Stored When Print Configuration Errors Occur", Print.
"An error occurred while processing an Unauthorized Copy Prevention job. The job was cancelled."	You tried to store a file in the Document Server when the [Unauthorized Copy Prevention] was specified.	On the printer driver, select a job type other than [Document Server] in "Job Type:" or deselect [Unauthorized Copy Prevention].
"An error occurred while processing an Unauthorized Copy Prevention job. The job was cancelled."	The [Enter User Text:] field on the [Unauthorized Copy Prevention for Pattern Details] screen is blank.	On the printer driver's [Detailed Settings] tab, click [Effects] in "Menu:". Select [Unauthorized Copy Prevention], and then click [Details...] to display [Unauthorized Copy Prevention for Pattern Details]. Enter text in [Enter User Text:].
"An error occurred while processing an Unauthorized Copy Prevention job. The job was cancelled."	The resolution is set to a value less than 600 dpi when [Unauthorized Copy Prevention] is specified.	On the printer driver, set the resolution to 600 dpi or higher, or cancel [Unauthorized Copy Prevention].
"An error occurred while processing an Unauthorized Copy Prevention job. The job was cancelled."	In [Administrator Tools] under [System Settings], priority was specified to be given to Unauthorized Copy Prevention Printing set on this machine.	Cancel Unauthorized Copy Prevention Printing for the printer driver. For details about how to cancel the settings, see the printer driver Help.
"Collate has been cancelled."	Collate was canceled.	Turn off the power, and then back on again. If the message appears again, contact your service representative.

Message	Cause	Solution
"You reach the usage limit. This job has been cancelled."	The number of pages the user is permitted to print has been exceeded.	For details about print volume use limitation, see "Managing Print Volume per User", Security Guide.
"Receiving data failed."	Data reception was aborted.	Resend the data.
"Sending data failed."	The machine received a command to stop transmission from the printer driver.	Check if the computer is working correctly.
"The selected paper size is not supported. This job has been cancelled."	Job reset is automatically performed if the specified paper size is incorrect.	Specify the correct paper size, and then print the file again.
"The selected paper type is not supported. This job has been cancelled."	Job reset is automatically performed if the specified paper type is incorrect.	Specify the correct paper type, and then print the file again.

When there is a problem with the print settings

Message	Cause	Solution
"Classification Code is incorrect."	The classification code has not been entered, or the classification code has been entered incorrectly.	Enter the correct classification code.
"Classification Code is incorrect."	The classification code is not supported with the printer driver.	Select [Optional] for classification code. For details about how to specify classification code settings, see "Configuring Classification Codes", Print.

Message	Cause	Solution
"Duplex has been cancelled."	Duplex printing was canceled.	Change the setting for "Apply Duplex" in [Tray Paper Settings] to enable duplex printing for the paper tray. For details about setting "Apply Duplex", see "Tray Paper Settings", Connecting the Machine/ System Settings.
"Exceeded max. pages. Collate is incomplete."	The number of pages exceeds the maximum number of sheets that you can use Collate with.	Reduce the number of pages to print.
"Output tray has been changed."	The output tray was changed because the paper size of the specified output tray is limited.	Specify the proper output tray.
"Print overrun."	Images were discarded while printing.	Select a lower resolution on the printer driver. For details about how to change the resolution setting, see the printer driver Help.

When documents cannot be stored in the Document Server

Message	Cause	Solution
"Cannot store data of this size."	The paper size exceeded the capacity of the Document Server.	Reduce the paper size of the file that you want to send to a size that the Document Server can store. Custom size files can be sent but not stored afterward.
"Document Server is not available to use. Cannot store."	You cannot use the Document Server function.	For details about using Document Server function, contact your administrator. For details about how to set permissions, see "Limiting Available Functions", Security Guide.

Message	Cause	Solution
"Exceeded max. capacity of Document Server. Cannot store."	The hard disk became full after a file was stored.	Delete some of the files stored in the Document Server or reduce the size that you want to send.
"Exceeded max. number of files of Document Server. Cannot store."	The maximum file capacity of the Document Server was exceeded.	Delete some of the files stored in the Document Server.
"Exceeded max. number of files. (Auto)"	While you were using the error job store function to store Normal Print jobs as Hold Print files, the maximum file capacity for file storage or Hold Print file management (automatic) was exceeded.	Delete Hold Print files (automatic) or unneeded files stored on the machine.
"Exceeded max. number of pages of Document Server. Cannot store."	The maximum page capacity of the Document Server was exceeded.	Delete some of the files stored in the Document Server or reduce the number of pages that you want to send.
"Exceeded max. number of pages. (Auto)"	While you were using the error job store function to store Normal Print jobs as Hold Print files, the maximum page capacity was exceeded.	Delete unneeded files stored on the machine. Reduce the number of pages to print.
"The print job has been cancelled because capture file(s) could not be stored: Exceeded max. memory."	The hard disk became full after a file was stored.	Delete the files stored in the Document Server or reduce the file size to be sent.
"The print job has been cancelled because capture file(s) could not be stored: Exceeded max. number of files."	The maximum file capacity of the Document Server was exceeded.	Delete the files stored in the Document Server.

Message	Cause	Solution
"The print job has been cancelled because capture file(s) could not be stored: Exceeded max. number of pages per file."	The maximum page capacity of the Document Server was exceeded.	Delete some of the files stored in the Document Server or reduce the number of pages that you want to send.
"The specified folder in Document Server is locked. Cannot store."	The specified folder is locked.	Unlock the folder or specify another folder number that can be used. For details about locked folders, see "Managing Folders", Security Guide.

When there is not enough free hard disk space

Message	Cause	Solution
"HDD is full."	When you were printing with the PostScript 3 printer driver, the hard disk capacity for fonts and forms was exceeded.	Delete unneeded forms or fonts registered on the machine.
"HDD is full."	The hard disk became full while you were printing a Sample Print, Locked Print, Hold Print, or Stored Print file.	Delete unneeded files stored on the machine. Alternatively, reduce the data size of the Sample Print, Locked Print, Hold Print, or Stored Print file.
"HDD is full. (Auto)"	The hard disk became full while you were using the error job store function to store Normal Print jobs as Hold Print files.	Delete unneeded files stored on the machine. Alternatively, reduce the data size of the Temporary Print file and/or the Stored Print file.

When there is not enough memory

Message	Cause	Solution
"84: Error"	There is no work area available for image processing.	Decrease the number of files sent to the machine.

When there is a problem with a parameter

Message	Cause	Solution
"86: Error"	Parameters of the control code are invalid.	Check the print settings.

When the user lacks privileges to perform an operation

Message	Cause	Solution
"No response from the server. Authentication has failed."	A timeout occurred while connection to the server was being established for LDAP authentication or Windows Authentication.	Check the status of the server.
"Printing privileges have not been set for this document."	You have no privileges to print the PDF document you tried to print.	Contact the owner of the document.
"You do not have a privilege to use this function. This job has been cancelled."	The entered login user name or login password is not correct.	Check that the user name and password are correct.
"You do not have a privilege to use this function. This job has been cancelled."	The logged in user is not allowed to use the selected function.	For details about how to set permissions, see "Configuring User Authentication", Security Guide.
"You do not have a privilege to use this function. This operation has been cancelled."	The logged in user does not have the privileges to register programs or change the paper tray settings.	For details about how to set permissions, see "Configuring User Authentication", Security Guide.

When a user cannot be registered

Message	Cause	Solution
"Auto-registration of user information has failed."	Automatic registration of information for LDAP Authentication or Windows Authentication failed because the Address Book is full.	For details about automatic registration of user information, see "Auto Registration to the Address Book", Security Guide.
"Information for user authentication is already registered for another user."	The user name for LDAP was already registered in a different server with a different ID, and a duplication of the user name occurred due to a switching of domains (servers), and so on.	For details about user authentication, see "Configuring User Authentication", Security Guide.

When other errors occur

Message	Cause	Solution
"85: Error"	The specified graphics library is unavailable.	Check that the data is valid.
"98: Error"	The machine could not access the hard disk correctly.	Turn off the power, and then back on again. If the message appears frequently, contact your service representative.
"99: Error"	This data cannot be printed. The specified data is either corrupt or it cannot be printed from a memory storage device using the Direct printing function.	Check that the data is valid. For details about the kinds of data that can be printed from a memory storage device using the Direct printing function, see "Direct Printing from a Memory Storage Device", Print.

Message	Cause	Solution
"Command Error"	An RPCS command error occurred.	Check using the following procedure: • Check if the communication between the computer and the machine is working correctly. • Check if the correct printer driver is being used. • Check if the machine's memory size is set correctly in the printer driver. • Check that the printer driver is the most up-to-date version available.
"Compressed Data Error."	The printer detected corrupt compressed data.	• Check the connection between the computer and the printer. • Check that the program you used to compress the data is functioning correctly.
"Data storage error."	You tried to print a Sample Print, Locked Print, Hold Print, or Stored Print file, or to store a file in the Document Server when the hard disk was malfunctioning.	Contact your service representative.
"Error has occurred."	A syntax error, etc., occurred.	Check that the PDF file is valid.
"Exceeded Max. Stored Files"	While printing a Sample Print, Locked Print, Hold Print, or Stored Print file, the maximum file capacity was exceeded.	Delete unneeded files stored on the machine.
"Exceeded Max. Stored Pages"	While printing a Sample Print, Locked Print, Hold Print, or Stored Print file, the maximum page capacity was exceeded.	Delete unneeded files stored on the machine. Reduce the number of pages to print.

Message	Cause	Solution
"Failed to obtain file system."	PDF direct printing could not be performed because the file system could not be obtained.	Turn off the power, and then back on again. If the message appears again, contact your service representative.
"File system is full."	PDF file does not print out because the capacity of the file system is full.	Delete all unnecessary files from the hard disk, or decrease the file size sent to the machine.
"I/O buffer overflow."	An input buffer overflow occurred.	• In [Printer Features], under [Host Interface], select [I/O Buffer], and then set the maximum buffer size to a larger value. • Reduce the number of files being sent to the machine.
"Insufficient Memory"	A memory allocation error occurred.	**PCL 6** On the printer driver's [Detailed Settings] tab, click [Print Quality:Advanced] in "Menu:", and then select [Raster] in the "Vector/Raster:" list. In some cases, it will take a long time to complete a print job.
"Memory Retrieval Error"	A memory allocation error occurred.	Turn off the power and then back on again. If the message appears again, replace the RAM. For details about replacing the RAM, contact your service representative.

If printing does not start, contact your service representative.

Note

- The contents of errors may be printed on the Configuration Page. Check the Configuration Page in conjunction with the error log. For details about how to print the Configuration Page, see "List / Test Print", Print.

Messages Displayed When You Use the Scanner Function

Messages Displayed on the Control Panel When You Use the Scanner Function

This section describes likely causes of and possible solutions for the error messages that appear on the control panel. If a message not described here appears, act according to the message.

Message	Cause	Solution
"Cannot find the specified path. Please check the settings."	The destination computer name or folder name is invalid.	Check whether the computer name and the folder name for the destination are correct.
"Cannot find the specified path. Please check the settings."	An antivirus program or a firewall is preventing the machine from connecting to your computer.	• Antivirus programs and firewalls can prevent client computers from establishing connection with this machine. • If you are using antivirus software, add the program to the exclusion list in the application settings. For details about how to add programs to the exclusion list, see the antivirus software Help. • To prevent a firewall from blocking the connection, register the machine's IP address in the firewall's IP address exclusion settings. For details about the procedure for excluding an IP address, see your operating system's Help.
"Entered user code is not correct. Please re-enter."	You have entered an incorrect user code.	Check the authentication settings, and then enter a correct user code.

Message	Cause	Solution
"Exceeded max. number of alphanumeric characters for the path."	The maximum number of specifiable alphanumeric characters in a path has been exceeded.	Check the maximum number of characters which can be entered, and then enter it again. For details about the maximum enterable number of characters, see "Values of Various Set Items for Transmission/Storage Function", Scan.
"Exceeded max. number of alphanumeric characters."	The maximum enterable number of alphanumeric characters has been exceeded.	Check the maximum number of characters which can be entered, and then enter it again. For details about the maximum enterable number of characters, see "Values of Various Set Items for Transmission/Storage Function", Scan.
"Programmed. Cannot program the destination(s) that is not programmed in the address book."	The destinations that were selected while registered to the program contain a folder destination for which one of the following destinations is set: manually entered destination, WSD destination, or DSM destination	WSD destinations and DSM destinations cannot be registered to the program because they cannot be registered in the address book. For manually entered destinations, register the destinations in the address book, and then try to register them to the program again.
"Please check Scanner Features."		
"The program is recalled. Cannot recall the destination(s) for which access privileges are required."	The currently logged-in user does not have permission to view the destination that was registered in the program.	For details about how to set permissions, see "Limiting Available Functions", Security Guide.
"The program is recalled. Cannot recall the destination(s) that is deleted from the address book."	The destination stored in the program could not be recalled because it was deleted from the address book.	Enter the destination directly to send data separately.

Message	Cause	Solution
"The program is recalled. Cannot recall the folder destination(s) with protection code(s)."	The folder destinations for which the protection code was set were registered in the program.	A destination for which the protection code is set cannot be recalled by the program. Cancel the protection code setting or send scanned files to the destination separately.

When documents cannot be scanned properly

Message	Cause	Solution
"All the pages are detected as blank. No file was created."	No PDF file was created because all the pages of the scanned original were detected as blank when [On] is specified for [Delete Blank Page] in [OCR Settings].	Check whether the original is set upside down. Change [OCR Scanned PDF: Blank Page Sensitivity] in [Scanner Features] to "Sensitivity Level 1".
"Check original's orientation."	Originals may sometimes not be scanned depending on a combination of items such as the specified scaling factor and document size.	Change the orientation of the original, and then scan the original again.
"Exceeded max. data capacity." "Check scanning resolution, then press Start key again."	The scanned data exceeded maximum data capacity.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. For details about the settings for the scanner function, see "Relationship between Resolution and Scan Size", Scan.
"Exceeded max. data capacity." "Check the scanning resolution, then reset n original(s)." ("n" in the message represents a variable.)	The scanned original exceeded maximum data capacity.	Specify the scan size and resolution again. Note that it may not be possible to scan very large originals at a high resolution. For details about the settings for the scanner function, see "Relationship between Resolution and Scan Size", Scan.

Message	Cause	Solution
"Exceeded max. data capacity." "Check the resolution and the ratio and then press the Start key again."	The data being scanned is too large for the scale ratio specified in [Specify Size].	Reduce the resolution or [Specify Size] value, and then scan the original again.
"Not all of the image will be scanned." "Check the ratio and then press the Start key again."	If the scaling factor specified in "Specify Reproduction Ratio" is too large, part of the image may be lost.	Reduce the scaling factor in "Specify Reproduction Ratio", and then try to scan the original again. If displaying the entire image is not necessary, press [Start] to start scanning with the current scaling factor.
"Not all of the image will be scanned." "Check the ratio and then press the Start key again."	Using "Specify Reproduction Ratio" to scale down a large document may cause part of the image to be lost.	Specify a large size in [Specify Size], and then scan the original again. If displaying the entire image is not necessary, press [Start] to start scanning with the current scaling factor.
"The size of the scanned data is too small." "Check the resolution and the ratio and then press the Start key again."	The data being scanned is too small for the scale ratio specified in [Specify Size].	Specify a higher resolution or a large size in [Specify Size], and then scan the original again.

When documents cannot be scanned because the memory is full

Message	Cause	Solution
"Memory is full. Cannot scan. The scanned data will be deleted."	Because of insufficient hard disk space, the first page could not be scanned.	Try one of the following measures: • Wait for a while, and then retry the scan operation. • Reduce the scan area or scanning resolution. For details about changing scan area and scanning resolution, see "Scan Settings" of Various Scan Settings, Scan. • Delete unneeded stored files. For details about how to delete stored files, see "Deleting a Stored File", Scan.
"Memory is full. Scanning has been cancelled. Press [Send] to send the scanned data, or press [Cancel] to delete."	Because there is not enough free hard disk space in the machine for sending by e-mail while data is being stored in the Document Server, only some of the pages could be scanned.	Specify whether or not to use the data.

When data transmission fails

Message	Cause	Solution
"Authentication with the destination has failed. Check settings. To check the current status, press [Scanned Files Status]."	The entered user name or password was invalid.	• Check that the user name and password are correct. • Check that the ID and password for the destination folder are correct. • A password of 128 or more characters may not be recognized.

Message	Cause	Solution
"Exceeded max. email size. Sending email has been cancelled. Check [Max. Email Size] in Scanner Features."	The file size per page has reached the maximum e-mail size specified in [Scanner Features].	Change the scanner features settings as follows: • Increase the e-mail size limit in [Max. Email Size]. • Change the [Divide & Send Email] setting to [Yes (per Page)] or [Yes (per Max. Size)]. For details about these settings, see "Send Settings", Scan.
"Sending the data has failed. The data will be resent later."	A network error has occurred and a file was not sent correctly.	Wait until sending is retried automatically after the preset interval. If sending fails again, contact your administrator.
"Transmission has failed. Insufficient memory in the destination hard disk. To check the current status, press [Scanned Files Status]."	Transmission has failed. There was not enough free space on the hard disk of the SMTP server, FTP server, or client computer at the destination.	Allocate sufficient space.
"Transmission has failed. To check the current status, press [Scanned Files Status]."	While a file was being sent, a network error occurred and the file could not be sent correctly.	If the same message appears again after scanning again, the cause could be a mixed network, or network settings were changed during WSD scanner transmission. For details about network error, contact your administrator.

When data cannot be sent because there are too many documents or pages

Message	Cause	Solution
"Exceeded max. number of stored files. Cannot send the scanned data as capturing files is unavailable."	Too many files are waiting to be sent.	Try again after they have been sent.

Message	Cause	Solution
"Exceeded max. page capacity per file. Press [Send] to send the scanned data, or press [Cancel] to delete."	The number of scanned pages exceeded the maximum page capacity.	Specify whether to send the data that has already been scanned.

When Other Messages Appear

Message	Cause	Solution
"Cannot connect with the Bluetooth interface. Check the Bluetooth interface."	• The Bluetooth interface unit was installed while the machine was turned on. • The Bluetooth interface unit was removed while the machine was turned on.	Turn off the power, and then confirm that the Bluetooth interface unit was installed correctly. After this, turn on the power again. If the message appears again, contact your service representative.
"Failed to read the PDF file."	There is a possibility that the PDF version is not supported by the browser's PDF viewer or an unsupported encryption level is specified	With this machine's browser PDF files other than those whose versions and encryption levels are specified below cannot be viewed. • PDF version: 1.3-1.7 • PDF encryption level: 128Bit AES or 256Bit AES
"Clean the scanning glass. (Located next to the exposure glass.)"	The scanning glass or guide plate of the ADF is dirty.	Clean the scanning glass or guide plate. See "Maintaining Your Machine", Maintenance and Specifications.
"Currently printing at low speed due to low voltage power supply."	Printing has slowed down because the power supply voltage is low.	This is not a malfunction. You can continue printing although the printing speed is low.
"Internal cooling fan is active."	Large print runs will cause the machine's interior to heat up, triggering the cooling fan.	The fan will emit noise, but this is normal and the machine will be operable while the fan is running. The amount of paper that can be printed and the total operation time until the fan starts running depends on the temperature of the location at which the machine is installed.
"Printing was stopped due to the power supply being low voltage. Turn the main power switch off then on."	Printing has stopped because the power supply voltage is low.	Turn off the power, and then turn it on again.

Message	Cause	Solution
"Self checking..."	The machine is performing image adjustment operations.	The machine may perform periodic maintenance during operations. The frequency and duration of maintenance depends on the humidity, temperature, and printing factors such as number of prints, paper size, and paper type. Wait for the machine to resume operation.

When There Is a Problem Scanning or Storing Originals

Message	Cause	Solution
"Captured file exceeded max. number of pages per file. Cannot send the scanned data."	The maximum number of pages per file has been exceeded.	Reduce the number of pages in the transmitted file, and then resend the file. For details about the maximum number of pages per file, see "Storage Function", Scan.
"Original(s) is being scanned for a different function."	Another function of the machine is being used.	Cancel the job in progress. Press [Exit], and then press [Stop]. Follow the instructions in the message that appears and exit the function that is running.

When the Address Book Is Updated

Message	Cause	Solution
"Updating the destination list has failed. Try again?"	A network error has occurred.	• Check whether the server is connected. • Antivirus programs and firewalls can prevent client computers from establishing connection with this machine. • If you are using antivirus software, add the program to the exclusion list in the application settings. For details about how to add programs to the exclusion list, see the antivirus software Help. • To prevent a firewall from blocking the connection, register the machine's IP address in the firewall's IP address exclusion settings. For details about the procedure for excluding an IP address, see your operating system's Help.
"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."	The destination list is being updated from the network using Web Image Monitor.	Wait until the message disappears. Do not turn off the power while this message is displayed. Depending on the number of destinations to be updated, there may be some delay before operation is resumed. Operation is not possible while this message is displayed.
"Updating the destination list... Please wait. Specified destination(s) or sender's name has been cleared."	A specified destination or sender's name was cleared when the destination list in the delivery server was updated.	Specify the destination or sender's name again.

When Data Cannot Be Sent Due to a Problem with the Destination

Message	Cause	Solution
"Some invalid destination(s) contained. Do you want to select only valid destination(s)?"	The specified group contains either an e-mail destination and/or folder destination that is not supported by the specified transmission method.	In the message that appears at each transmission, press [Select].
"SMTP authentication email address and administrator email address mismatch."	The SMTP authentication e-mail address and the administrator's e-mail address do not match.	For details about how to set SMTP authentication, see "File Transfer", Connecting the Machine/ System Settings.

When the Machine Cannot Be Operated Due to a Problem with the User Certificate

Message	Cause	Solution
"The destination cannot be selected because its encryption certificate is not currently valid."	The user certificate (destination certificate) has expired.	A new user certificate must be installed. For details about the user certificate (destination certificate), see "Configuring S/MIME", Security Guide.
"The group destination cannot be selected because it contains a destination with a encryption certificate that is not currently valid."	The user certificate (destination certificate) has expired.	A new user certificate must be installed. For details about the user certificate (destination certificate), see "Configuring S/MIME", Security Guide.
"Transmission cannot be performed because the encryption certificate is not currently valid."	The user certificate (destination certificate) has expired.	A new user certificate must be installed. For details about the user certificate (destination certificate), see "Configuring S/MIME", Security Guide.

Message	Cause	Solution
"XXX cannot be YYY because the device certificate used for the S/MIME signature is not currently valid." (XXX and YYY indicate the user action.)	The device certificate (S/MIME) has expired.	A new device certificate (S/MIME) must be installed. For details about how to install a device certificate (S/MIME), see "Protecting Communication Paths via a Device Certificate", Security Guide.
"XXX cannot be YYY because there is a problem with the device certificate used for the S/MIME signature. Check the device certificate." (XXX and YYY indicate the user action.)	There is no device certificate (S/MIME), or the certificate is invalid.	For details about the device certificate (S/MIME), see "Protecting Communication Paths via a Device Certificate", Security Guide.
"XXX cannot be YYY because the Digital Signature's device certificate is not currently valid." (XXX and YYY indicate the user action.)	The device certificate (PDF with digital signature or PDF/A with digital signature) has expired.	A new device certificate (PDF with digital signature or PDF/A with digital signature) must be installed. For details about how to install a device certificate (PDF with digital signature or PDF/A with digital signature), see "Configuring PDFs with Electronic Signatures", Security Guide.
"XXX cannot be YYY because there is a problem with the Digital Signature's device certificate. Check the device certificate." (XXX and YYY indicate the user action.)	There is no device certificate (PDF with digital signature or PDF/A with digital signature), or the certificate is invalid.	A new device certificate (PDF with digital signature or PDF/A with digital signature) must be installed. For details about how to install a device certificate (PDF with digital signature or PDF/A with digital signature), see "Configuring PDFs with Electronic Signatures", Security Guide.

Note

- If a fax or an e-mail cannot be sent and a message appears which states that there is a problem with the device certificate or user certificate, a new certificate must be installed. For details about how to install a new certificate, see "Configuring S/MIME" or "Protecting Communication Paths via a Device Certificate", Security Guide.

When Problems Occur While Logging In

Message	Cause	Solution
"Authentication has failed."	The entered login user name or login password is not correct.	For details about the correct login user name and login password, see "Basic Authentication", Security Guide.
"Authentication has failed."	The machine cannot perform authentication.	For details about authentication, see "Configuring User Authentication", Security Guide.

When the User Lacks Privileges to Perform an Operation

Message	Cause	Solution
"You do not have the privileges to use this function."	The logged in user name does not have permissions for the selected function.	For details about how to set permissions, see "Limiting Available Functions", Security Guide.
"The selected file(s) contained file(s) without access privileges. Only file(s) with access privileges will be deleted."	You have tried to delete files without the permission to do so.	To check your access permission for stored documents, or to delete a document you do not have permission to delete, see "Managing Stored Files", Security Guide.

When the LDAP Server Cannot Be Used

Message	Cause	Solution
"Connection with LDAP server has failed. Check the server status."	A network error has occurred and connection has failed.	Try the operation again. If the message is still displayed, the network may be busy. Check the settings for LDAP server in [System Settings]. For details about settings for LDAP server, see "Programming the LDAP server", Connecting the Machine/ System Settings.

Message	Cause	Solution
"Exceeded time limit for LDAP server search. Check the server status."	A network error has occurred and connection has failed.	• Try the operation again. If the message is still displayed, the network may be busy. • Check that the correct settings for LDAP server are listed in [Administrator Tools] of [System Settings]. For details about LDAP server, see "Programming the LDAP server", Connecting the Machine/ System Settings.
"LDAP server authentication has failed. Check the settings."	A network error has occurred and connection has failed.	Configure settings correctly for the user name and the password for LDAP server authentication.

11. Information for This Machine

This chapter describes environmental precautions and regulations.

Information on Environmental Regulations

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment

This company is a participant in the ENERGY STAR® Program.

This machine is compliant with the regulations specified by the ENERGY STAR® Program.

The ENERGY STAR® Program Requirements for Imaging Equipment encourage energy conservation by promoting energy efficient computers and other office equipment.

The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.

Targeted products are computers, monitors, printers, facsimiles, copiers, scanners, and multi-function devices. Energy Star standards and logos are internationally uniform.

Note

- For details about the "default delay time", see page 187 "Energy Saving Functions".

11

Energy Saving Functions

To reduce its power consumption, this machine has the following functions:

Sleep mode

- If this machine remains idle for a specified period or when [Energy Saver] (☾) is pressed, it enters Sleep mode to further reduce its electrical consumption.

- The default delay time the machine waits before entering Sleep mode is 1 minute. This default time can be changed.
- The machine can print jobs from computers and receive faxes while in Sleep mode.

Specification

- Region A (mainly Europe and Asia)

	Specification
Reduced electrical consumption in Sleep mode [*1]	0.87 W
Time of switch into Sleep mode	1 minute
Time of switch out from Sleep mode [*1]	10 seconds
Duplex Function [*2]	Standard

[*1] The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

[*2] Achieves ENERGY STAR energy savings; product fully qualifies when packaged with (or used with) a duplex tray and the duplex function is enabled as an option.

- Region B (mainly North America)

	Specification
Reduced electrical consumption in Sleep mode [*1]	0.78 W
Time of switch into Sleep mode	1 minute
Time of switch out from Sleep mode [*1]	11 seconds
Duplex Function [*2]	Standard

[*1] The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

[*2] Achieves ENERGY STAR energy savings; product fully qualifies when packaged with (or used with) a duplex tray and the duplex function is enabled as an option.

Note

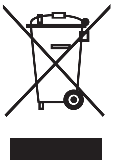
- Specifications can vary depending on which options are installed on the machine.
- For details about how to change the default interval, see "Timer Settings", Connecting the Machine/ System Settings.
- Depending on which embedded software application is installed on it, the machine might take longer than indicated to enter Sleep mode.

User Information on Electrical and Electronic Equipment Region A (mainly Europe)

Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.



The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

For Turkey only

EEE Yönetmeliğine Uygundur.
Bu sistem sarf malzemeleri ve yedek parçaları da dahil olmak üzere EEE Yönetmeliğine Uygundur.

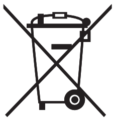
Üretici:

Ricoh Company, Ltd.

8-13-1 Ginza,
Chuo-ku, Tokyo 104-8222 Japan

+81-36278-2111(English only/Sadece İngilizce)

Note for the Battery and/or Accumulator Symbol (For EU countries only) Region A (mainly Europe)



In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators.

This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

Contact your sales or service representative to change the battery.

Environmental Advice for Users Region A (mainly Europe)

Users in the EU, Switzerland and Norway

Consumables yield

Please refer to either the User's Manual for this information or the packaging of the consumable.

Recycled paper

The machine can use recycled paper which is produced in accordance with European standard EN 12281:2002 or DIN 19309. For products using EP printing technology, the machine can print on 64 g/m^2 paper, which contains less raw materials and represents a significant resource reduction.

Duplex printing (if applicable)

Duplex printing enables both sides of a sheet of paper to be used. This saves paper and reduces the size of printed documents so that fewer sheets are used. We recommend that this feature is enabled whenever you print.

Toner and ink cartridge return program

Toner and ink cartridge for recycling will be accepted free of charge from users in accordance with local regulations.

For details about the return program, please refer to the Web page below or consult your service person.

https://www.ricoh-return.com/

Energy efficiency

The amount of electricity a machine consumes depends as much on its specifications as it does on the way you use it. The machine is designed to allow you to reduce electricity costs by switching to Ready mode after it prints the last page. If required, it can immediately print again from this mode. If no additional prints are required and a specified period of time passes, the device switches to an energy saving mode.

In these modes, the machine consumes less power (watts). If the machine is to print again, it needs a little longer to return from an energy saving mode than from Ready mode.

For maximum energy savings, we recommend that the default setting for power management is used.

Products that comply with the Energy Star requirement are always energy efficient.

Notes to users in the state of California (Notes to Users in USA) Region B (mainly North America)

Perchlorate Material - special handling may apply. See: www.dtsc.ca.gov/hazardouswaste/perchlorate

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