

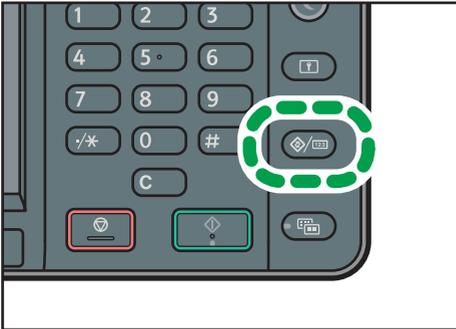
To Users who want to use “Secure Tray Mode”

This setting must be done to use “Secure Tray Mode”

- “Secure Tray Mode” can be set only by “administrator”.
- “Secure Tray Mode” can be applied only for 1 selected tray.

Log-in with “Administrator Mode”

1. Press [User Tools/Counter] key.



2. Press [System settings].
3. Press [Administrator tools].
4. Press [▼] 4times to display [Administrator Authentication Management].
5. Press [Administrator Authentication Management].
6. Press [Machine Management].
7. Press [On] and then press [OK].
8. Press [User Tools/Counter] Key 2times to be on “User Tools” screen.
9. Press [Login/Logout] Key.



10. Press [Login].

11. Enter administrator “Login User Name” and then press [OK].
12. Enter “Login Password” and then press [OK].
13. Press [Exit] to return on home screen.
 - To check the detail for administrator log in, please refer to “Operating Instructions Security Guide” stored on CD Rom.
 - In case scree returns to Home screen, when you are in the steps between 1 to 7, please return to step 1, when you are in the steps between 8 to 12, please return to step 8.

Select tray which to apply “Secure Tray Mode”

1. Press [User Tools/Counter] key.
2. Press [System settings].
3. Press [Tray paper settings].
4. Press [▼] two times to display [Secure Tray Mode].
5. Press [Secure Tray Mode].
6. Select the tray you want to apply “secure tray mode” then press [OK].
7. Reboot the machine to reflect this change.

Change setting of [Paper Tray Priority]

1. Press [User Tools/Counter] key.
2. Press [Tray Paper Settings].
3. Press [Paper Tray Priority: Copier].
4. Select [Tray 1], [Tray 2] or [Tray 3], which should be different tray from the one which you select on above “6” and then press [OK].
5. Do same setting for [Paper Tray Priority: Facsimile] and [Paper Tray Priority: Printer].
6. Press [Exit] 2times to return home screen.

***Please do not change the setting of [Print Error Report].**

***Please do not change the setting of [Parameter Settings] of [Facsimile Features].**

↓ Note

- “Document Server Function” is “OFF” with this model. In case if you want to turn on the function, please contact your service representative. However, when you turn on “Document Server Function”, documents can be printed from “secure tray” if printing is executed from “Document Server”.

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