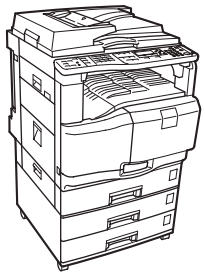
Operating Instructions

Security Reference



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

Introduction

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

Important

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

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Notes

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

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

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

Caution:

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

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

Manuals for This Machine

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

Important

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

❖ **About This Machine**

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

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

❖ **Troubleshooting**

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

❖ **Copy Reference**

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

❖ **Facsimile Reference**

Explains Facsimile functions and operations.

❖ **Printer Reference**

Explains Printer functions and operations.

❖ **Scanner Reference**

Explains Scanner functions and operations.

❖ **Network Guide**

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

❖ **General Settings Guide**

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

❖ Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.
- Change the user name and password of the administrator using Web Image Monitor .

For details, see “Setting Up the Machine”, Security Reference.
Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

❖ PostScript 3 Supplement

Explains how to set up and use PostScript 3.

❖ UNIX Supplement

For "UNIX Supplement", please visit our Web site or consult an authorized dealer.
This manual includes descriptions of functions and settings that might not be available on this machine .

❖ Other manuals

- Quick Guide
- Manuals for DeskTopBinder Lite
  - DeskTopBinder Lite Setup Guide
  - DeskTopBinder Introduction Guide
  - Auto Document Link Guide

Note

❒ Manuals provided are specific to machine types.

❒ The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional *1	DeskTopBinder
ScanRouter EX Professional *1 and ScanRouter EX Enterprise *1	the ScanRouter delivery software

*1 Optional

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1. Getting Started

2. Authentication and its Application

3. Ensuring Information Security

4. Managing Access to the Machine

5. Enhanced Network Security

6. Specifying the Extended Security Functions

7. Troubleshooting

8. Appendix

How to Read This Manual

Symbols

This manual uses the following symbols:

⚠ ***WARNING:***

Indicates important safety notes.

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

⚠ ***CAUTION:***

Indicates important safety notes.

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

Important

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

Note

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

Reference

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

[ ]

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

【 】

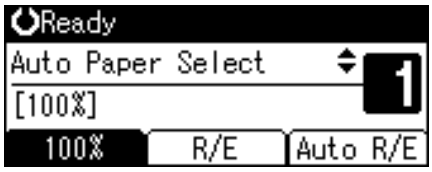
Indicates the names of keys on the machine's control panel.

Display

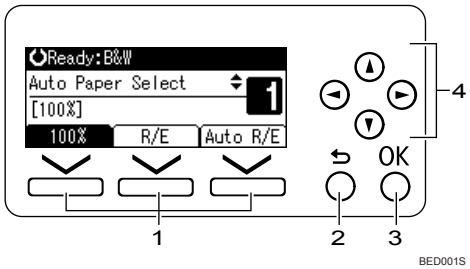
The display panel shows machine status, error messages, and function menus.

When you select or specify an item on the display panel, it is highlighted like 100%.

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



Reading the Display and Using Keys



1. Selection keys

Correspond to items at the bottom line on the display.

Example: initial copy display

- When the instruction "press **【100%】**" appears in this manual, press the left selection key.
- When the instruction "press **【R/E】**" appears in this manual, press the centre selection key.
- When the instruction "press **【Auto R/E】**" appears in this manual, press the right selection key.

2. 【Escape】key

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

3. 【OK】key

Press to set a selected item or entered numeric value.

4. Scroll keys

Press to move the cursor to each direction one by one.

When **【▲】【▼】【►】**, or **【◄】** key appears in this manual, press the scroll key of the same direction.

Enhanced Security

The machine's security functions are reinforced by means of realization of device and user management, through extended authentication functions.

By specifying access limits on the machine's functions and the documents and data stored in the machine, you can prevent information leaks and unauthorized access.

Data encryption can prevent unauthorized data access and tampering via the network.

❖ **Authentication and Access Limits**

Using authentication, administrators manage the machine and its users. To enable authentication, information about both administrators and users must be registered in order to authenticate users via their login user names and passwords.

Four types of administrators manage specific areas of machine usage, such as settings and user registration.

Access limits for each user are specified by the administrator responsible for user access to the machine functions, and the documents and data stored in the machine.

❖ **Encryption Technology**

This machine can establish secure communication paths by encrypting transmitted data and passwords.

Reference

For details about authentication and access limits, see p.11 "Administrators".

Glossary

❖ **Administrator**
There are four types of administrators: machine administrator, network administrator, file administrator, and user administrator. A single administrator can perform the tasks of multiple administrators. However, we recommend that only one person take each administrator role.
Basically, administrators make machine settings and manage the machine; they cannot perform normal operations, such as copying and printing.

❖ **User**
A user performs normal operations on the machine, such as copying and printing.

❖ **File Creator (Owner)**
This is a user who can store files in the machine and authorize other users to view, edit, or delete those files.

❖ **Registered User**
Users with personal information registered in the address book who have a login password and user name.

❖ **Administrator Authentication**
Administrators are authenticated by means of the login user name and login password supplied by the administrator when specifying the machine's settings or accessing the machine over the network.

❖ **User Authentication**
Users are authenticated by means of the login user name and login password supplied by the user when specifying the machine's settings or accessing the machine over the network.
The user's login user name and password, as well as personal information items as telephone number and e-mail address, are stored in the machine's address book. The personal information can be obtained from the Windows domain controller (windows authentication), LDAP Server (LDAP authentication), or Integration Server (Integration Server Authentication) connected to the machine via the network.

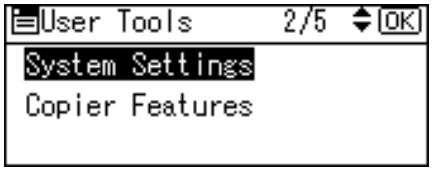
❖ **Login**
This action is required for administrator authentication and user authentication. Enter your login user name and login password on the machine's control panel. A login user name and login password may also be supplied when accessing the machine over the network or using such utilities as Web Image Monitor and SmartDeviceMonitor for Admin.

❖ **Logout**
This action is required with administrator and user authentication. This action is required when you have finished using the machine or changing the settings.

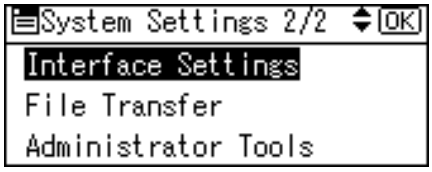
Setting Up the Machine

If you want higher security, make the following setting before using the machine:

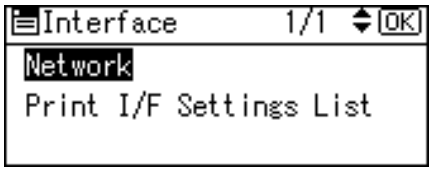
1. **Turn the machine on.**
2. **Press the 【User Tools/Counter】 key.**
3. **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**



4. **Select [Interface Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**



5. **Select [Network] using 【▲】 or 【▼】, and then press the 【OK】 key.**



6. **Specify IP Address.**
7. **Connect the machine to the network.**
8. **Start Web Image Monitor, and then log on to the machine as the administrator.**
9. **Install the device certificate.**
10. **Enable secure sockets layer (SSL).**
11. **Enter the administrator's user name and password.**

    The administrator's default account (user name: "admin" ; password: blank) is unencrypted between steps 7 to 10. If acquired during this time, this account information could be used to gain unauthorized access to the machine over the network.

    If you consider this risky, we recommend that you specify a temporary administrator password between steps 1 and 7.

Reference

For details about specifying the IP address, see "Connecting the Machine", General Settings Guide.

For details about the administrator's user name and password, see p.21 “Registering the Administrator”

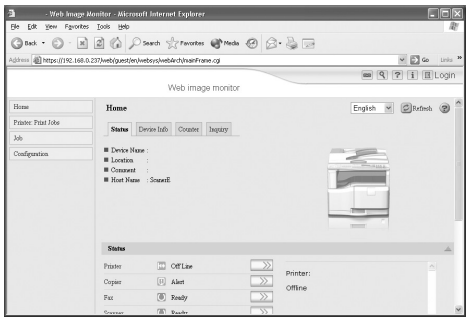
Using Web Image Monitor

This section describes how to access the Web Image Monitor.

Using Web Image Monitor, you can register names in the Address Book.

1 Start your Web browser.

2 Enter “http://(machine's address)/” in the address bar of a Web browser.



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 address)/".

3 Click [Login].

4 Enter a login user name and password, and then click [Login].

For details about the login user name and password, consult your network administrator.

5 Click [Address Book].

Note

❒ For details about how to register names in Address Book by using Web Image Monitor, see the Web Image Monitor Help.

Security Measures Provided by this Machine

Using Authentication and Managing Users

❖ **Enabling Authentication**

To control administrators' and users' access to the machine, perform administrator authentication and user authentication using login user names and login passwords. To perform authentication, the authentication function must be enabled.

To specify a user authentication setting other than User Code Authentication, the hard disk of Function Upgrade Option must be installed.

❖ **Specifying Authentication Information to Log on**

Users are managed using the personal information in the machine's address book.

By enabling user authentication, you can allow only people registered in the address book to use the machine. Users can be managed in the address book by the user administrator.

❖ **Specifying Which Functions are Available**

This can be specified by the user administrator. Specify the functions available to registered users. By making this setting, you can limit the functions available to users.

Reference

For details about enabling authentication, see p.16 "Enabling Authentication".

For details about specifying authentication information to log on, see p.7 "Security Measures Provided by this Machine".

For details about specifying which functions are available see p.113 "Limiting Available Functions".

Preventing Information Leaks

❖ **Preventing Unauthorized Copying (Unauthorized Copy Prevention)**

Using the printer driver, you can embed mask and pattern in the printed document.

❖ **Guarding Against Unauthorized Copying (Data Security for Copying)**

Using the printer driver to enable data security for the copying function, you can print a document with an embedded pattern of hidden text.

To gray out the copy of a copy-guarded document when the document is copied or stored, the optional Copy Data Security Unit is required.

❖ **Printing confidential files**

Using the printer's Locked Print, you can store files in the machine as confidential files and then print them. You can print a file using the machine's control panel and collect it on the spot to prevent others from seeing it.

❖ **Preventing Data Leaks Due to Unauthorized Transmission**

You can specify in the address book which users are allowed to send files using the scanner or fax function.
You can also limit the direct entry of destinations to prevent files from being sent to destinations not registered in the address book.

❖ **Protecting Registered Information in the Address Book**

You can specify who is allowed to access the data in the address book. You can prevent the data in the address book being used by unregistered users.
To protect the data from unauthorized reading, you can also encrypt the data in the address book.

❖ **Managing Log Files**

You can improve data security by deleting log files stored in the machine. By transferring the log files, you can check the history data and identify unauthorized access.
To transfer the log data, Web SmartDeviceMonitor Professional IS/Standard is required.

❖ **Overwriting the Data on the Hard Disk**

Before disposing of the machine, make sure all data on the hard disk is deleted. Prevent data leakage by automatically deleting transmitted printer jobs from memory.
To overwrite the hard disk data, the optional DataOverwriteSecurity unit is required.

Reference

For details about unauthorized copy prevention, see p.79 "Preventing Unauthorized Copying".

For details about data security for copying, see p.81 "Data Security for Copying".

For details about preventing data leaks due to unauthorized transmission, see p.93 "Preventing Data Leaks Due to Unauthorized Transmission".

For details about protecting registered information in the Address Book, see p.95 "Protecting the Address Book".

For details about managing log files, see p.116 "Managing Log Files".

For details about printing confidential files, see p.86 "Printing a Confidential Document".

For details about overwriting the data on the hard disk, see p.100 "Overwriting the Data on the Hard Disk".

Limiting and Controlling Access

❖ **Preventing Modification of Machine Settings**

The machine settings that can be modified according to the type of administrator account.

Register the administrators so that users cannot change the administrator settings.

❖ **Limiting Available Functions**

To prevent unauthorized operation, you can specify who is allowed to access each of the machine's functions.

Reference

For details about preventing modification of machine settings, see p.107 "Preventing Modification of Machine Settings".

For details about limiting available functions, see p.113 "Limiting Available Functions".

Enhanced Network Security

❖ **Preventing Unauthorized Access**

You can limit IP addresses or disable ports to prevent unauthorized access over the network and protect the address book, stored files, and default settings.

❖ **Encrypting Transmitted Passwords**

Prevent login passwords, group passwords for PDF files, and IPP authentication passwords from being revealed by encrypting them for transmission.

Also, encrypt the login password for administrator authentication and user authentication.

❖ **Safer Communication Using SSL**

When you access the machine using a Web Image Monitor or IPP, you can establish encrypted communication using SSL. When you access the machine using an application such as SmartDeviceMonitor for Admin, you can establish encrypted communication using SNMPv3 or SSL.

To protect data from interception, analysis, and tampering, you can install a device certificate in the machine, negotiate a secure connection, and encrypt transmitted data.

Reference

For details about preventing unauthorized access, see p.119 "Preventing Unauthorized Access".

For details about encrypting transmitted passwords, see p.125 "Encrypting Transmitted Passwords".

For details about safer communication using SSL, see p.130 "Protection Using Encryption".

2. Authentication and its Application

Administrators and Users

When controlling access using the authentication specified by an administrator, select the machine's administrator, enable the authentication function, and then use the machine.

The administrators manage access to the allocated functions, and users can use only the functions they are permitted to access. To enable the authentication function, the login user name and login password are required in order to use the machine.

Specify administrator authentication, and then specify user authentication.

Important

❒ If user authentication is not possible because of a problem with the network, you can use the machine by accessing it using administrator authentication and disabling user authentication. Do this if, for instance, you need to use the machine urgently.

Reference

For details about the administrator and users, see p.40 "Specifying a Login User Name and Login Password".

Administrators

There are four types of administrators: machine administrator, network administrator, file administrator, and user administrator.

The sharing of administrator tasks eases the burden on individual administrators while also limiting unauthorized operation by administrators. You can also specify a supervisor who can change each administrator's password. Administrators are limited to managing the machine's settings and controlling user access, so they cannot use functions such as copying and printing. To use such functions, you need to register a user in the Address Book and then be authenticated as the user.

❖ **User Administrator**

This is the administrator who manages personal information in the address book.

A user administrator can register/delete users in the address book or change users' personal information.

Users registered in the address book can also change and delete their own information. If any of the users forget their password, the user administrator can delete it and create a new one, allowing the user to access the machine again.

❖ **Machine Administrator**

This is the administrator who mainly manages the machine's default settings. You can set the machine so that the default for each function can only be specified by the machine administrator. By making this setting, you can prevent unauthorized people from changing the settings and allow the machine to be used securely by its many users.

❖ **Network Administrator**

This is the administrator who manages the network settings. You can set the machine so that network settings such as the IP address and the settings for sending and receiving e-mail can only be specified by the network administrator. By making this setting, you can prevent unauthorized users from changing the settings and disabling the machine, and thus ensure correct network operation.

❖ **File Administrator**

This administrator manages stored files and can specify and delete passwords for locked print files and other files.

❖ **Supervisor**

The supervisor can delete an administrator's password and specify a new one. The supervisor cannot specify defaults or use normal functions. However, if any of the administrators forget their password and cannot access the machine, the supervisor can provide support.

Reference

For details about registering the administrator, see p.21 "Registering the Administrator".

For details about the supervisor, see p.155 "Supervisor Operations".

User

Users are managed using the personal information in the machine's address book.

By enabling user authentication, you can allow only people registered in the address book to use the machine. Users can be managed in the address book by the user administrator.

Reference

For details about registering users in the address book, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide, the SmartDeviceMonitor for Admin Help, or the Web Image Monitor Help.

The Management Function

The machine has an authentication function requiring a login user name and login password. By using the authentication function, you can specify access limits for individual users and groups of users. Using access limits, you can not only limit the machine's available functions, but also protect the machine settings.

Important

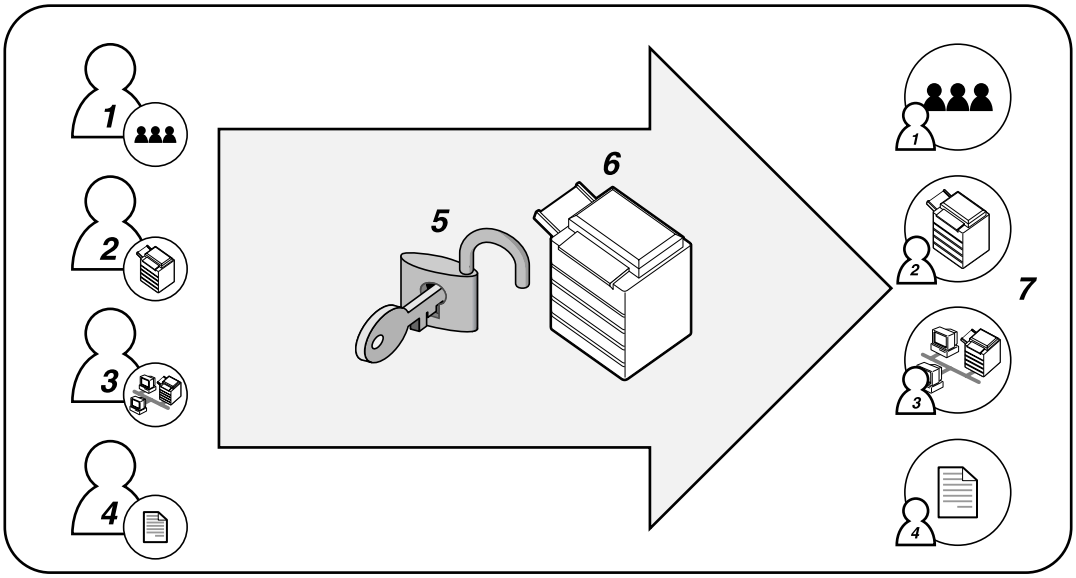
- ❒ If you have enabled **[Admin. Auth. Management]**, make sure not to forget the administrator login user name and login password. If an administrator login user name or login password is forgotten, a new password must be specified using the supervisor's authority.
- ❒ Be sure not to forget the supervisor login user name and login password. If you do forget them, a service representative will to have to return the machine to its default state. This will result in all data in the machine being lost and the service call may not be free of charge.

Reference

For details about the supervisor, see p.155 "Supervisor Operations".

About Administrator Authentication

There are four types of administrators according to the administered function: user administrator, machine administrator, network administrator, and file administrator.



1. User Administrator

This administrator manages personal information in the address book. You can register/delete users in the address book or change users' personal information.

2. Machine Administrator

This administrator manages the machine's default settings. It is possible to enable only the machine administrator to set data security for copying, log deletion, and other defaults.

3. Network Administrator

This administrator manages the network settings. You can set the machine so that network settings such as the IP address and the settings for sending and receiving e-mail can be specified by the network administrator only.

4. File Administrator

This administrator manages stored files and can specify and delete passwords for locked print files and other files.

5. Authentication

Administrators must enter their login user name and password to be authenticated.

6. This machine

7. Administrators manage the machine's settings and access limits.

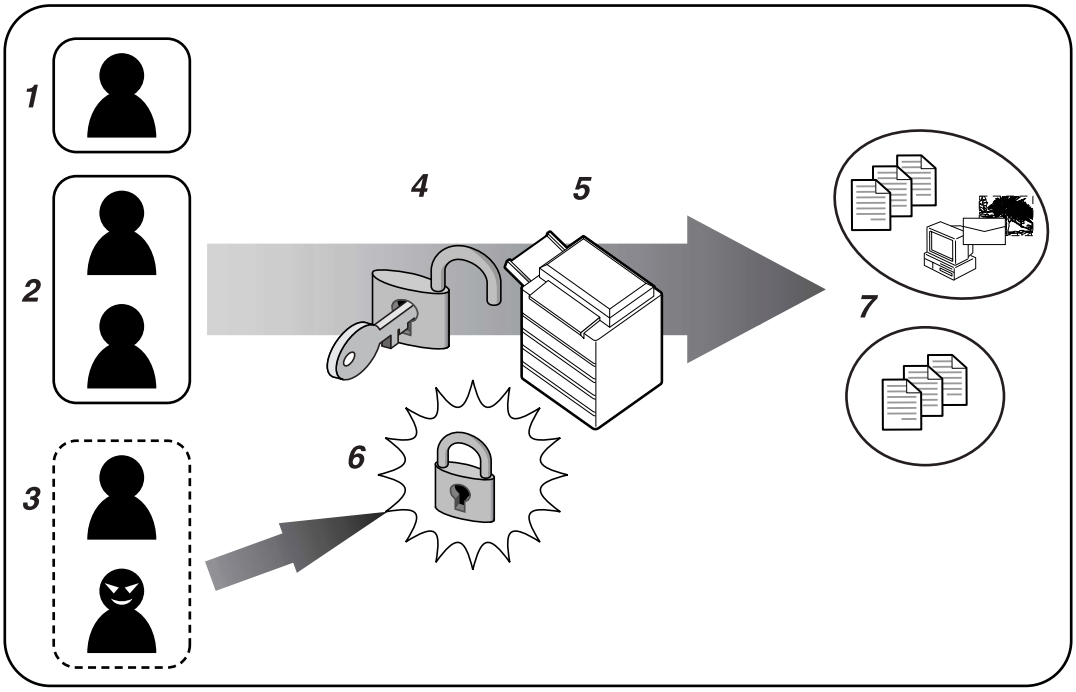
Reference

For details about each administrator, see p.11 "Administrators".

About User Authentication

This machine has an authentication function to prevent unauthorized access.

By using login user name and login password, you can specify access limits for individual users and groups of users.



1. User

A user performs normal operations on the machine, such as copying and printing.

2. Group

A group performs normal operations on the machine, such as copying and printing.

3. Unauthorized User

4. Authentication

Using a login user name and password, user authentication is performed.

5. This Machine

6. Access Limit

Using authentication, unauthorized users are prevented from accessing the machine.

7. Authorization

Authorized users and groups can use only those functions permitted by the administrator.

Enabling Authentication

To control administrators' and users' access to the machine, perform administrator or user authentication using login user names and passwords. To perform authentication, the authentication function must be enabled. To specify authentication, you need to register administrators.

Reference

For details about registering the administrator, see p.21 "Registering the Administrator".

Authentication Setting Procedure

Specify administrator authentication and user authentication according to the following chart.

Administrator Authentication*1	Specifying Administrator Privileges*2 Registering the Administrator*3
User Authentication*4	Specifying User Authentication ① Authentication that requires only the machine: • User Code Authentication*5 • Basic Authentication*6 ② Authentication that requires external devices: • Windows Authentication*7 • LDAP Authentication*8 • Integration Server Authentication*9

Note

❒ To specify Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication, you must first specify administrator authentication.

❒ You can specify User Code Authentication without specifying administrator authentication.

❒ To perform Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication, you must install the hard disk of the Function Upgrade Option.

Reference

*1 For details about administrator authentication, see p.18 “Administrator Authentication”.

*2 For details about specifying administrator privileges, see p.19 “Specifying Administrator Privileges”.

*3 For details about registering administrators, see p.21 “Registering the Administrator”.

*4 For details about user authentication, see p.29 “User Authentication”.

*5 For details about user code authentication, see p.30 “User Code Authentication”.

*6 For details about basic authentication, see p.35 “Basic Authentication”.

*7 For details about Windows authentication, see p.46 “Windows Authentication”.

*8 For details about LDAP authentication, see p.56 “LDAP Authentication”.

*9 For details about integration server authentication, see p.64 “Integration Server Authentication”.

Administrator Authentication

Administrators are handled differently from the users registered in the address book. When registering an administrator, you cannot use a login user name already registered in the address book. Windows Authentication, LDAP Authentication and Integration Server Authentication are not performed for an administrator, so an administrator can log on even if the server is unreachable due to a network problem.

Each administrator is identified by a login user name. One person can act as more than one type of administrator if multiple administrator authority is granted to a single login user name.

You can specify the login user name, login password, and encryption password for each administrator.

The encryption password is a password for performing encryption when specifying settings using Web Image Monitor or SmartDeviceMonitor for Admin.

The password registered in the machine must be entered when using applications such as SmartDeviceMonitor for Admin.

Administrators are limited to managing the machine's settings and controlling user access, so they cannot use functions such as copying and printing. To use such functions, you need to register a user in the address book and then be authenticated as the user.

Note

❒ Administrator authentication can also be specified via Web Image Monitor.

Reference

For details about Web Image Monitor, see the Web Image Monitor Help.

Specifying Administrator Privileges

To specify administrator authentication, set Administrator Authentication Management to **[On]**. You can also specify whether or not to manage the items in System Settings as an administrator.

To log on as an administrator, use the default login user name and login password.

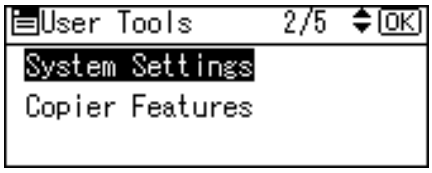
The defaults are "admin" for the login name and blank for the password.

Important

❒ If you have enabled **[Admin. Auth. Management]**, make sure not to forget the administrator login user name and login password. If an administrator login user name or login password is forgotten, a new password must be specified using the supervisor's authority.

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

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

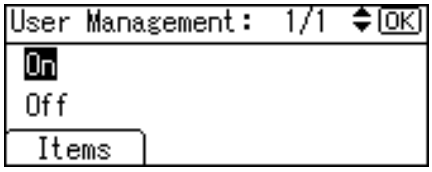


3. **Select [Administrator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

4. **Select [Admin. Auth. Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**

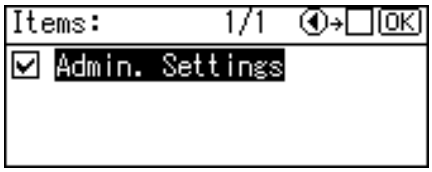
5. **Select the [User Management], [Machine Management], [Network Management], or [File Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**

6 **Select [On] using 【▲】 or 【▼】, and then press [Items].**



[Items] appears.

7 **Select the settings to manage from "Items" using 【►】, and then press the 【OK】 key.**



The selected settings will be unavailable to users.

[Items] varies depending on the administrator.

The box next to a selected item is checked. To deselect the item, press 【◄】.

To specify administrator authentication for more than one category, repeat steps **5** to **7**.

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

Reference

For details about supervisor's authority, see "Supervisor Operation".p.155 "Supervisor Operations".

For details about available settings, see p.107 "Managing Access to the Machine".

For details about logging on and logging off with administrator authentication, see p.25 "Logging on Using Administrator Authentication", p.26 "Logging off Using Administrator Authentication".

Registering the Administrator

If administrator authentication has been specified, we recommended that each administrator role is assigned to a different person.

The sharing of administrator tasks eases the burden on individual administrators while also limiting unauthorized operation by administrators.

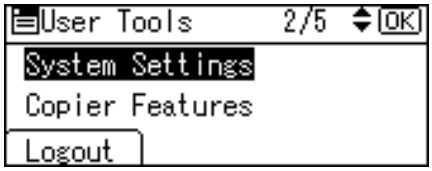
Administrator authentication can also be specified via Web Image Monitor.

Important

❒ Log on using a registered administrator name and password. The administrator defaults are "admin" for the login name and blank for the password.

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

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



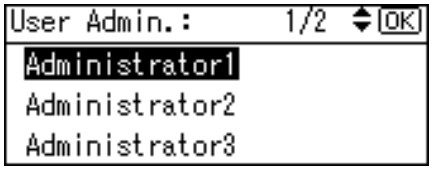
3 **Select [Administrator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

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

5 **Select [Permissions] using 【▲】 or 【▼】, and then press the 【OK】 key.**

6 Press [▲] or [▼] to scroll to the administrator whose access privileges you want to specify, and then press the [OK] key.

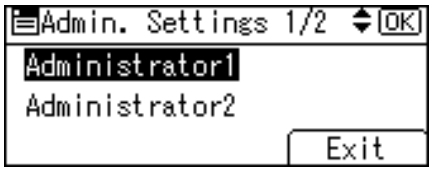
7 Select [Administrator 1], [Administrator 2], [Administrator 3] or [Administrator 4] using [▲] or [▼], and then press the [OK] key.



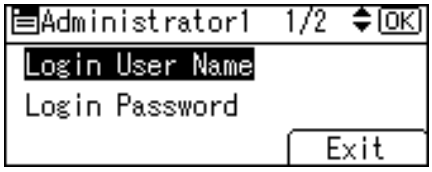
8 Press [Exit].

9 Select [Admin. Detailed Settings] using [▲] or [▼], and then press the [OK] key.

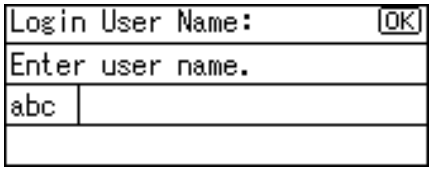
10 Select the setting you want to specify using [▲] or [▼], and then press the [OK] key.



11 Select [Login User Name] using [▲] or [▼], and then press the [OK] key.

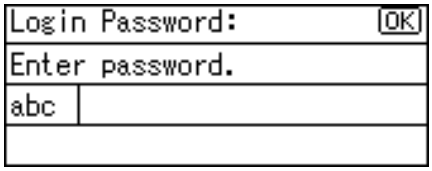


⓬ Enter the login user name, and then press the [OK] key.



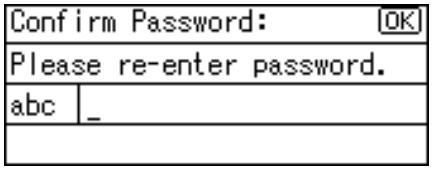
⓭ Select [Login Password] using [▲] or [▼], and then press the [OK] key.

⓮ Enter the login password, and then press the [OK] key.



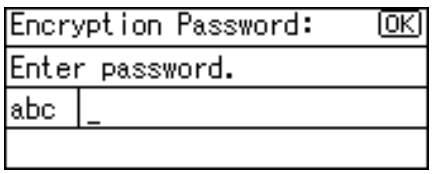
Follow the password policy to make the login password more secure.

⓯ If a password reentry screen appears, enter the login password, and then press the [OK] key.

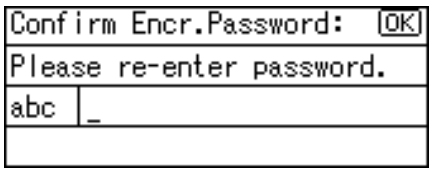


⓰ Select [Encryption Password] using [▲] or [▼], and then press the [OK] key.

⓱ Enter the encryption password, and then press the [OK] key.

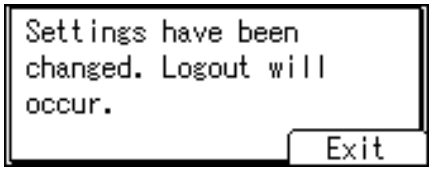


18 If a password reentry screen appears, enter the encryption password, and then press the【OK】key.



19 Press [Exit] three times.

20 Press [Exit].



You will be automatically logged off.

21 Press the【User Tools/Counter】key.

Note

❒ You can use up to 32 alphanumeric characters and symbols when registering login user names and login passwords. Keep in mind that passwords are case-sensitive.

❒ User names cannot contain numbers only, spaces, semicolons (;), or quotes ("), nor can they be left blank.

❒ Do not use Japanese, Traditional Chinese, Simplified Chinese, or Korean double-byte characters when entering the login user name or password. If you use double-byte characters when entering the login user name or password, you cannot authenticate using Web Image Monitor.

Reference

For details on how to specify administrator authentication using Web Image Monitor, see the Web Image Monitor Help.

For details about logging on and logging off with administrator authentication, see p.25 “Logging on Using Administrator Authentication”, p.26 “Logging off Using Administrator Authentication”

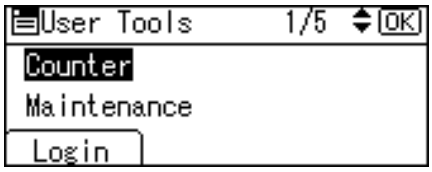
For details about the password policy, see p.145 “Password Policy”.

Logging on Using Administrator Authentication

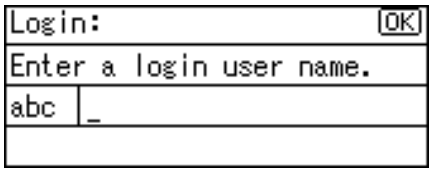
If administrator authentication has been specified, log on using an administrator's user name and password. This section describes how to log on.

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

2. **Press [Login].**

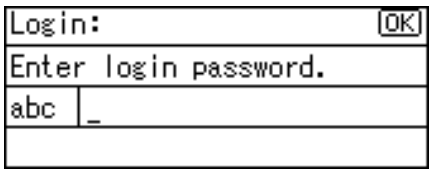


3. **Enter the login user name, and then press the【OK】key.**



When you log on to the machine for the first time as the administrator, enter "admin".

4. **Enter the login password, and then press the【OK】key.**



If assigning the administrator for the first time, press the【OK】key without entering login password.

To log on as an administrator, enter the administrator's login user name and login password.

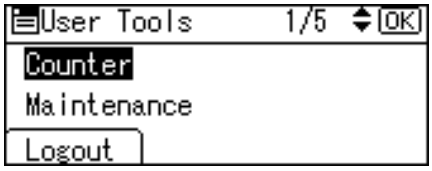
Note

❒ If you try to log on from an operating screen, "Privileges are required. Administrator-login is limited to setting changes only." appears. Press the【User Tools/Counter】key to change the default.

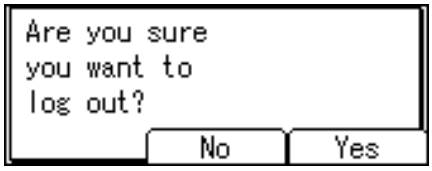
Logging off Using Administrator Authentication

If administrator authentication has been specified, be sure to log off after completing settings. This section explains how to log off after completing settings.

1 **Press [Logout].**



2 **Press [Yes].**



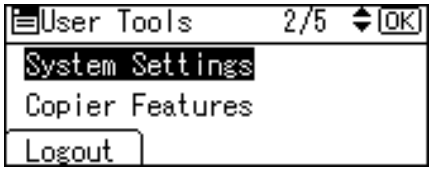
Changing the Administrator

Change the administrator's login user name and login password. You can also assign each administrator's authority to the login user names "Administrator 1" to "Administrator 4". To combine the authorities of multiple administrators, assign multiple administrators to a single administrator.

For example, to allocate the machine administrator and user administrator access privileges to "Administrator 1", set machine administrator and user administrator to "Administrator 1" in "Permissions".

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

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



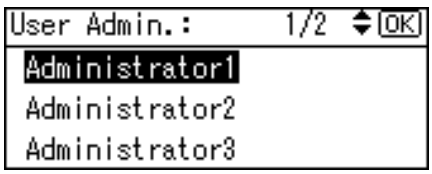
3 **Select [Administrator Tools] using【▲】or【▼】, and then press the【OK】key.**

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

5 **Select [Permissions] using 【▲】 or 【▼】, and then press the 【OK】 key.**

6 **Select the administrator, and then press the 【OK】 key.**

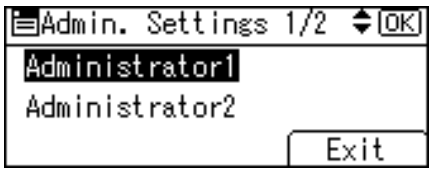
7 **Select [Administrator 1], [Administrator 2], [Administrator 3] or [Administrator 4] using 【▲】 or 【▼】, and then press the 【OK】 key.**



8 **Press [Exit].**

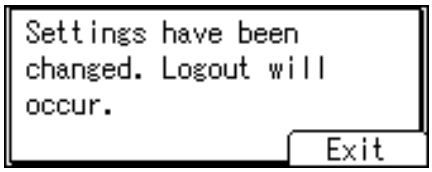
9 **Select [Admin. Detailed Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

10 Select the administrator you want to change settings using 【▲】 or 【▼】, and then press the 【OK】 key, and re-enter the setting.



11 Press [Exit] three times.

12 Press [Exit].



You are logged off automatically.

13 Press the 【User Tools/Counter】 key.

Reference

For details about logging on and logging off with administrator authentication, see p.25 “Logging on Using Administrator Authentication”, p.26 “Logging off Using Administrator Authentication”.

Using Web Image Monitor

Using Web Image Monitor, you can log on to the machine and change the administrator settings. This section describes how to access the Web Image Monitor.

1 Open a Web browser.

2 Enter "http://(machine's IP address or host name)/" in the address bar of the Web browser.

Top page of Web Image Monitor appears.

3 Click [Login].

4 Enter the login name and password of an administrator, and then click [Login]

5 Make setting as desired.

Note

❒ When logging on as an administrator use the login name and password of an administrator set in the machine. The default login name is “admin” and the password is blank.

Reference

For details about Web Image Monitor, see the Web Image Monitor Help.

User Authentication

There are five types of user authentication methods; user code authentication, basic authentication, Windows authentication, LDAP authentication, and Integration Sever Authentication. To use user authentication, select an authentication method on the control panel, and then make the required settings for the authentication. The settings depend on the authentication method. To specify a user authentication setting other than User Code Authentication, the hard disk of Function Upgrade Option must be installed.

Important

- ❒ When using Windows authentication or LDAP authentication, keep in mind that if you edit an authenticated user's e-mail address or any of the other data that is automatically stored after successful authentication, the edited data may be overwritten when it is reacquired at the next authentication.

Note

- ❒ Under user code authentication, authentication is based on the user code. In contrast, under basic authentication, Windows authentication, LDAP authentication, and Integration Server Authentication, authentication is carried out for individual users.
- ❒ The user code account, that has no more than eight digits and is used for User Code authentication, can be carried over and used as a login user name even after the authentication method has switched from User Code authentication to BASIC authentication, Windows authentication, LDAP authentication, or Integration Server authentication. In this case, since the User Code authentication does not have a password, the login password is set as a blank account. When the authentication method switches to an external authentication (Windows authentication, LDAP authentication, or Integration Server authentication), authentication will not occur, unless the external authentication device has previously registered the carried over user code account. However, the user code account will remain in the Address Book of the machine in spite of the authentication failure. From a security perspective, when switching from User Code authentication to another authentication method, we recommend that you delete accounts you are not going to use, or set up a login password.
- ❒ You cannot use more than one authentication method at the same time.
- ❒ User authentication can also be specified via Web Image Monitor.

Reference

For details about deleting accounts, see "System Settings", General Settings Guide.

For details about changing passwords, see p.40 “Specifying a Login User Name and Login Password”.

For details about Web Image Monitor, see the Web Image Monitor Help.

User Code Authentication

This is an authentication method for limiting access to functions according to the user code. The same user code can be used by more than one user.

Reference

For details about specifying user codes, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

For details about specifying the user code for the printer driver, see "Installing the Printer Driver", Printer Reference or the printer driver Help.

For details about specifying the user code for the LAN fax driver, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

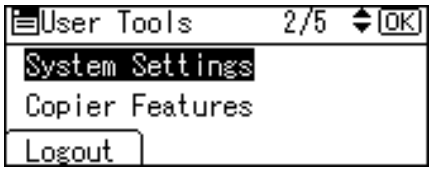
For details about specifying the TWAIN driver user code, see the TWAIN driver Help.

Specifying User Code Authentication

This can be specified by the machine administrator.

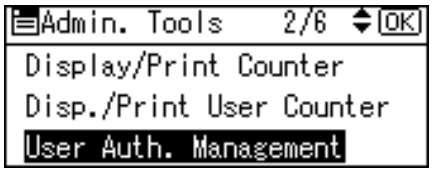
1. **Press the 【User Tools/Counter】 key.**

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

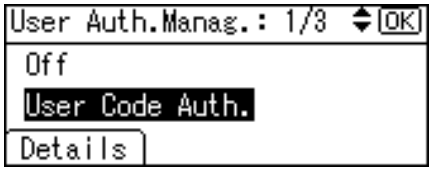


3. **Select [Administrator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

4. **Select [User Auth. Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**

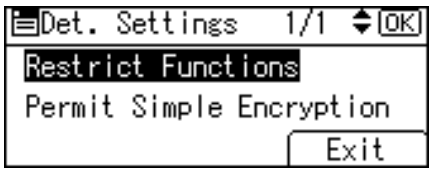


5 **Select [User Code Auth.] using [▲] or [▼], and then press [Details].**

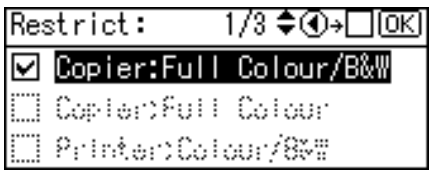


If you do not want to use user authentication management, select **[Off]**.

6 **Select [Restrict Functions] using [▲] or [▼], and then press the [OK] key.**



7 **Select which of the machine's functions you want to limit using [▲] or [▼], and then press the [►] key.**

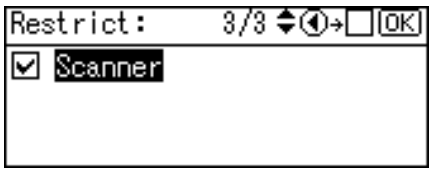


The box next to a selected item is checked. To deselect the item, press [◄].

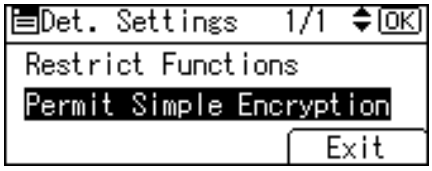
User Code Authentication will be applied to the selected functions.

Unselected functions will not be affected.

8 **Press the [OK] key.**



9 **Select [Permit Simple Encryption] using [▲] or [▼], and then press the [OK] key.**



10 **Select the "Printer Job Authentication" level.**

If you select **[All]** or **[Simple]**, proceed to Selecting **[All]** or **[Simple]**.

If you select **[Exclusion]**, proceed to Selecting **[Exclusion]**.

Reference

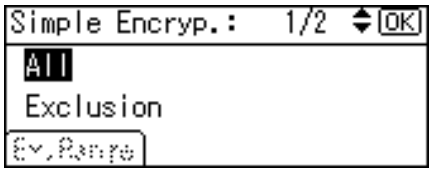
For details about specifying available functions for individuals or groups, see p.113 “Limiting Available Functions”.

Selecting [All] or [Simple]

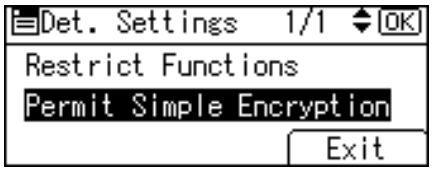
If you select **[All]**, you cannot print using a printer driver or a device that does not support authentication. To print in an environment that does not support authentication, select **[Simple]** or **[Exclusion]**.

If you select **[Simple]**, you can print even with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that because the machine does not require authentication in this case, it may be used by unauthorized users.

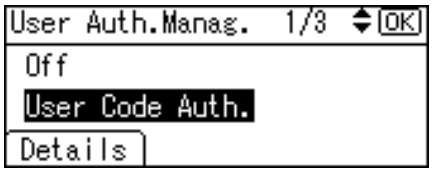
1. **Select [All] or [Simple] using 【▲】 or 【▼】, and then press the 【OK】 key.**



2. **Press [Exit].**



3. **Press the 【OK】 key.**



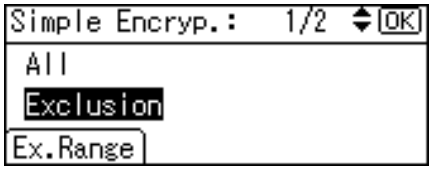
4. **Press the 【User Tools/Counter】 key.**

Selecting [Exclusion]

If you select **[Exclusion]**, you can specify clients for which printer job authentication is not required. Specify **[Parallel Interface(Sim.)]**, **[USB(Sim.)]** and the clients' IPv4 address range in which printer job authentication is not required. Specify this setting if you want to print using unauthenticated printer drivers or without any printer driver. Authentication is required for printing with non-specified devices.

If you select **[Exclusion]**, you can print even with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that because the machine does not require authentication in this case, it may be used by unauthorized users.

1 **Select [Exclusion] using [▲] or [▼], and then press [Ex.Range].**



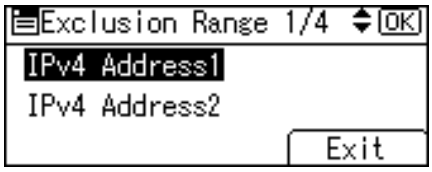
Specify the range in which **[Exclusion]** is applied to Printer Job Authentication.

If you specify IPv4 address range, proceed to step **2**.

If you specify **[USB(Sim.)]**, proceed to step **7**.

If you specify **[Parallel Interface(Sim.)]**, proceed to step **5**.

2 **Select [IPv4 Address 1], [IPv4 Address 2], [IPv4 Address 3], [IPv4 Address 4]or [IPv4 Address 5] using [▲] or [▼], and then press the [OK] key.**

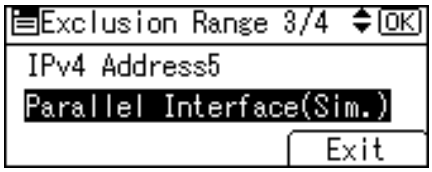


3 **Enter the Start IPv4 Address, and then press the [OK] key.**

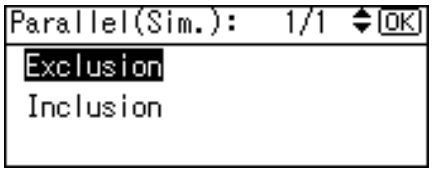
4 **Enter the End IPv4 Address, and then press the [OK] key.**

Be sure the number you enter for End IPv4 Address is larger than that for Start IPv4 Address.

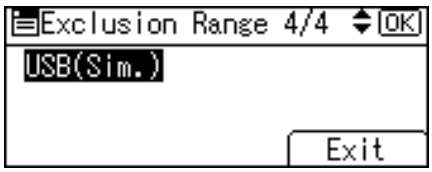
5 **Select [Parallel Interface(Sim.)] using [▲] or [▼], and then press the [OK] key.**



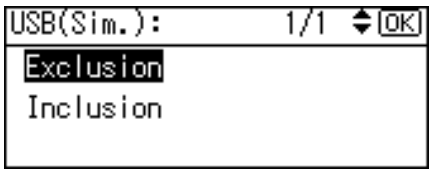
6 **Select [Exclusion] using [▲] or [▼], and then press the [OK] key.**



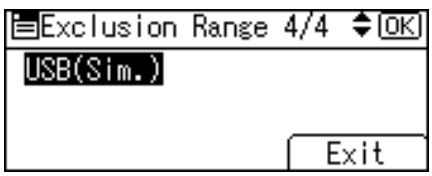
7 **Select [USB(Sim.)] using [▲] or [▼], and then press the [OK] key.**



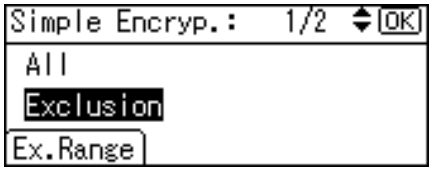
8 **Select [Exclusion] using [▲] or [▼], and then press the [OK] key.**



9 **Press [Exit].**



10 **Press the [OK] key.**



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

Basic Authentication

Specify this authentication when using the machine's address book to authenticate for each user. Using basic authentication, you can not only manage the machine's available functions but also limit access to stored files and to the personal data in the address book. Under basic authentication, the administrator must specify the functions available to each user registered in the address book.

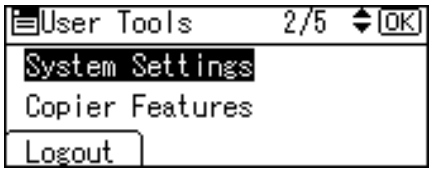
To perform Basic Authentication, the hard disk of Function Upgrade Option must be installed.

Specifying Basic Authentication

This can be specified by the machine administrator.

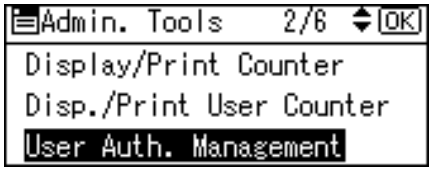
1 **Press the [User Tools/Counter] key.**

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

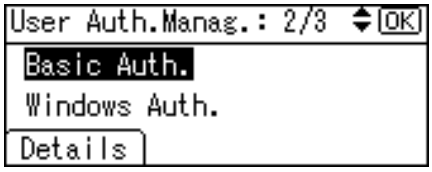


3 **Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.**

4 **Select [User Auth. Management] using [▲] or [▼], and then press the [OK] key.**

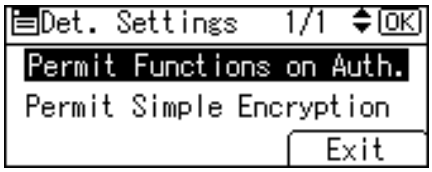


5 **Select [Basic Auth.] using [▲] or [▼], and then press [Details].**



If you do not want to use user authentication management, select **[Off]**.

6 **Select [Permit Functions on Auth.] using [▲] or [▼], and then press the [OK] key.**



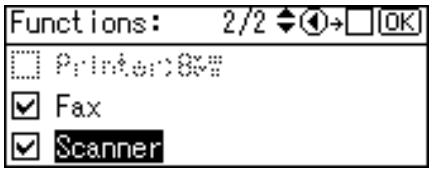
7 **Select which of the machine's functions you want to permit using [▲] or [▼], and then press the [►] key.**

The box next to a selected item is checked. To deselect the item, press [◄].

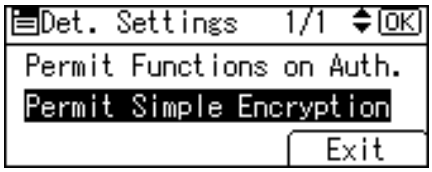
Basic Authentication will be applied to the selected functions.

Users can use the selected functions only.

8 **Press the [OK] key.**



9 **Select [Permit Simple Encryption] using [▲] or [▼], and then press the [OK] key.**



10 **Select the "Printer Job Authentication" level.**

If you select **[All]** or **[Simple]**, proceed to Selecting **[All]** or **[Simple]**.

If you select **[Exclusion]**, proceed to Selecting **[Exclusion]**.

Reference

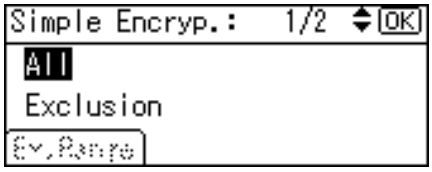
For details about specifying available functions for individuals or groups, see p.113 “Limiting Available Functions”.

Selecting [All] or [Simple]

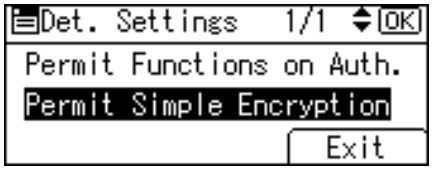
If you select **[All]**, you cannot print using a printer driver or a device that does not support authentication. To print in an environment that does not support authentication, select **[Simple]** or **[Exclusion]**.

If you select **[Simple]**, you can print even with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that because the machine does not require authentication in this case, it may be used by unauthorized users.

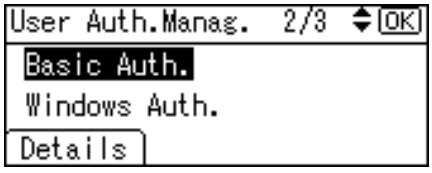
1 **Select [All] or [Simple] using 【▲】 or 【▼】, and then press the 【OK】 key.**



2 **Press [Exit].**



3 **Press the 【OK】 key.**



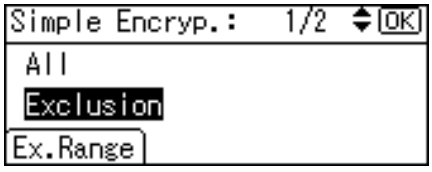
4 **Press the 【User Tools/Counter】 key.**

Selecting [Exclusion]

If you select **[Exclusion]**, you can specify clients for which printer job authentication is not required. Specify **[Parallel Interface(Sim.)]**, **[USB(Sim.)]** and the clients' IPv4 address range in which printer job authentication is not required. Specify this setting if you want to print using unauthenticated printer drivers or without any printer driver. Authentication is required for printing with non-specified devices.

If you select **[Exclusion]**, you can print even with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that because the machine does not require authentication in this case, it may be used by unauthorized users.

1 **Select [Exclusion] using [▲] or [▼], and then press [Ex.Range].**



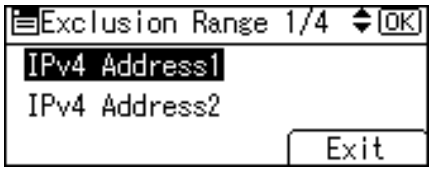
Specify the range in which **[Exclusion]** is applied to Printer Job Authentication.

If you specify IPv4 address range, proceed to step **2**.

If you specify **[USB(Sim.)]**, proceed to step **7**.

If you specify **[Parallel Interface(Sim.)]**, proceed to step **5**.

2 **Select [IPv4 Address 1], [IPv4 Address 2], [IPv4 Address 3], [IPv4 Address 4]or [IPv4 Address 5] using [▲] or [▼], and then press the [OK] key.**

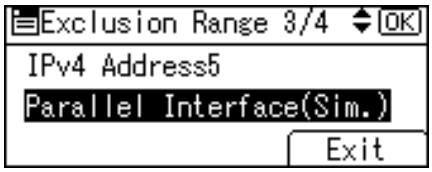


3 **Enter the Start IPv4 Address, and then press the [OK] key.**

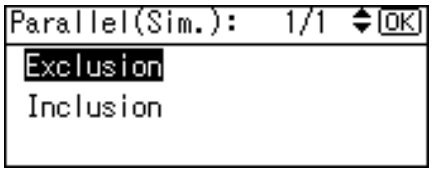
4 **Enter the End IPv4 Address, and then press the【OK】key.**

Be sure the number you enter for End IPv4 Address is larger than that for Start IPv4 Address.

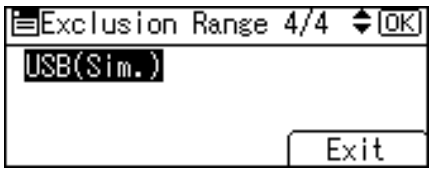
5 **Select [Parallel Interface(Sim.)] using【▲】or【▼】, and then press the【OK】key.**



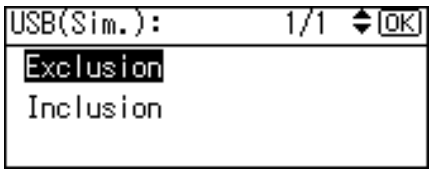
6 **Select [Exclusion] using【▲】or【▼】, and then press the【OK】key.**



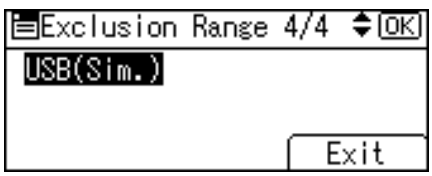
7 **Select [USB(Sim.)] using【▲】or【▼】, and then press the【OK】key.**



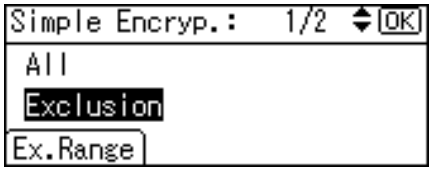
8 **Select [Exclusion] using【▲】or【▼】, and then press the【OK】key.**



9 **Press [Exit].**



10 **Press the【OK】key.**



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

Authentication Information Stored in the Address Book

This can be specified by the user administrator.

If you have specified User Authentication, you can specify access limits for individual users and groups of users. Specify the setting in the address book for each user.

User authentication can also be specified via SmartDeviceMonitor for Admin or Web Image Monitor.

Reference

For details about logging on and logging off with administrator authentication, see p.25 “Logging on Using Administrator Authentication”, p.26 “Logging off Using Administrator Authentication”.

You need to register a user in the address book. For details about the address book, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

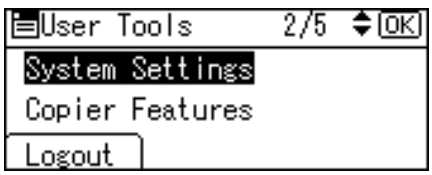
For details about limiting available functions, see p.113 “Limiting Available Functions”.

Specifying a Login User Name and Login Password

In **[User Auth. Management]**, specify the login user name and password.

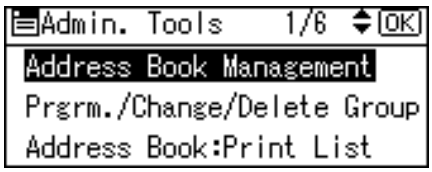
1 **Press the【User Tools/Counter】key.**

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

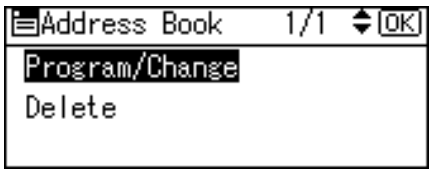


3 **Select [Administrator Tools] using【▲】or【▼】, and then press the【OK】key.**

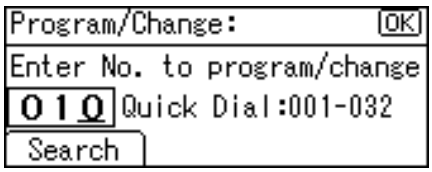
4 **Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**



5 **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**

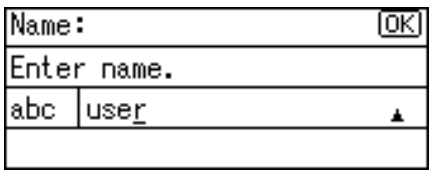


6 **Enter the registration number you want to program using the number keys or the Quick Dial keys, and then press the 【OK】 key.**

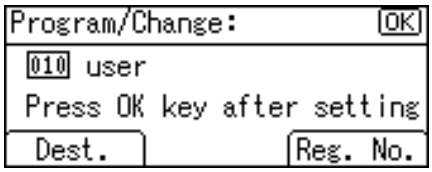


By pressing **[Search]**, you can search by Name, Display Destination List, Registration No., User Code, Fax Destination, Email Address and Folder Name.

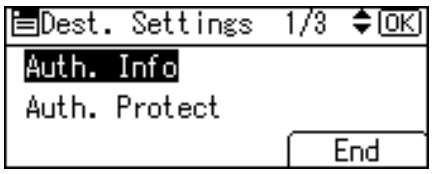
7 **Press the 【OK】 key.**



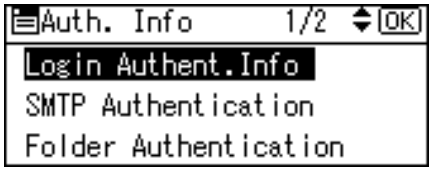
8 **Press [Dest.].**



9 **Select [Auth. Info] using 【▲】 or 【▼】, and then press the 【OK】 key.**

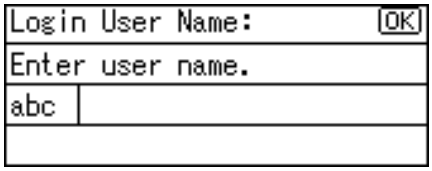


⑩ **Select [Login Authent.Info] using 【▲】 or 【▼】, and then press the 【OK】 key.**



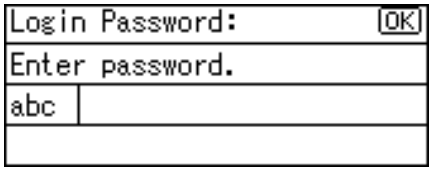
⑪ **Select [Login User Name] using 【▲】 or 【▼】, and then press the 【OK】 key.**

⑫ **Enter the login name, and then Press the 【OK】 key.**

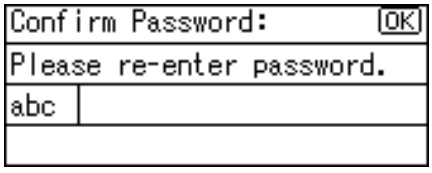


⑬ **Select [Login Password] using 【▲】 or 【▼】, and then press the 【OK】 key.**

⑭ **Enter the login password, and then Press the 【OK】 key.**



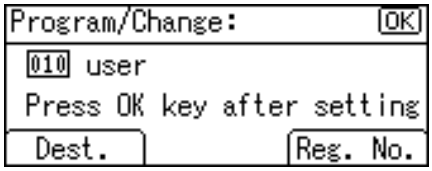
⑮ **Re-enter the login password, and then Press the 【OK】 key.**



⑯ **Press the 【Escape】 key two times.**

⓱ **Press [End].**

⓲ **Press the【OK】key.**



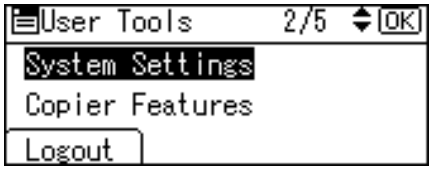
⓳ **Press the【User Tools/Counter】key.**

Specifying Authentication Information to Log on

The login user name and password specified in **[User Auth. Management]** can be used as the login information for "SMTP Authentication", "Folder Authentication", and "LDAP Authentication".

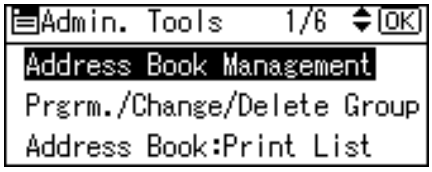
❶ **Press the【User Tools/Counter】key.**

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

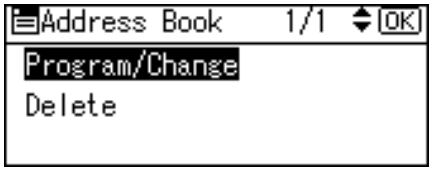


❸ **Select [Administrator Tools] using【▲】or【▼】, and then press the【OK】key.**

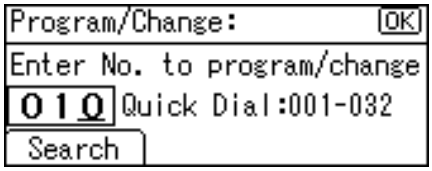
❹ **Select [Address Book Management] using【▲】or【▼】, and then press the【OK】key.**



5 **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**

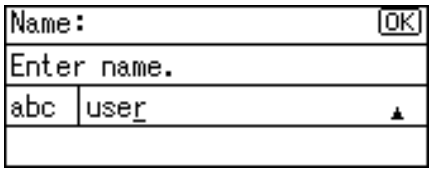


6 **Enter the registration number you want to program using the number keys or the Quick Dial keys, and then press the 【OK】 key.**

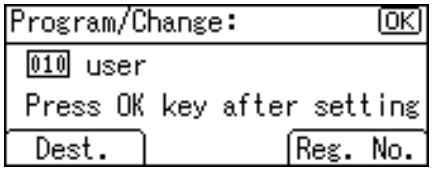


By pressing **[Search]**, you can search by Name, Display Destination List, Registration No., User Code, Fax Destination, Email Address, and Folder Name.

7 **Press the 【OK】 key.**

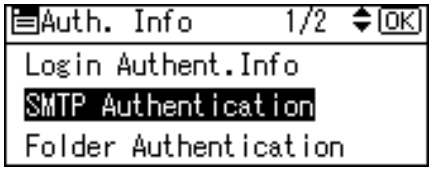


8 **Press [Dest.].**



9 **Select [Auth. Info] using 【▲】 or 【▼】, and then press the 【OK】 key.**

10 **Select [SMTP Authentication] using 【▲】 or 【▼】, and then press the 【OK】 key.**

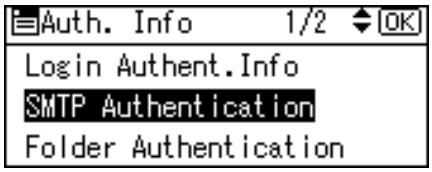


⓫ Select [Use Auth. Info at Login] using 【▲】 or 【▼】, and then press the 【OK】 key.

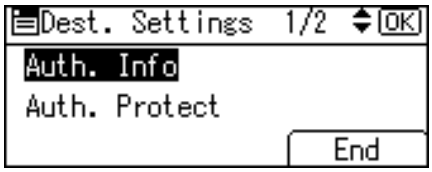
For folder authentication, select **[Use Auth. Info at Login]** in "Folder Authentication".

For LDAP authentication, select **[Use Auth. Info at Login]** in "LDAP Authentication".

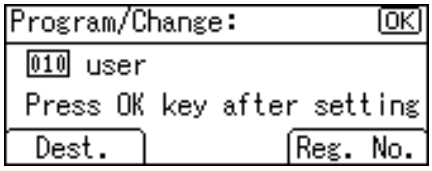
⓬ Press the 【Escape】 key.



⓭ Press [End].



⓮ Press the 【OK】 key.



⓯ Press the 【User Tools/Counter】 key.

Note

❒ When using **[Use Auth. Info at Login]** for "SMTP Authentication", "Folder Authentication", or "LDAP Authentication", a user name other than "other" , "admin" , "supervisor" or "HIDE***" must be specified. The symbol "***" represents any character.

❒ To use **[Use Auth. Info at Login]** for SMTP authentication, a login password up to 64 characters in length must be specified.

Reference

For details about specifying a login user name and login password, see p.40 “Specifying a Login User Name and Login Password”.

If you do not want to use the login user name and password specified in **[User Auth. Management]** for "SMTP Authentication", "Folder Authentication", or "LDAP Authentication", see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

Windows Authentication

Specify this authentication when using the Windows domain controller to authenticate users who have their accounts on the directory server. Users cannot be authenticated if they do not have their accounts in the directory server. Under Windows authentication, you can specify the access limit for each group registered in the directory server. The address book stored in the directory server can be registered to the machine, enabling user authentication without first using the machine to register individual settings in the address book. If you can obtain user information, the sender’s address (From:) is fixed to prevent unauthorized access when sending e-mails under the scanner function.

Important

- ❒ During Windows Authentication, data registered in the directory server, such as the user’s e-mail address, is automatically registered in the machine. If user information on the server is changed, information registered in the machine may be overwritten when authentication is performed.
- ❒ Users managed in other domains are subject to user authentication, but they cannot obtain items such as e-mail addresses.
- ❒ If you have created a new user in the domain controller and selected **[User must change password at next logon]**, log on to the machine from the computer to change the password before logging on from the machine’s control panel.

❖ Operational Requirements for Windows Authentication

- To specify Windows authentication, the following requirements must be met:
  - The hard disk of Function Upgrade Option must be installed.
  - A domain controller has been set up in a designated domain.
- This function is supported by the operating systems listed below. NTLM authentication is used for Windows authentication. To obtain user information when running Active Directory, use LDAP. If SSL is being used, this requires a version of Windows that supports TLS v1, SSL v2, or SSL v3.
  - Windows NT 4.0 Server
  - Windows 2000 Server
  - Windows Server 2003

Note

- ❒ Enter the login password correctly, keeping in mind that it is case-sensitive.
- ❒ The first time you access the machine, you can use the functions available to your group. If you are not registered in a group, you can use the functions available under **[*Default Group]**. To limit which functions are available to which users, first make settings in advance in the address book.
- ❒ When accessing the machine subsequently, you can use all the functions available to your group and to you as an individual user.
- ❒ Users who are registered in multiple groups can use all the functions available to those groups.
- ❒ If you specify in the address book which functions are available to global group members, those settings have priority.
- ❒ If the "Guest" account on the Windows server is enabled, even users not registered in the domain controller can be authenticated. When this account is enabled, users are registered in the address book and can use the functions available under **[*Default Group]**.

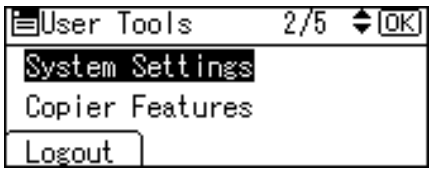
Specifying Windows Authentication

This can be specified by the machine administrator.

Under Windows Authentication, you can select whether or not to use secure sockets layer (SSL) authentication.

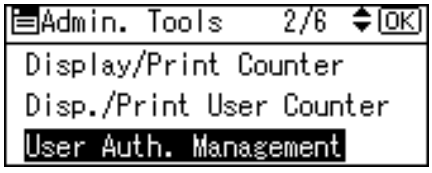
1 **Press the 【User Tools/Counter】 key.**

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

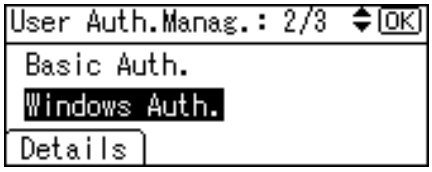


3 **Select [Administrator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

4 **Select [User Auth. Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**

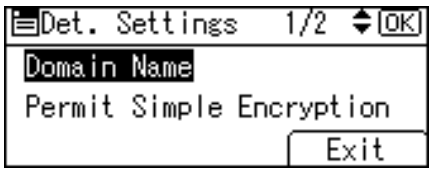


5 **Select [Windows Auth.] using [▲] or [▼], and then press [Details].**

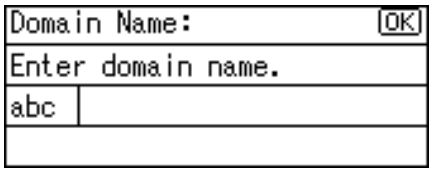


If you do not want to use user authentication management, select **[Off]**.

6 **Select [Domain Name] using [▲] or [▼], and then press the [OK] key.**



7 **Enter the name of the domain controller to be authenticated, and then press the [OK] key.**



If global groups have not been registered, proceed to step **15**.

If global groups have been registered, proceed to step **8**.

If global groups have been registered under Windows server, you can limit the use of functions for each global group.

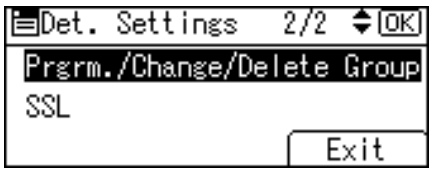
You need to create global groups in the Windows server in advance and register in each group the users to be authenticated.

You also need to register in the machine the functions available to the global group members.

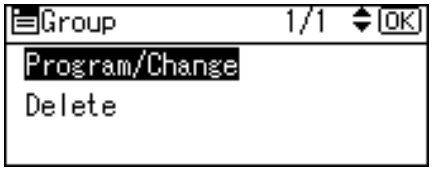
Create global groups in the machine by entering the names of the global groups registered in the Windows Server. (Keep in mind that group names are case sensitive.) Then specify the machine functions available to each group.

If global groups are not specified, users can use the available functions specified in **[*Default Group]**. If global groups are specified, users not registered in global groups can use the available functions specified in **[*Default Group]**. By default, all functions are available to **[*Default Group]** members. Specify the limitation on available functions according to user needs.

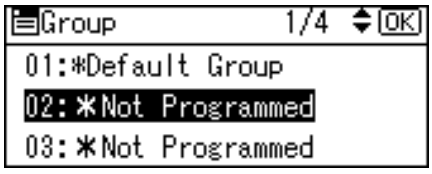
8 **Select [Prgrm./Change/Delete Group] using 【▲】 or 【▼】, and then press the 【OK】 key.**



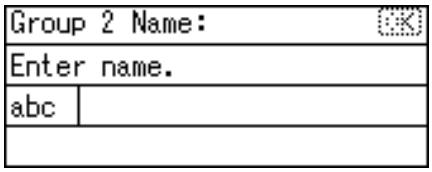
9 **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**



10 **Select [*Not Programmed] using 【▲】 or 【▼】, and then press the 【OK】 key.**



11 **Enter the group name, and then press the 【OK】 key.**

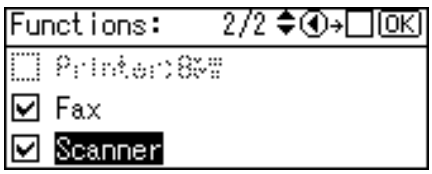


12 **Select which of the machine's functions you want to permit using 【▲】 or 【▼】, and then press the 【►】 key.**

The box next to a selected item is checked. To deselect the item, press 【◄】.

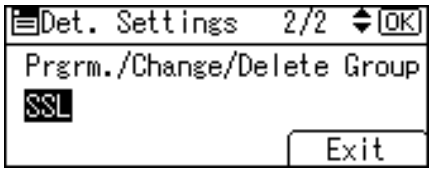
Windows Authentication will be applied to the selected functions. Users can use the selected functions only.

13 **Press the 【OK】 key.**

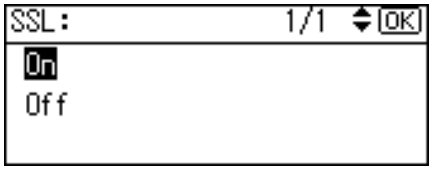


14 **Press the 【Escape】 key twice.**

15 **Select [SSL] using 【▲】 or 【▼】, and then press the 【OK】 key.**

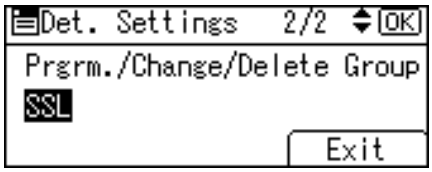


16 **Select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.**

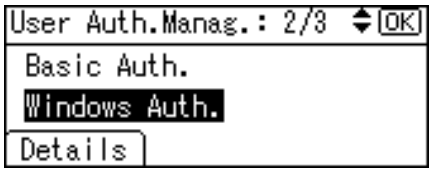


If you do not use secure sockets layer (SSL) for authentication, press **[Off]**.

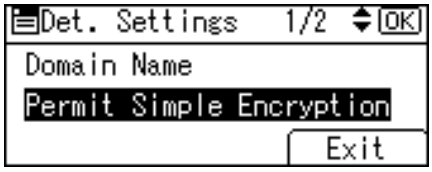
17 **Press [Exit].**



18 **Select [Windows Auth.] using 【▲】 or 【▼】, and then press [Details].**



19 **Select [Permit Simple Encryption] using 【▲】 or 【▼】, and then press the 【OK】 key.**



20 **Select the "Printer Job Authentication" level.**

If you select **[All]** or **[Simple]**, proceed to Selecting **[All]** or **[Simple]**.

If you select **[Exclusion]**, proceed to Selecting **[Exclusion]**.

Note

❒ To automatically register user information such as fax numbers and e-mail addresses under Windows authentication, it is recommended that communication between the machine and domain controller be encrypted using SSL.

❒ Under Windows authentication, you do not have to create a server certificate unless you want to automatically register user information such as fax numbers and e-mail addresses using SSL.

Reference

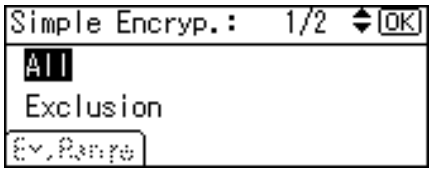
For details about specifying available functions for individuals or groups, see p.113 “Limiting Available Functions”.

Selecting [All] or [Simple]

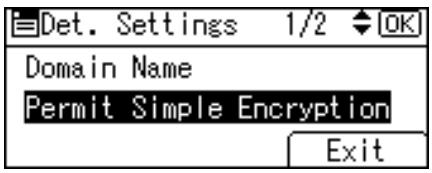
If you select **[All]**, you cannot print using a printer driver or a device that does not support authentication. To print in an environment that does not support authentication, select **[Simple]** or **[Exclusion]**.

If you select **[Simple]**, you can print even with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that because the machine does not require authentication in this case, it may be used by unauthorized users.

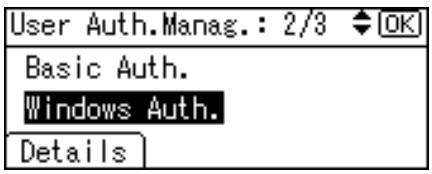
1 **Select [All] or [Simple] using 【▲】 or 【▼】, and then press the 【OK】 key.**



2 **Press [Exit].**



3 **Press the 【OK】 key.**



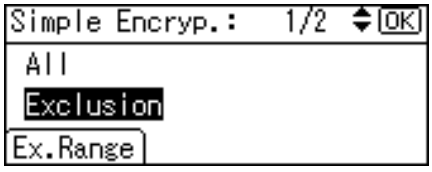
4 **Press the 【User Tools/Counter】 key.**

Selecting [Exclusion]

If you select **[Exclusion]**, you can specify clients for which printer job authentication is not required. Specify **[Parallel Interface(Sim.)]**, **[USB(Sim.)]** and the clients' IPv4 address range in which printer job authentication is not required. Specify this setting if you want to print using unauthenticated printer drivers or without any printer driver. Authentication is required for printing with non-specified devices.

If you select **[Exclusion]**, you can print even with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that because the machine does not require authentication in this case, it may be used by unauthorized users.

1 **Select [Exclusion] using [▲] or [▼], and then press [Ex.Range].**



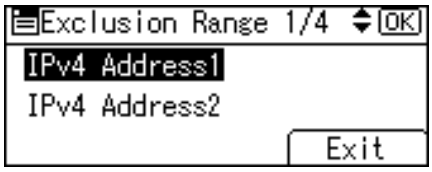
Specify the range in which **[Exclusion]** is applied to Printer Job Authentication.

If you specify IPv4 address range, proceed to step **2**.

If you specify **[USB(Sim.)]**, proceed to step **7**.

If you specify **[Parallel Interface(Sim.)]**, proceed to step **5**.

2 **Select [IPv4 Address 1], [IPv4 Address 2], [IPv4 Address 3], [IPv4 Address 4]or [IPv4 Address 5] using [▲] or [▼], and then press the [OK] key.**

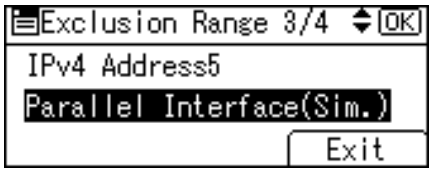


3 **Enter the Start IPv4 Address, and then press the [OK] key.**

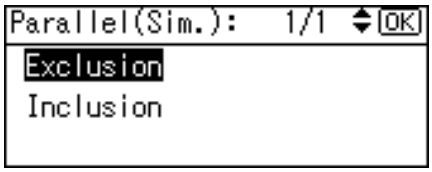
4 **Enter the End IPv4 Address, and then press the【OK】key.**

Be sure the number you enter for End IPv4 Address is larger than that for Start IPv4 Address.

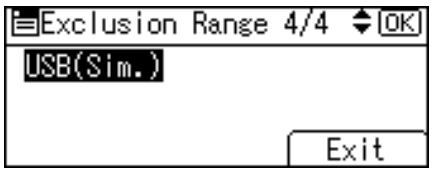
5 **Select [Parallel Interface(Sim.)] using【▲】or【▼】, and then press the【OK】key.**



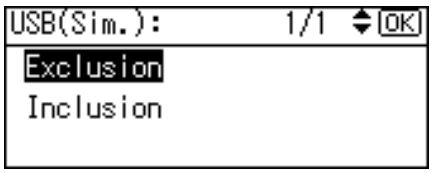
6 **Select [Exclusion] using【▲】or【▼】, and then press the【OK】key.**



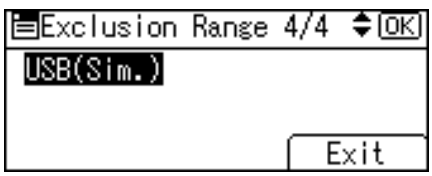
7 **Select [USB(Sim.)] using【▲】or【▼】, and then press the【OK】key.**



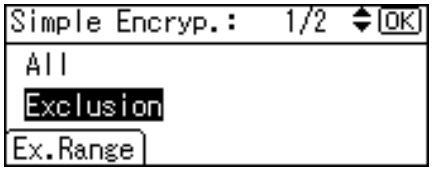
8 **Select [Exclusion] using【▲】or【▼】, and then press the【OK】key.**



9 **Press [Exit].**



⑩ **Press the【OK】key.**



⑪ **Press the【OK】key.**

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

Installing Internet Information Services (IIS) and Certificate services

Specify this setting if you want the machine to automatically obtain e-mail addresses registered in Active Directory.

We recommended you install Internet Information Services (IIS) and Certificate services as the Windows components.

Install the components, and then create the server certificate.

If they are not installed, install them as follows:

① Select **[Add/Remove Programs]** on the **[Control Panel]**.

② Select **[Add/Remove Windows Components]**.

③ Select the **[Internet Information Services (IIS)]** check box.

④ Select the **[Certificate Services]** check box, and then click **[Next]**.

⑤ Installation of the selected Windows components starts, and a warning message appears.

⑥ Click **[Yes]**.

⑦ Click **[Next]**.

⑧ Select the Certificate Authority, and then click **[Next]**.
On the displayed screen, **[Enterprise root CA]** is selected.

⑨ Enter the Certificate Authority name (optional) in **[CA Identifying Information]**, and then click **[Next]**.

⑩ Leave **[Data Storage Location]** at its default, and then click **[Next]**.
Internet Information Services and Certificate services are installed.

Creating the Server Certificate

After installing Internet Information Services (IIS) and Certificate services Windows components, create the server certificate as follows:

① Start **[Internet Services Manager]**.

② Right-click **[Default Web Site]**, and then click **[Properties]**.

③ On the **[Directory Security]** tab, click **[Server Certificate]**.
Web Server Certificate Wizard starts.

④ Click **[Next]**.

⑤ Select **[Create a new certificate]**, and then click **[Next]**.

⑥ Select **[Prepare the request now, but send it later]**, and then click **[Next]**.

⑦ Enter the required information according to the instructions given by Web Server Certificate Wizard.

⑧ Check the specified data, which appears as Request File Summary, and then click **[Next]**.
The server certificate is created.

If the fax number cannot be obtained

If the fax number cannot be obtained during authentication, specify the setting as follows:

① Start **[C:\WINNT\SYSTEM32\adminpak]**.
Start Setup Wizard.

② Select **[Install all of the Administrator Tools]**, and then click **[Next]**.

③ On the **[Start]** menu, select **[Run]**.

④ Enter **[mmc]**, and then click **[OK]**.

⑤ On the **[Console]**, select **[Add/Remove Snap-in]**.

⑥ Click **[Add]**.

⑦ Select **[ActiveDirectory Schema]**, and then click **[Add]**.

⑧ Select **[facsimile Telephone Number]**.

⑨ Right-click, and then click **[Properties]**.

⑩ Select **[Replicate this attribute]**, and then click **[Apply]**.

Installing the Device Certificate (Certificate Issued by a Certificate Authority)

Install the device certificate using Web Image Monitor.

This section explains the use of a certificate issued by a certificate authority as the device certificate.

Enter the device certificate contents issued by the certificate authority.

2

① Open a Web browser.

② Enter "http://(machine's IP address or host name)/" in the address bar.
The top page of Web Image Monitor appears.

③ Click **[Login]**.
The network administrator can log on.
Enter the login user name and password.

④ Click **[Configuration]**, and then click **[Device Certificate]** under "Security".
The **[Device Certificate]** page appears.

⑤ Check the radio button next to the number of the certificate you want to install.

⑥ Click**[Install]**.

⑦ Enter the contents of the device certificate.
In the **[Certificate Request]** box, enter the contents of the device certificate received from the certificate authority.

⑧ Click **[OK]**.
"Installed" appears under **[Certificate Status]** to show that a device certificate for the machine has been installed.

⑨ Click **[Logout]**.

LDAP Authentication

Specify this authentication when using the LDAP server to authenticate users who have their accounts on the LDAP server. Users cannot be authenticated if they do not have their accounts on the LDAP server. The address book stored in the LDAP server can be registered to the machine, enabling user authentication without first using the machine to register individual settings in the address book. When using LDAP Authentication, to prevent the password information being sent over the network unencrypted, the machine and LDAP server must communicate via SSL. To enable this, you must create a server certificate for the LDAP server. You can specify on the LDAP server whether or not to enable SSL.

Using Web Image Monitor, you can specify whether or not to check the reliability of the SSL server being connected to.

Important

- ❒ During LDAP Authentication, the data registered in the LDAP server, such as the user's e-mail address, is automatically registered in the machine. If user information on the server is changed, information registered in the machine may be overwritten when authentication is performed.
- ❒ Under LDAP authentication, you cannot specify access limits for groups registered in the LDAP Server.
- ❒ When using LDAP Authentication, you cannot use reference functions in LDAP Search for servers using SSL.
- ❒ Enter the user's login user name using up to 32 characters and login password using up to 128 characters.
- ❒ Do not use double-byte Japanese, Traditional Chinese, Simplified Chinese, or Korean characters when entering the login user name or password. If you use double-byte characters , you cannot authenticate using Web Image Monitor.

❖ **Operational Requirements for LDAP Authentication**

To specify LDAP authentication, the following requirements must be met:

- The hard disk of Function Upgrade Option must be installed.
- The network configuration must allow the machine to detect the presence of the LDAP server.
- When SSL is being used, TLSv1, SSLv2, or SSLv3 can function on the LDAP server.
- The LDAP server must be registered in the machine.
- When registering the LDAP server, the following settings must be specified.
  - Server Name
  - Search Base
  - Port No.
  - SSL Communication
  - Authentication
  - Search Conditions (Name, E-mail Address, Fax Number)

  When specifying "SSL Communication", **[On]** must be specified.
  When specifying "Authentication", **[On]** or **[High Security]**must be specified.

Note

- ❒ Under LDAP Authentication, if "Anonymous Authentication" in the LDAP server's settings is not set to "Prohibit", users who do not have an LDAP server account might still be able to gain access.
- ❒ If the LDAP server is configured using Windows Active Directory, Anonymous Authentication might be available. If Windows Authentication is available, we recommend you use it.

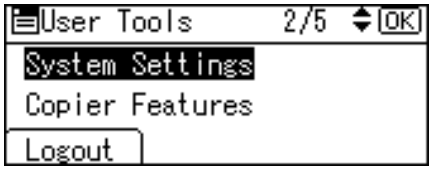
❒ The first time an unregistered user accesses the machine after LDAP authentication has been specified, the user is registered in the machine and can use the functions available under **[Permit Functions on Auth.]** during LDAP Authentication. To limit the available functions for each user, register each user and corresponding **[Permit Functions on Auth.]** setting in the address book, or specify **[Permit Functions on Auth.]** for each registered user. The **[Permit Functions on Auth.]** setting becomes effective when the user accesses the machine subsequently.

Specifying LDAP Authentication

This can be specified by the machine administrator.

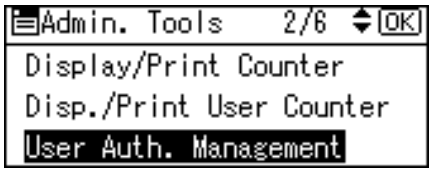
1 **Press the 【User Tools/Counter】 key.**

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

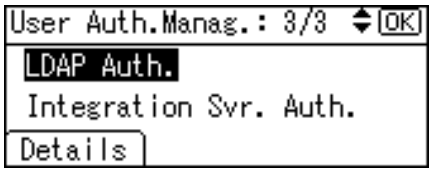


3 **Select [Administrator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

4 **Select [User Auth. Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**



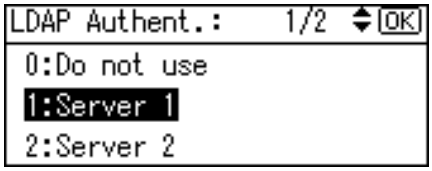
5 **Select [LDAP Auth.] using 【▲】 or 【▼】, and then press [Details].**



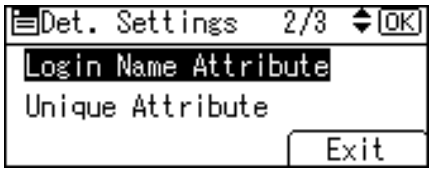
If you do not want to use user authentication management, select **[Off]**.

6 **Select [LDAP Server Authent.] using [▲] or [▼], and then press the [OK] key.**

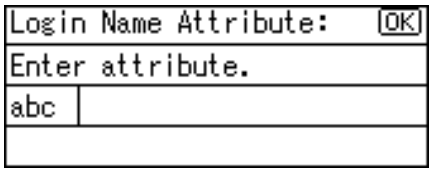
7 **Select the LDAP server to be used for LDAP authentication using [▲] or [▼], and then press the [OK] key.**



8 **Select [Login Name Attribute] using [▲] or [▼], and then press the [OK] key.**

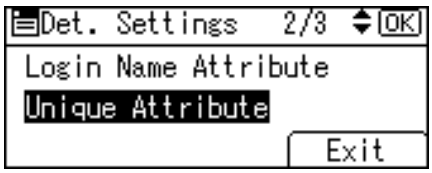


9 **Enter the login name attribute, and then press the [OK] key.**

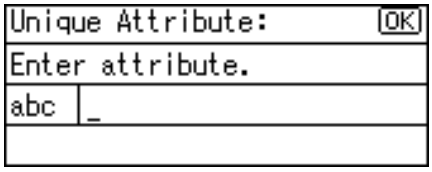


You can use the Login Name Attribute as a search criterion to obtain information about an authenticated user. You can create a search filter based on the Login Name Attribute, select a user, and then retrieve the user information from the LDAP server so it is transferred to the machine's address book. The method for selecting the user name depends on the server environment. Check the server environment and enter the user name accordingly.

10 **Select [Unique Attribute] using [▲] or [▼], and then press the [OK] key.**

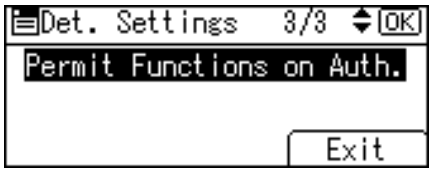


11 **Enter the unique attribute, and then press the [OK] key.**



Specify Unique Attribute on the machine to match the user information in the LDAP server with that in the machine. By doing this, if the Unique Attribute of a user registered in the LDAP server matches that of a user registered in the machine, the two instances are treated as referring to the same user. You can enter an attribute such as "serialNumber" or "uid". Additionally, you can enter "cn" or "employeeNumber", provided it is unique. If you do not specify the Unique Attribute, an account with the same user information but with a different login user name will be created in the machine.

12 **Select [Permit Functions on Auth.] using [▲] or [▼], and then press the [OK] key.**

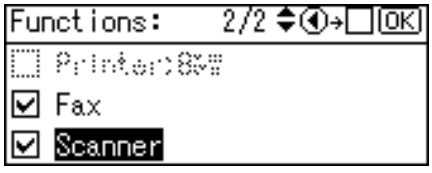


13 **Select which of the machine's functions you want to permit using [▲] or [▼], and then press the [►] key.**

The box next to a selected item is checked. To deselect the item, press [◄].

LDAP Authentication will be applied to the selected functions. Users can use the selected functions only.

14 **Press the [OK] key.**



15 **Select [Permit Simple Encryption] using [▲] or [▼], and then press the [OK] key.**

16 **Select the "Printer Job Authentication" level.**

If you select **[All]** or **[Simple]**, proceed to Selecting **[All]** or **[Simple]**.

If you select **[Exclusion]**, proceed to Selecting **[Exclusion]**.

Reference

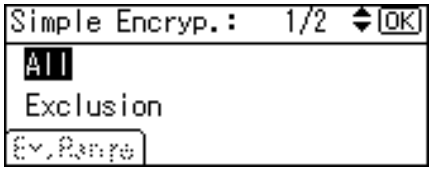
For details about specifying available functions for individuals or groups, see p.113 “Limiting Available Functions”.

Selecting [All] or [Simple]

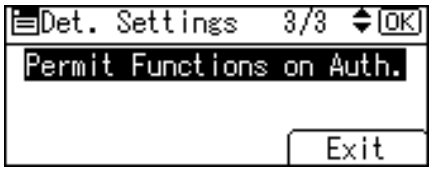
If you select **[All]**, you cannot print using a printer driver or a device that does not support authentication. To print in an environment that does not support authentication, select **[Simple]** or **[Exclusion]**.

If you select **[Simple]**, you can even print with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that because the machine does not require authentication in this case, it may be used by unauthorized users.

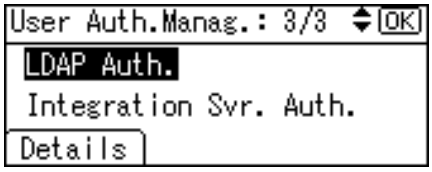
1 **Select [All] or [Simple] using 【▲】 or 【▼】, and then press the 【OK】 key.**



2 **Press [Exit].**



3 **Press the 【OK】 key.**



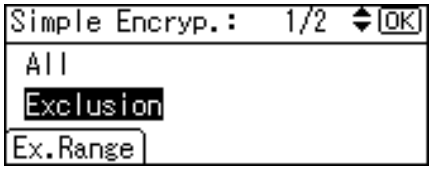
4 **Press the 【User Tools/Counter】 key.**

Selecting [Exclusion]

If you select **[Exclusion]**, you can specify clients for which printer job authentication is not required. Specify **[Parallel Interface(Sim.)]**, **[USB(Sim.)]** and the clients' IPv4 address range in which printer job authentication is not required. Specify this setting if you want to print using unauthenticated printer drivers or without any printer driver. Authentication is required for printing with non-specified devices.

If you select **[Exclusion]**, you can even print with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that because the machine does not require authentication in this case, it may be used by unauthorized users.

1 **Select [Exclusion] using [▲] or [▼], and then press [Ex.Range].**



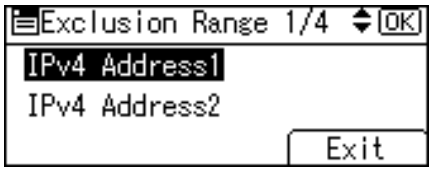
Specify the range in which **[Exclusion]** is applied to Printer Job Authentication.

If you specify IPv4 address range, proceed to step **2**.

If you specify **[USB(Sim.)]**, proceed to step **7**.

If you specify **[Parallel Interface(Sim.)]**, proceed to step **5**.

2 **Select [IPv4 Address 1], [IPv4 Address 2], [IPv4 Address 3], [IPv4 Address 4]or [IPv4 Address 5] using [▲] or [▼], and then press the [OK] key.**

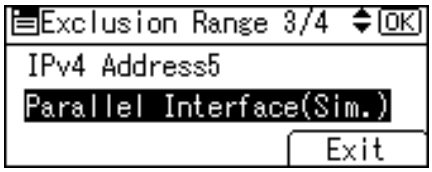


3 **Enter the Start IPv4 Address, and then press the [OK] key.**

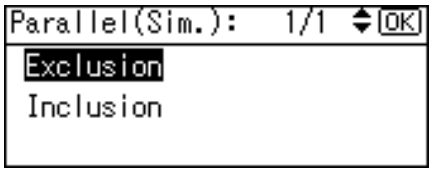
4 **Enter the End IPv4 Address, and then press the [OK] key.**

Be sure the number you enter for End IPv4 Address is larger than that for Start IPv4 Address.

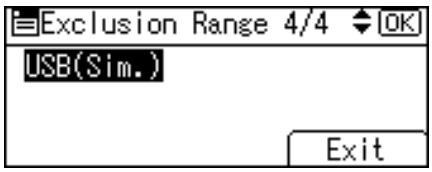
5 **Select [Parallel Interface(Sim.)] using [▲] or [▼], and then press the [OK] key.**



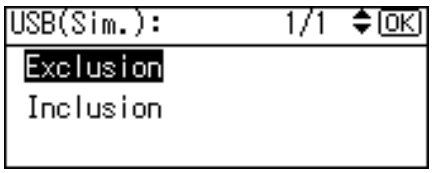
6 **Select [Exclusion] using [▲] or [▼], and then press the [OK] key.**



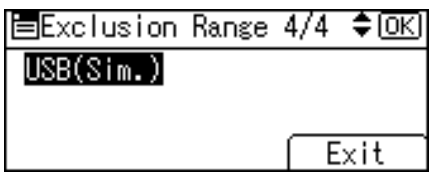
7 **Select [USB(Sim.)] using [▲] or [▼], and then press the [OK] key.**



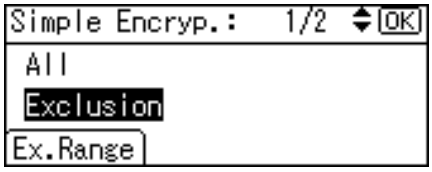
8 **Select [Exclusion] using [▲] or [▼], and then press the [OK] key.**



9 **Press [Exit].**



⑩ **Press the【OK】key.**



⑪ **Press the【OK】key.**

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

Integration Server Authentication

To use Integration Server Authentication, you need a server on which the ScanRouter delivery software that supports authentication is installed.

For external authentication, the Integration Server Authentication collectively authenticates users accessing the server over the network, providing a server-independent centralized user authentication system that is safe and convenient.

To use Integration Server Authentication, the machine must have access to a server on which ScanRouter System or Web SmartDeviceMonitor Professional IS/Standard and Authentication Manager are installed.

For details about the software, contact your local dealer.

To perform Integration Server Authentication, the hard disk of Function Upgrade Option must be installed.

Using Web Image Monitor, you can specify whether or not to check the reliability of the SSL server being connected to.

Important

❒ During Integration Server Authentication, the data registered in the server, such as the user's e-mail address, is automatically registered in the machine. If user information on the server is changed, information registered in the machine may be overwritten when authentication is performed.

Note

❒ The built-in default administrator name is "Admin" on the Server and "admin" on the machine.

Reference

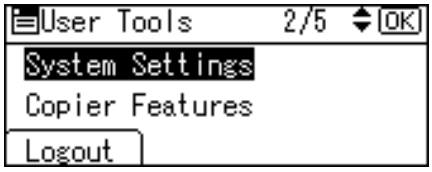
For details about specifying SSL using Web Image Monitor, see the Web Image Monitor Help.

Specifying Integration Server Authentication

This can be specified by the machine administrator.
This section explains how to specify the machine settings.

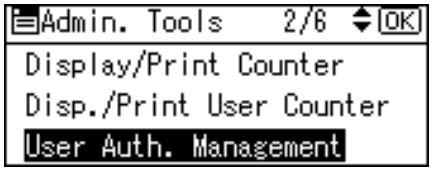
1. **Press the 【User Tools/Counter】 key.**

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

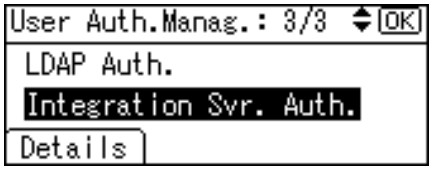


3. **Select [Administrator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

4. **Select [User Auth. Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**

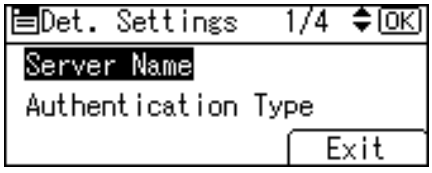


5. **Select [Integration Svr. Auth.] using 【▲】 or 【▼】, and then press [Details].**



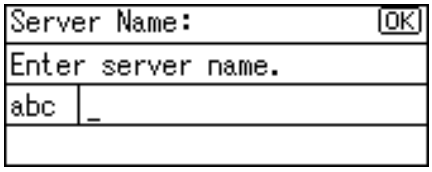
If you do not wish to use User Authentication Management, select **[Off]**.

6. **Select [Server Name] using 【▲】 or 【▼】, and then press the 【OK】 key.**



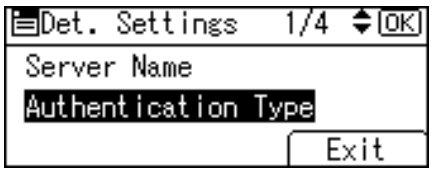
Specify the name of the server for external authentication.

7 **Enter the server name, and then press the [OK] key.**

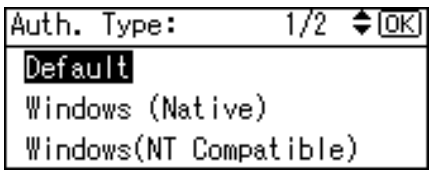


Enter the IPv4 address or host name.

8 **Select [Authentication Type] using [▲] or [▼], and then press the [OK] key.**



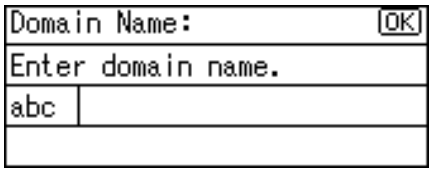
9 **Select the authentication system for external authentication using [▲] or [▼], and then press the [OK] key.**



Select an available authentication system.

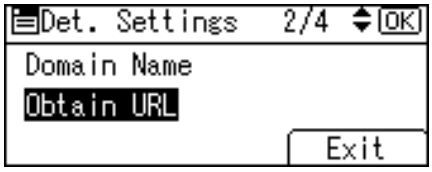
10 **Select [Domain Name] using [▲] or [▼], and then press the [OK] key.**

11 **Enter the domain name, and then press the [OK] key.**



You cannot specify a domain name under an authentication system that does not support domain login.

⓬ Select [Obtain URL] using 【▲】 or 【▼】, and then press the 【OK】 key.

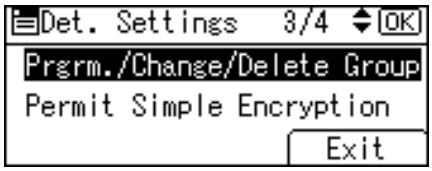


The machine obtains the URL of the server specified in **[Server Name]**.

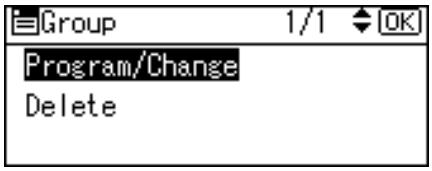
If **[Server Name]** or the setting for enabling SSL is changed after obtaining the URL, the "URL" will be not obtained.

If you set "Authentication Type" to "Windows", you can use the global group. If you set "Authentication Type" to "Notes", you can use the Notes group. If you set "Authentication Type" to "Basic (Integration Server)", you can use the groups created using the Authentication Manager.

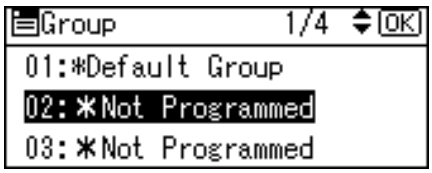
⓭ Select [Prgrm./Change/Delete Group] using 【▲】 or 【▼】, and then press the 【OK】 key.



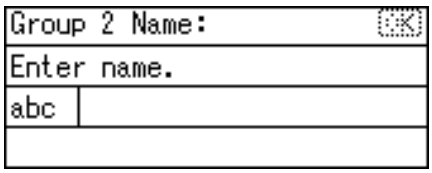
⓮ Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.



⓯ Select [*Not Programmed] using 【▲】 or 【▼】, and then press the 【OK】 key.



⓰ Enter the group name, and then press the 【OK】 key.

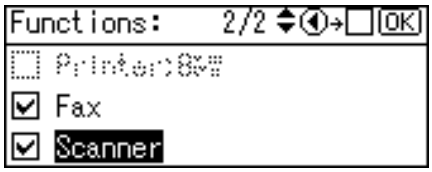


17 **Select which of the machine's functions you want to permit using [▲] or [▼], and then press the [►] key.**

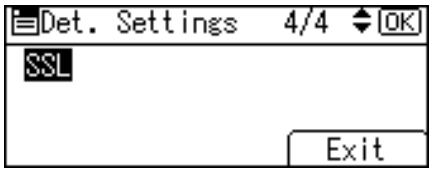
The box next to a selected item is checked. To deselect the item, press [◄].

Integration Server Authentication will be applied to the selected functions. Users can use the selected functions only.

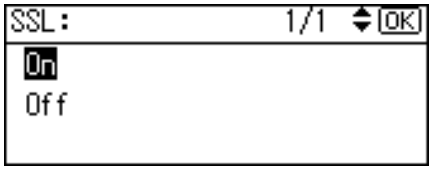
18 **Press the [OK] key, and then press the [Escape] key twice.**



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

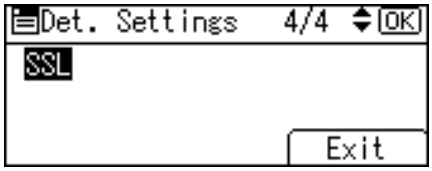


20 **Select [On] using [▲] or [▼], and then press the [OK] key.**

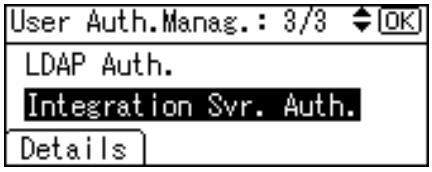


To not use secure sockets layer (SSL) for authentication, press **[Off]**.

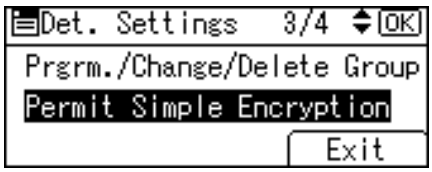
21 **Press [Exit].**



22 **Select [Integration Svr. Auth.] using [▲] or [▼], and then press [Details].**



23 **Select [Permit Simple Encryption] using [▲] or [▼], and then press the [OK] key.**



24 **Select the "Printer Job Authentication" level.**

If you select **[All]** or **[Simple]**, proceed to Selecting **[All]** or **[Simple]**.

If you select **[Exclusion]**, proceed to Selecting **[Exclusion]**.

Reference

For details about about integration server authentication, see the Authentication Manager manual.

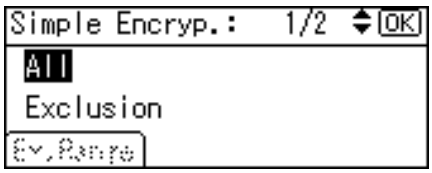
For details about specifying available functions for individuals or groups, see p.113 “Limiting Available Functions”.

Selecting [All] or [Simple]

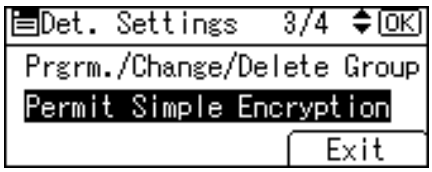
If you select **[All]**, you cannot print using a printer driver or a device that does not support authentication. To print under in environment that does not support authentication, select **[Simple]** or **[Exclusion]**.

If you select **[Simple]**, you can even print with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that because the machine does not require authentication in this case, it may be used by unauthorized users.

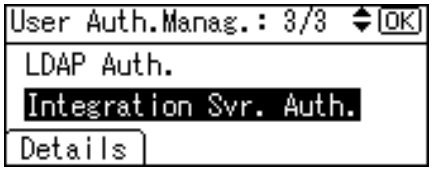
1 **Select [All] or [Simple] using [▲] or [▼], and then press the [OK] key.**



2 **Press [Exit].**



3 **Press the [OK] key.**



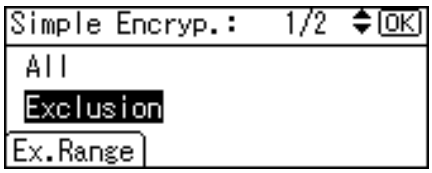
4 **Press the [User Tools/Counter] key.**

Selecting [Exclusion]

If you select **[Exclusion]**, you can specify clients for which printer job authentication is not required. Specify **[Parallel Interface(Sim.)]**, **[USB(Sim.)]** and the clients' IPv4 address range in which printer job authentication is not required. Specify this setting if you want to print using unauthenticated printer drivers or without any printer driver. Authentication is required for printing with non-specified devices.

If you select **[Exclusion]**, you can even print with unauthenticated printer drivers or devices. Specify this setting if you want to print with a printer driver or device that cannot be identified by the machine or if you do not require authentication for printing. However, note that because the machine does not require authentication in this case, it may be used by unauthorized users.

1 **Select [Exclusion] using [▲] or [▼], and then press [Ex.Range].**



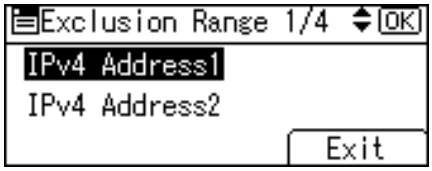
Specify the range in which **[Exclusion]** is applied to Printer Job Authentication.

If you specify IPv4 address range, proceed to step 2.

If you specify **[USB(Sim.)]**, proceed to step 7.

If you specify **[Parallel Interface(Sim.)]**, proceed to step 5.

2 **Select [IPv4 Address 1], [IPv4 Address 2], [IPv4 Address 3], [IPv4 Address 4]or [IPv4 Address 5] using [▲] or [▼], and then press the [OK] key.**

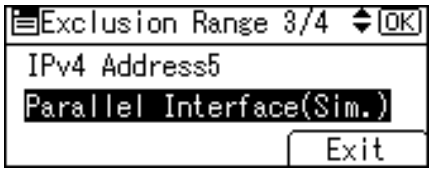


3 **Enter the Start IPv4 Address, and then press the [OK] key.**

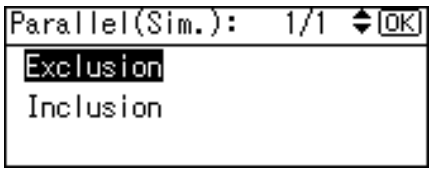
4 **Enter the End IPv4 Address, and then press the [OK] key.**

Be sure the number you enter for End IPv4 Address is larger than that for Start IPv4 Address.

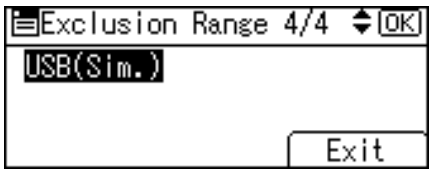
5 **Select [Parallel Interface(Sim.)] using [▲] or [▼], and then press the [OK] key.**



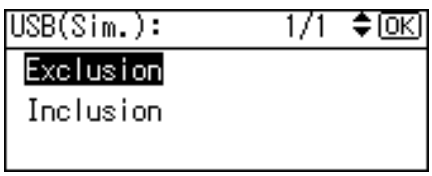
6 **Select [Exclusion] using [▲] or [▼], and then press the [OK] key.**



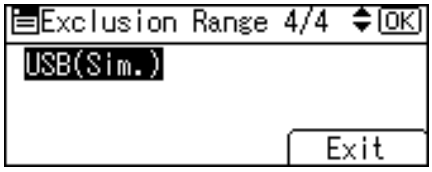
7 **Select [USB(Sim.)] using [▲] or [▼], and then press the [OK] key.**



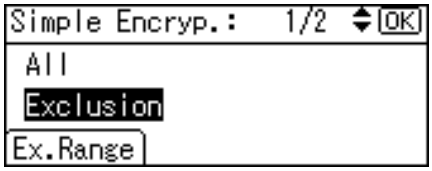
8 **Select [Exclusion] using [▲] or [▼], and then press the [OK] key.**



9 **Press [Exit].**



10 **Press the【OK】key.**



11 **Press the【OK】key.**

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

Printer Job Authentication

This section explains Printer Job Authentication.

❖ **Printer Job Authentication Levels and Printer Job Types**

This section explains the relationship between printer job authentication levels and printer job types.

Depending on the combination of printer job authentication level and printer job type, the machine may not print properly. Set an appropriate combination according to the operating environment.

User authentication is supported by the RPCS and PCL printer driver.

- A:
  Printing is possible regardless of user authentication.
- B:
  Printing is possible if user authentication is successful. If user authentication fails, the print job is reset.
- C:
  Printing is possible if user authentication is successful and **[Driver Encryption Key]** for the printer driver and machine match.
- ×:
  Printing is not possible regardless of user authentication, and the print job is reset.

User Authentication Management	Specified	Specified	Specified	Specified	**[Off]**
Printer Job Authentication	**[Simple]**	**[Simple]**	**[All]**	**[All]**	-
Simple Encryption	**[Off]**	**[On]**	**[Off]**	**[On]**	-
Printer Job Type 1	C	C	C	C	A
Printer Job Type 2	B	×	B	×	A
Printer Job Type 3	×	×	×	×	A
Printer Job Type 4	A	A	B	B	A
Printer Job Type 5	A	A	×	×	A
Printer Job Type 6	A	A	×	×	A
Printer Job Type 7	B	B	B	B	A

❖ Printer Job Authentication

- **[All]**
  The machine authenticates all printer jobs and remote settings, and cancels jobs and settings that fail authentication.
  Printer Jobs: Job Reset
  Settings: Disabled
- **[Simple]**
  The machine authenticates printer jobs and remote settings that have authentication information, and cancels the jobs and settings that fail authentication.
  Printer jobs and settings without authentication information are performed without being authenticated.
- **[Exclusion]**.
  You can specify the range to apply **[Exclusion]** to by specifying **[Parallel Interface(Sim.)]**, **[USB(Sim.)]**, and the client's IPv4 address.

❖ Printer Job Types

- Type 1
  In the RPCS printer driver dialog box, the **[Confirm authentication information when printing]** and **[Encrypt]** check boxes are selected.
  In the PCL printer driver dialog box, the **[User Authentication]** and **[With Encryption]** check boxes are selected.
  Personal authentication information is added to the printer job.
  The printer driver applies advanced encryption to the login passwords.
  The printer driver encryption key, enables the driver encryption to prevent the login password being stolen.
- Type 2
  In the RPCS printer driver dialog box, the **[Confirm authentication information when printing]** check box is selected.
  In the PCL printer driver dialog box, the **[User Authentication]** and **[With Encryption]** check boxes are selected.
  Personal authentication information is added to the printer job.
  The printer driver applies simple encryption to login passwords.

- Type 3
  In the RPCS printer driver dialog box, the **[Confirm authentication information when printing]** check box is not selected.
  In the PCL printer driver dialog box, the **[User Authentication]** check box is not selected.
  Personal authentication information is added to the printer job and is disabled on the machine.
- Type 4
  When using the PostScript 3 printer driver, the printer job contains user code information.
  Personal authentication information is not added to the printer job but the user code information is. *1
- Type 5
  When using the PostScript 3 printer driver, the printer job does not contain user code information.
  Neither personal authentication information nor user code information is added to the printer job. *2
- Type 6
  A printer job or PDF file is sent from a host computer without a printer driver and is printed via LPR.
  Personal authentication information is not added to the printer job.
- Type 7
  A PDF file is printed via FTP.
  Personal authentication is performed using the user ID and password used for logging on via FTP. However, the user ID and password are not encrypted.

*1 This type also applies to recovery/parallel printing using an RPCS/PCL printer driver that does not support authentication.

*2 Type 5 also applies to recovery/parallel printing using an RPCS/PCL printer driver that does not support authentication.

Reference

For details about **[Simple Encryption]**, see p.141 “Specifying the Extended Security Functions”.

If User Authentication Has Been Specified

When user authentication (User Code Authentication, Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication) is set, the authentication screen is displayed. Unless a valid user name and password are entered, operations are not possible with the machine. Log on to operate the machine, and log off when you are finished operations. Be sure to log off to prevent unauthorized users from using the machine. When auto logout timer is specified, the machine automatically logs you off if you do not use the control panel within a given time. Additionally, you can authenticate using an external device.

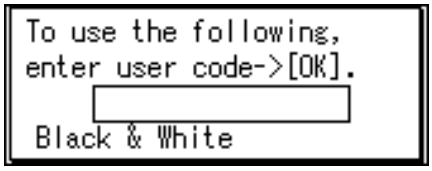
Note

❒ Consult the User Administrator about your login user name, password, and user code.

❒ For user code authentication, enter a number registered in the address book as **[User Code]**.

User Code Authentication (Using the Control Panel)

When user authentication is set, the following screen appears.



Enter a user code (up to eight digit), and then press the 【OK】 key.

Note

❒ To log off, do one of the following:

- Press the Operation switch.
- Press the 【User Tools/Counter】 key, select **[System Settings]**, press the 【OK】 key, and then press the 【User Tools/Counter】 key again.

User Code Authentication (Using a Printer Driver)

When user authentication is set, specify the user code in the printer properties of a printer driver.

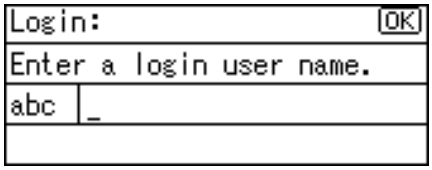
Reference

For details about using the printer driver, see the printer driver Help.

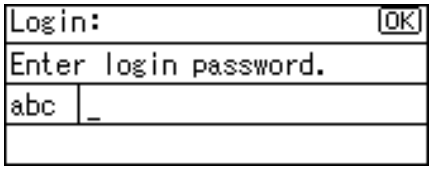
Login (Using the Control Panel)

Follow the procedure below to log on when basic authentication, Windows authentication, LDAP Authentication, or Integration Server Authentication is set.

1. **Enter a login user name, and then press the【OK】key.**



2. **Enter a login password, and then press the【OK】key.**



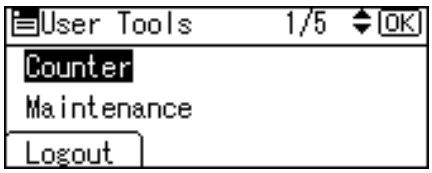
When the user is authenticated, the screen for the function you are using appears.

Log Off (Using the Control Panel)

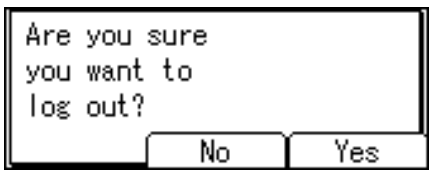
Follow the procedure below to log off when Basic Authentication, Windows Authentication, or LDAP Authentication is set.

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

2. **Press [Logout].**



3. **Press [Yes].**



Login (Using a Printer Driver)

When Basic Authentication, Windows Authentication, or LDAP Authentication is set, make encryption settings in the printer properties of a printer driver, and then specify a login user name and password.

Note

❒ When logged on using a printer driver, logging off is not required.

Reference

For details about using the printer driver, see the printer driver Help.

Login (Using Web Image Monitor)

This section explains how to log onto the machine via Web Image Monitor.

1. **Click [Login].**
2. **Enter a login user name and password, and then click [Login].**

Note

❒ For user code authentication, enter a user code in **[User Name]**, and then click **[OK]**.

Log Off (Using Web Image Monitor)

1. **Click [Logout] to log off.**

Note

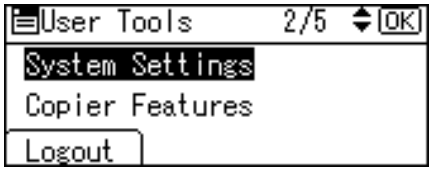
❒ Delete the cache memory in the Web Image Monitor after logging off.

Auto Logout

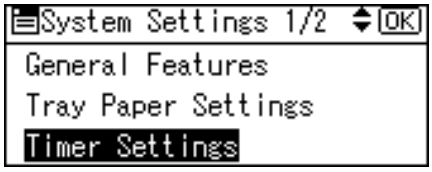
This can be specified by the machine administrator.

When using user authentication management, the machine automatically logs you off if you do not use the control panel within a given time. This feature is called "Auto Logout". Specify how long the machine is to wait before performing Auto Logout.

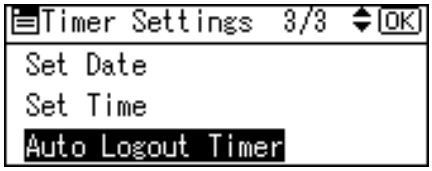
1. **Press the 【User Tools/Counter】 key.**
2. **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**



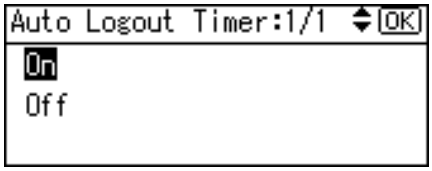
3 **Select [Timer Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**



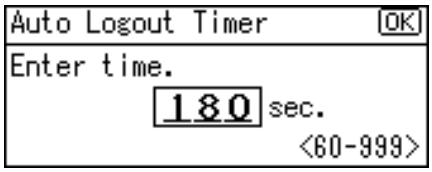
4 **Select [Auto Logout Timer] using 【▲】 or 【▼】, and then press the 【OK】 key.**



5 **Select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.**



6 **Enter "60" to "999" (seconds) using the number keys, and then press the 【OK】 key.**



If you do not want to specify **[Auto Logout Timer]**, select **[Off]**.

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

Authentication using an External Device

If you authenticate using an external device, see the attached manual to the external device about operation method of authentication. For details, contact your local dealer.

Preventing Unauthorized Copying

Using the printer driver, you can embed a pattern in the printed copy to discourage or prevent unauthorized copying.

If you enable data security for copying on the machine, printed copies of a document with data security for copying are grayed out to prevent unauthorized copying.

Make the setting as follows:

❖ Unauthorized Copy Prevention

① Using the printer driver, specify the printer settings for unauthorized copy prevention.

❖ Data Security for Copying

① Using the printer driver, specify the printer settings for data security for copying.

② Specifying data security for copying on the machine. Printed copies of a document with data security for copying are grayed out.

Reference

For details about unauthorized copy prevention, see p.83 “Specifying Printer Settings for Unauthorized Copy Prevention (Printer Driver Setting)”.

For details about data security for copying using the printer,see p.83 “Specifying Printer Settings for Data security for copying (Printer Driver Setting)” and See p.84 “Specifying Data Security for Copying (Machine Setting)”.

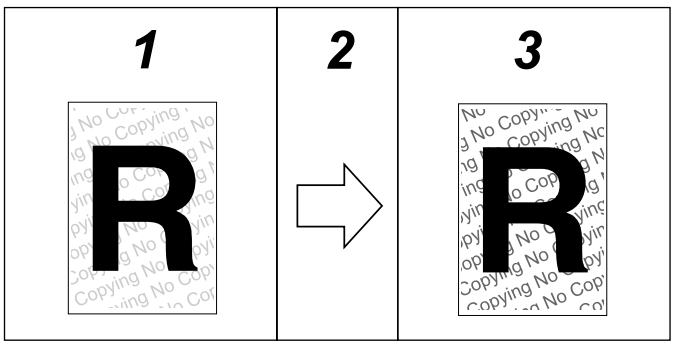
Unauthorized Copy Prevention

Using the printer driver, you can embed mask and pattern (for instance, a warning such as "No Copying") in the printed document.

If the document is copied, scanned, or stored by a copier or multi function printer, the embedded pattern appears clearly on the copy, discouraging unauthorized copying.

Important

- ❒ Unauthorized copy prevention discourages unauthorized copying, and will not necessarily stop information leaks.
- ❒ The embedded pattern cannot guarantee to be copied or scanned properly.
- ❒ You cannot store files in this machine.
- ❒ Depending on the machine and scanner settings, the embedded pattern may not be copied or scanned.



AKB001S

1. **Printed Documents**

Using the printer driver, you can embed background images and pattern in a printed document for Unauthorized Copy Prevention.

2. **The document is copied, scanned, or stored.**

You cannot store files in this machine.

3. **Printed Copies**

Embedded pattern (for instance, a warning such as "No Copying") in a printed document appears conspicuously in printed copies.

Note

- ❒ To make the embedded pattern clear, set the character size to at least 50 pt (preferably 70 to 80 pt) and character angle to between 30 and 40 degrees.
- ❒ To use the printer function under the User Authentication, you must enter the login user name and password for the printer driver.

Reference

For details about using the printer driver, see the printer driver Help.

For details about logging in, see the printer driver Help.

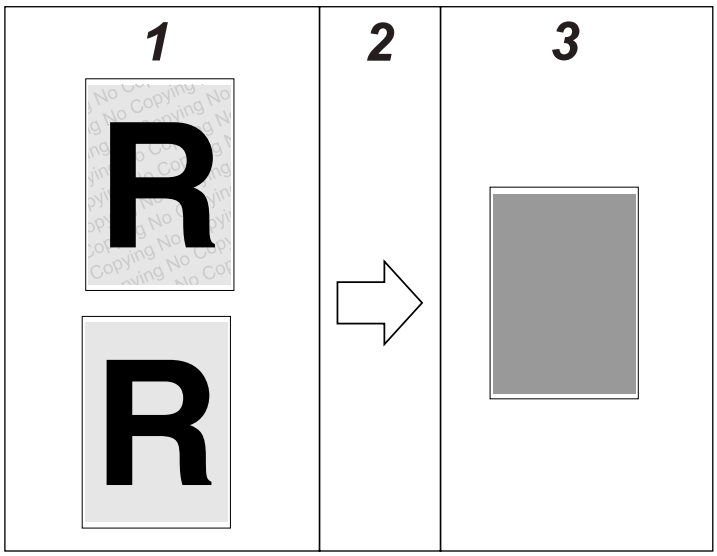
Data Security for Copying

Using the printer driver to enable data security for the copying function, you can print a document with an embedded pattern of hidden text. Such a document is called a data security for copying document.

If a data security for copying document is copied or stored using a copier or multi-function printer that has the Copy Data Security Unit, protected pages are grayed out in the copy, preventing confidential information being copied. Also if a document that has an embedded pattern is detected, the machine beeps. In addition, a log of unauthorized copies is stored. To gray out copies of data security for copying documents when they are copied or stored in the Document Server, the optional Copy Data Security Unit must be installed in the machine.

Important

- ❒ You cannot store files in this machine.
- ❒ If a document printed using this function is copied or stored in the Document Server by a copier or multi-function printer, the copy is grayed out.
- ❒ If the Copy Data Security Unit is installed in the machine, you cannot use the scanner and fax functions.
- ❒ If the Copy Data Security Unit is installed, you cannot specify a scaling factor less than 50% using the Control Panel under the Copier function.



1. **Documents with data security for copying**

2. **The document is copied or stored in copiers / multifunction machines which the optional Copy Data Security unit is installed.**

You cannot store files in this machine.

3. **Printed Copies**

Text and images in the document are grayed out in printed copies.

Note

❒ When printing a document that is set with **[Data Security for Copying]**, the machine does not require the optional Copy Data Security unit to be installed.

❒ You can also embed a pattern in a document protected by data security for copying. However, if such a document is copied or stored using a copier or multi-function printer with the Copy Data Security Unit, the copy is grayed out, so the embedded pattern does not appear on the copy.

❒ If misdetection occurs, contact your service representative.

❒ If a document with embedded pattern for data security for copying is copied, or stored in the Document Server by a copier or multi-function printer without Copy Data Security Unit, the embedded pattern appears conspicuously in the copy. However, character relief may differ depending on the copier or multifunction printer model in use or document scan setting.

Printing Limitations

The following is a list of limitations on printing with unauthorized copy prevention and data security for copying.

❖ **Unauthorized copy prevention / Data security for copying**

You can print using the only RPCS printer driver.
You cannot print at 200 dpi resolution.
You cannot partially embed a pattern in the printed document.
You can only embed a pattern that is entered in the **[Text]** box of the printer driver.
Printing with embedding takes longer than normal printing.

❖ **Data security for copying Only**

Select 182 × 257 mm / 7.2 × 10.1 inches or larger as the paper size.
Select Plain or Recycled with a brightness of 70% or more as the paper type.
If you select Duplex, the data security for copying function may not work properly due to printing on the back of sheets.

Notice

1. The supplier does not guarantee that unauthorized copy prevention and data security for copying will always work. Depending on the paper, the model of copier or multi-function printer, and the copier or printer settings, unauthorized copy prevention and data security for copying may not work properly.

2. The supplier is not liable for any damage caused by using or not being able to use unauthorized copy prevention and data security for copying.

Printing with Unauthorized Copy Prevention and Data Security for Copying

This section describes Printing with Unauthorized Copy Prevention and Data Security for Copying.

Specifying Printer Settings for Unauthorized Copy Prevention (Printer Driver Setting)

Using the printer driver, specify the printer settings for unauthorized copy prevention.

To use the printer function under the User Authentication, you must enter the login user name and password for the printer driver.

1. **Open the printer driver dialog box.**
2. **On the [Edit] tab, select the [Unauthorized copy...] check box.**
3. **Click [Control Settings...].**
4. **In the [Text] box in the [Unauthorized copy prevention: Text] group, enter the text to be embedded in the printed document.**

   Also, specify **[Font:]**, **[Font style:]**, and **[Size:]**.
5. **Click [OK].**

Reference

For details about the printer driver, see the printer driver Help.

For details about logging in, see the printer driver Help.

For details about specifying data security for copying using the printer driver, see the printer driver Help.

Specifying Printer Settings for Data security for copying (Printer Driver Setting)

If a document printed using this function is copied or stored in the Document Server by a copier or multi-function printer, the copy is grayed out.

Using the printer driver, specify the printer settings for data security for copying.

To use the printer function under the User Authentication, you must enter the login user name and password for the printer driver.

1. **Open the printer driver dialog box.**
2. **On the [Edit] tab, select the [Unauthorized copy...] check box.**
3. **Click [Control Settings...].**

4 **In the [Unauthorized copy prevention: Pattern] group, check the [Data security for copying:].**

If you want to embed text in the printed copy, enter the text in the **[Text]** box in the **[Unauthorized copy prevention: Text]** group.

Also, specify **[Font:]**, **[Font style:]**, and **[Size:]**.

5 **Click [OK].**

Reference

For details about the printer driver, see the printer driver Help.

For details about data security for copying, see p.81 "Data Security for Copying".

For details about logging in, see the printer driver Help.

For details about specifying data security for copying using the printer driver, see the printer driver Help.

3

Specifying Data Security for Copying (Machine Setting)

This can be specified by the machine administrator.

To use this function, the Copy Data Security Unit must be installed.

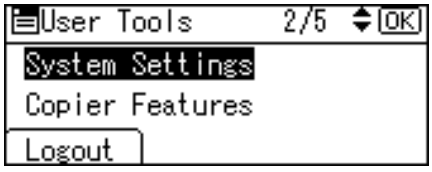
If a document printed is copied, the copy is grayed out.

Important

- ❒ You cannot store files in this machine.
- ❒ If a document that is not copy-guarded is copied, the copy file is not be grayed out.

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

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



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

4 **Select [Data Security for Copying] using 【▲】 or 【▼】, and then press the 【OK】 key.**

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

If you do not want to specify **[Data Security for Copying]**, select **[Off]**.

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

Reference

For details about data security for copying, see p.81 “Data Security for Copying”.

For details about logging on and logging off with administrator authentication, see p.25 “Logging on Using Administrator Authentication”, p.26 “Logging off Using Administrator Authentication”.

Printing a Confidential Document

Depending on the location of the machine, it is difficult to prevent unauthorized persons from viewing prints lying in the machine's output trays. When printing confidential documents, use the Locked Print function.

Important

❒ The hard disk of Function Upgrade Option must be installed.

❖ **Locked Print**

Using the printer's Locked Print function, store files in the machine as Locked Print files and then print them from the control panel and retrieve them immediately, preventing others from viewing them.

Note

❒ To store files temporarily, select **[Stored Print]** under the printer driver. If you select **[Share stored print files]**, also, you can share these files.

Choosing a Locked Print file

Using the printer driver, specify a Locked Print file.

1 Open the printer driver dialog box.

2 Set [Job type:] to [Locked Print].

3 Click [Details...].

4 Enter the user ID and password.

Enter the user ID using up to 8 alphanumeric characters.

Enter the password using 4 to 8 numbers.

The password entered here let you use the Locked Print function.

To print a Locked Print file, enter the same password on the control panel.

5 Click [OK].

A confirmation message appears.

6 Confirm the password by re-entering it.

7 Click [OK].

8 Perform Locked Print.

Reference

If user authentication has been enabled, you must enter the login user name and login password using the printer driver. For details see the printer driver Help.

You can perform locked print even if user authentication is not enabled. For details see "Other Print Operations", Printer Reference.

Printing a Locked Print File

Print Locked Print files using the control panel.

Consult the file administrator if you have forgotten your password.

This can also be specified via Web Image Monitor.

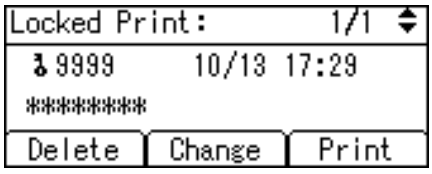
1 **Press the 【Printer】 key.**

2 **Press [Prt.Jobs].**

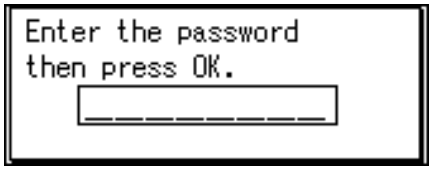
3 **Select [Locked Print Jobs] using 【▲】 or 【▼】, and then press [Job List].**

Only Locked Print files belonging to the user who has logged on appear.

4 **Select the Locked Print file to print using 【▲】 or 【▼】, and then press [Print].**



5 **Enter the password for the stored file, and then press the 【OK】 key.**



Enter the password specified in step 4 on “Choosing a Locked Print file”.

6 **Press [Print].**

Reference

For details about logging on and logging off with user authentication, see p.76 “Login (Using the Control Panel)”, p.76 “Log Off (Using the Control Panel)”.

For details about specifying a password for locked printing via Web Image Monitor, see the Web Image Monitor Help.

Deleting Locked Print Files

This can be specified by the file creator (owner).

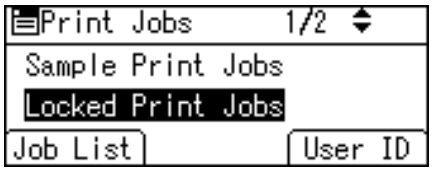
To delete Locked Print files, you must enter the password for the files. If the password has been forgotten, ask the file administrator to change the password.

This can also be specified via Web Image Monitor.

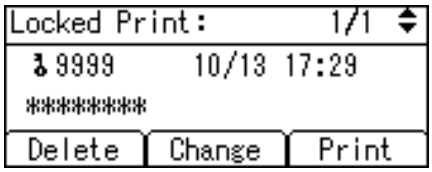
1 **Press the 【Printer】 key.**

2 **Press [Prt.Jobs].**

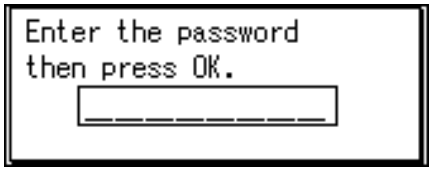
3 **Select [Locked Print Jobs] using 【▲】 or 【▼】, and then press [Job List].**



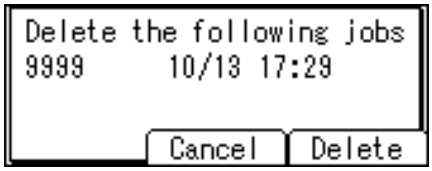
4 **Select the file using 【▲】 or 【▼】, and then press [Delete].**



5 **Enter the password of the Locked Print file, and then press the [OK] key.**



6 **Press [Delete].**



Note

❒ Locked Print files can also be deleted by the file administrator.

Reference

For details about specifying a password for locked printing via Web Image Monitor, see the Web Image Monitor Help.

Changing Passwords of Locked Print Files

This can be specified by the file creator (owner) or file administrator.

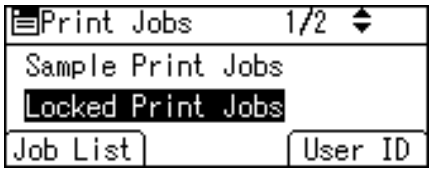
If the password has been forgotten, the file administrator change the password.

This can also be specified via Web Image Monitor.

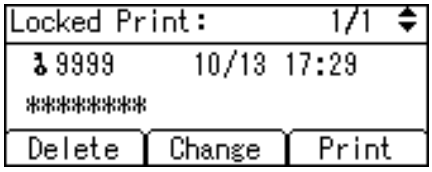
1 **Press the [Printer] key.**

2 **Press [Prt.Jobs].**

3 **Select [Locked Print Jobs] using [▲] or [▼], and then press [Job List].**



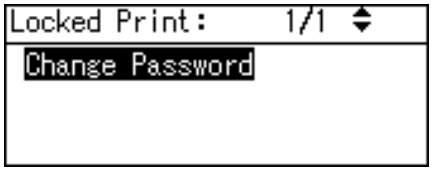
4 **Select the file using [▲] or [▼], and then press [Change].**



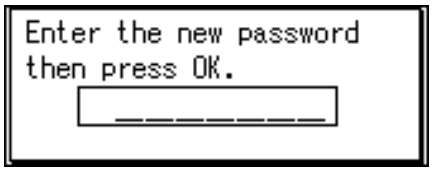
5 **Enter the password using the number keys, and then press the [OK] key.**

The file administrator does not need to enter the password.

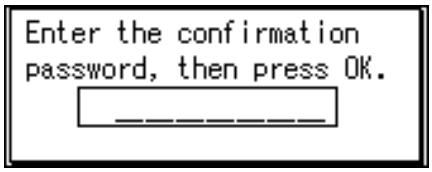
6 **Select [Change Password] using [▲] or [▼], and then press the [OK]key.**



7 **Enter the new password using the number keys, and then press the [OK] key.**



8 **Re-enter the password, and then Press the [OK] key.**



Reference

For details about specifying a password for locked printing via Web Image Monitor, see the Web Image Monitor Help.

Unlocking Locked Print Files

If you specify "Enhance File Protection", the file will be locked and become inaccessible if an invalid password is entered ten times. This section explains how to unlock files.

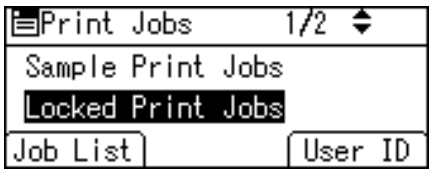
Only the file administrator can unlock files.

This can also be specified via Web Image Monitor.

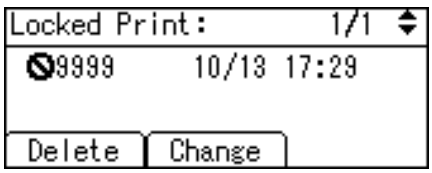
1. **Press the 【Printer】 key.**

2. **Press [Prt.Jobs].**

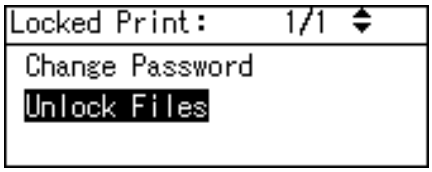
3. **Select [Locked Print Jobs] using 【▲】 or 【▼】, and then press [Job List].**



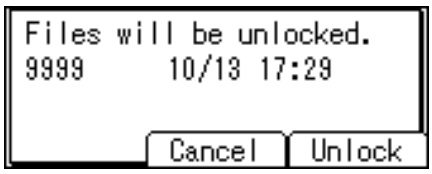
4. **Select the file using 【▲】 or 【▼】, and then press [Change].**



5. **Select [Unlock Files] using 【▲】 or 【▼】, and then press the 【OK】 key.**



6. **Press [Unlock].**



Reference

For details about "Enhance File Protection", see p.141 “Specifying the Extended Security Functions”.

For details about unlocking locked print files via Web Image Monitor, see the Web Image Monitor Help.

Preventing Data Leaks Due to Unauthorized Transmission

If user authentication is specified, the user who has logged on will be designated as the sender to prevent data from being sent by an unauthorized person masquerading as the user.

You can also limit the direct entry of destinations to prevent files from being sent to destinations not registered in the address book.

Restrictions on Destinations

This can be specified by the user administrator.

Make the setting to disable the direct entry of e-mail addresses and phone numbers under the scanner and fax functions.

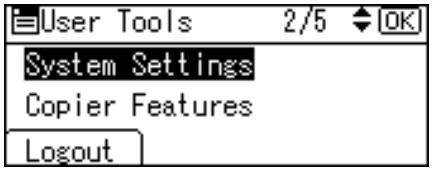
By making this setting, the destinations can be restricted to addresses registered in the address book.

If you set **[Restrict Use of Dest.]** to **[On]**, you can prohibit users from directly entering telephone numbers, e-mail addresses, or Folder Path in order to send files. If you set **[Restrict Use of Dest.]** to **[Off]**, **[Restrict Adding User Dest.]** appears. In **[Restrict Adding User Dest.]**, you can restrict users from registering data in the address book.

If you set **[Restrict Adding User Dest.]** to **[Off]**, users can directly enter destination telephone numbers, e-mail addresses, and Folder Path in **[Add Dest]** on the fax and scanner screens. If you set **[Restrict Adding User Dest.]** to **[On]**, users can specify destinations directly, but cannot use **[Add Dest]** to register data in the address book. When this setting is made, only the user administrator can change the address book.

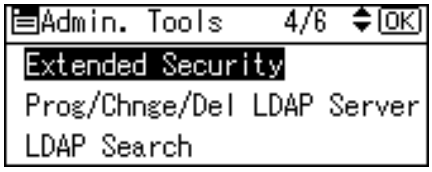
1 **Press the 【User Tools/Counter】 key.**

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

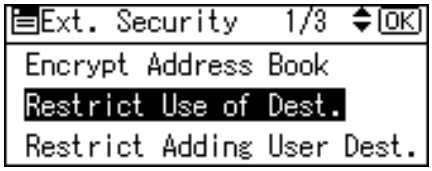


3 **Select [Administrator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

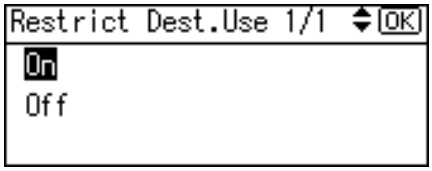
4 **Select [Extended Security] using [▲] or [▼], and then press the [OK] key.**



5 **Select [Restrict Use of Dest.] using [▲] or [▼], and then press the [OK] key.**



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



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

Reference

For details about restricting destinations, see p.141 “Specifying the Extended Security Functions”.

For details about logging on and logging off with administrator authentication, see p.25 “Logging on Using Administrator Authentication”, p.26 “Logging off Using Administrator Authentication”.

Protecting the Address Book

If user authentication is specified, the user who has logged on will be designated as the sender to prevent data from being sent by an unauthorized person masquerading as the user.

To protect the data from unauthorized reading, you can also encrypt the data in the address book.

Address Book Access Permission

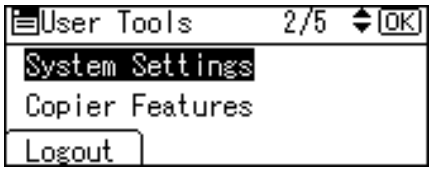
This can be specified by the registered user. The access permission can also be specified by a user granted full control or the user administrator.

You can specify who is allowed to access the data in the address book.

By making this setting, you can prevent the data in the address book being used by unregistered users.

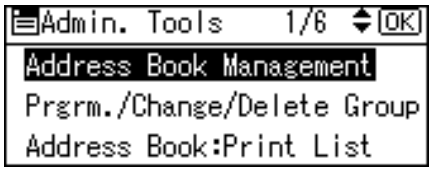
1. **Press the 【User Tools/Counter】 key.**

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

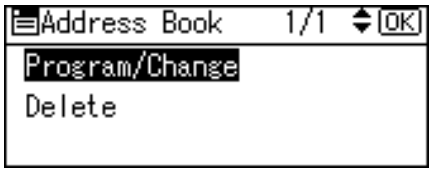


3. **Select [Administrator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

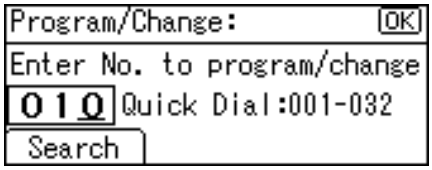
4. **Select [Address Book Management] using 【▲】 or 【▼】, and then press the 【OK】 key.**



5. **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**

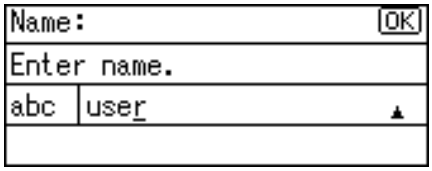


6 **Enter the registration number you want to program using the number keys or the Quick Dial keys, and then press the【OK】key.**

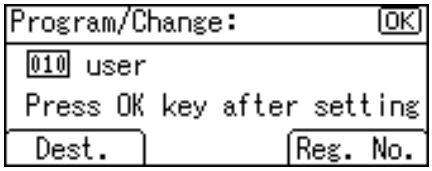


By pressing **[Search]**, you can search by Name, Display Destination List, Registration No., User Code, Fax Destination, Email Address, and Folder Name.

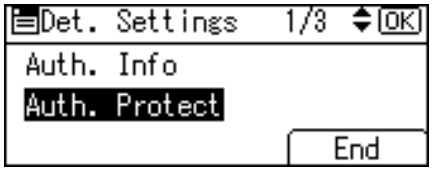
7 **Press the【OK】key.**



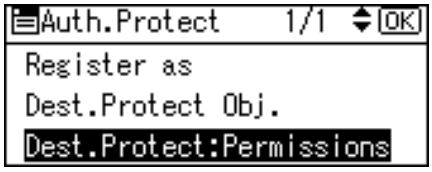
8 **Press [Dest.].**



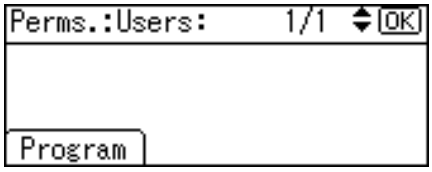
9 **Select [Auth. Protect] using【▲】or【▼】, and then press the【OK】key.**



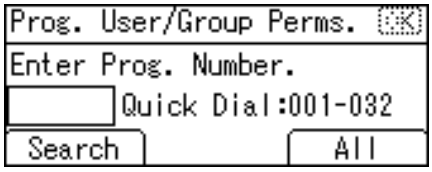
10 **Select [Dest.Protect:Permissions] using【▲】or【▼】, and then press the【OK】key.**



11 **Press [Program].**



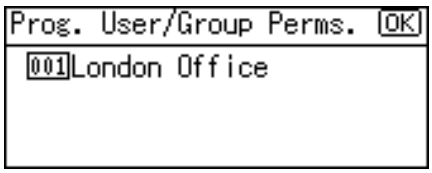
⓬ **Select the users or groups to register.**



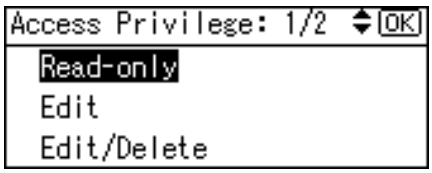
You can select more than one user.

By pressing **[All]**, you can select all the users.

⓭ **Press the【OK】key.**



⓮ **Select the permission, and then press the【OK】key.**



Select the permission, from **[Read-only]**, **[Edit]**, **[Edit/Delete]**, or **[Full Control]**.

To register multiple users, repeat steps ⓬ to ⓮.

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

Reference

For details about logging on and logging off with administrator authentication, see p.25 “Logging on Using Administrator Authentication”, p.26 “Logging off Using Administrator Authentication”.

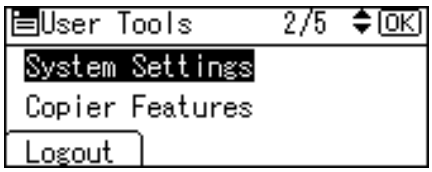
Encrypting the Data in the Address Book

This can be specified by the user administrator.

Encrypt the data in the address book.

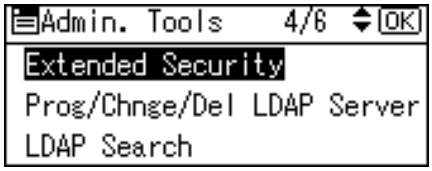
❶ **Press the【User Tools/Counter】key.**

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

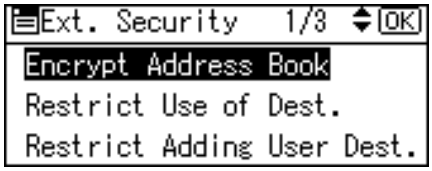


3 **Select [Administrator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

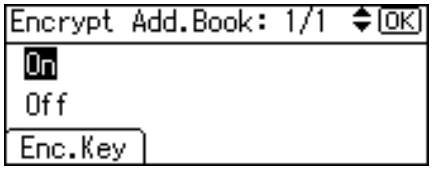
4 **Select [Extended Security] using 【▲】 or 【▼】, and then press the 【OK】 key.**



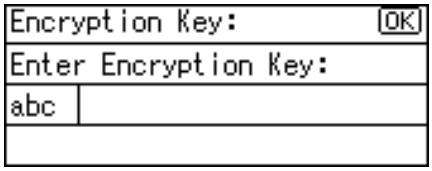
5 **Select [Encrypt Address Book] using 【▲】 or 【▼】, and then press the 【OK】 key.**



6 **Select [On] using 【▲】 or 【▼】, and then press [Enc.Key].**

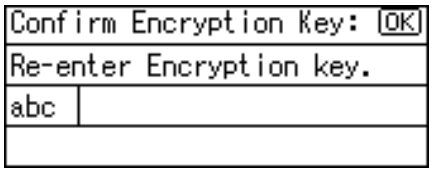


7 **Enter the encryption key, and then press the 【OK】 key.**

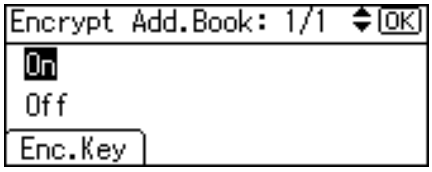


Enter the encryption key using up to 32 alphanumeric characters.

8 **Re-enter the encryption key, and then press the 【OK】 key.**



9 **Press the【OK】key.**



10 **Press [OK].**

Do not switch the main power off during encryption, as doing so may corrupt the data.

Encrypting the data in the address book may take a long time.

The time it takes to encrypt the data in the address book depends on the number of registered users.

The machine cannot be used during encryption.

Normally, once encryption is complete, **[Exit]** appears.

If you press **[Stop]** during encryption, the data is not encrypted.

If you press **[Stop]** during decryption, the data stays encrypted.

11 **Press [Exit].**

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

Note

❒ If you register additional users after encrypting the data in the address book, those users are also encrypted.

Reference

For details about logging on and logging off with administrator authentication, see p.25 “Logging on Using Administrator Authentication”, p.26 “Logging off Using Administrator Authentication”.

For details about encrypting the entries in the address book, see p.141 “Specifying the Extended Security Functions”.

Deleting Data on the Hard Disk

To use this function, the optional DataOverwriteSecurity unit must be installed.

① Hard Disk
The machine's optional hard disk lets you store data under the copy, printer, fax, and scanner functions, as well as the address book and counters stored under each user code.

② Data Not Overwritten in the Hard Disk
The machine's memory lets you store fax numbers and data transmitted using the fax function, and network TWAIN scanner. Even if you delete the data on the hard disk, this data remains intact.

Overwriting the Data on the Hard Disk

You can prevent data leakage by automatically overwriting temporarily saved data (Auto Erase Memory) or overwriting all the data stored on the hard disk (Erase All Memory).

❖ **Auto Erase Memory Setting**
To erase selected data on the hard disk, specify **[Auto Erase Memory Setting]**.

❖ **Erase All Memory**
To erase all the data on the hard disk, using **[Erase All Memory]**.

❖ **Methods of Erasing the Data**
You can select the method of erasing the data from the following:
The default is "NSA".

NSA *1	Overwrites the data on the hard disk twice with random numbers and once with zeros.
DoD *2	Overwrites the data with a number, its complement, and random numbers, and then checks the result.
Random Numbers	Overwrites the data with random numbers the specified number of times. You can specify between 1 and 9 as the number of times the data is overwritten with random numbers. The default is 3 times.

*1 National Security Agency
*2 Department of Defense

Note

❒ Depending on the hard disk capacity and the method of erasing the data, this action may take a few hours. Once you start the Erase All Memory function, no other machine operation is possible until the function completes or you quit the function.

Reference

For details about the different methods of erasing data, see the manual supplied with the Data Overwrite Security unit.

Auto Erase Memory Setting

This can be specified by the machine administrator.

A document scanned in Copier, Fax, or Scanner mode, or print data sent from a printer driver is temporarily stored on the machine's hard disk.

Even after the job is completed, it remains in the hard disk as temporary data. Auto Erase Memory erases the temporary data on the hard disk by writing over it.

Overwriting starts automatically once the job is completed.

The Copier, Fax, Scanner, and Printer functions take priority over the Auto Erase Memory function. If a copy, fax, scanner or print job is in progress, overwriting will only be done after the job is completed.

Important

❒ When Auto Erase Memory is set to "On", temporary data that remained on the hard disk when Auto Erase Memory was "Off" might not be overwritten.

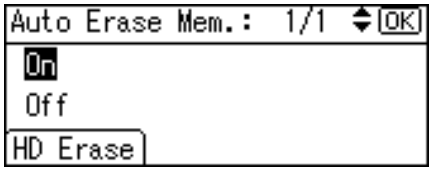
1. **Press the 【User Tools/Counter】 key.**

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

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

4. **Select [Auto Erase Memory Setting] using 【▲】 or 【▼】, and then press the 【OK】 key.**

5 **Select [On] using [▲] or [▼], and then press [HD Erase].**



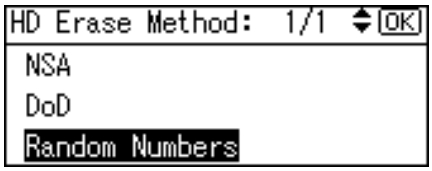
Select the method of erasing the data from **[NSA]**, **[DoD]**, or **[Random Numbers]**.

If you select **[Random Numbers]**, proceed to step **6**.

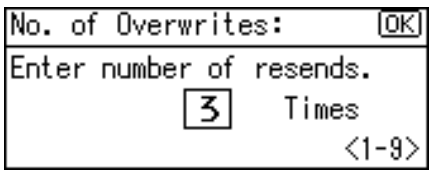
If you select **[NSA]** proceed to step **8**.

If you select **[DoD]**, proceed to step **9**.

6 **Select [Random Numbers] using [▲] or [▼], and then press the [OK] key.**

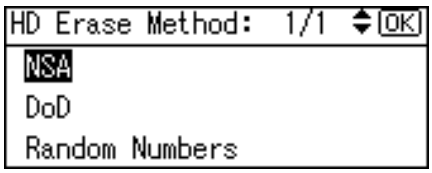


7 **Enter the number of times that you want to overwrite using the number keys, and then press the [OK] key.**



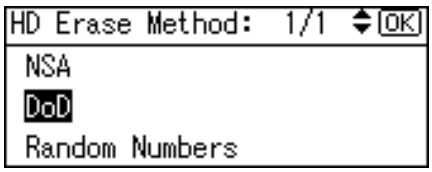
Auto Erase Memory is set.

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



Auto Erase Memory is set.

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



Auto Erase Memory is set.

Note

❒ Should the main power switch of the machine be turned off before overwriting is completed, the temporary data will remain on the hard disk until the main power switch is next turned on and overwriting is resumed.

❒ If the overwriting method is changed while overwriting is in progress, the remainder of the temporary data will be overwritten using the method set originally.

Reference

For details about logging on and logging off with administrator authentication, see p.25 “Logging on Using Administrator Authentication”, p.26 “Logging off Using Administrator Authentication”.

Canceling Auto Erase Memory

1 Follow steps 1 to 4 in "Auto Erase Memory Setting".

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

Auto Erase Memory is disabled.

Note

❒ To set Auto Erase Memory to "On" again, repeat the procedure in "Auto Erase Memory Setting".

Types of Data that Can or Cannot Be Overwritten

The following table shows the types of data that can or cannot be overwritten by Auto Erase Memory.

❖ Data overwritten by Auto Erase Memory

Copier	• Copy jobs
Printer	• Print Jobs • Sample Print/Locked Print/Hold Print/Stored Print Jobs *1 • Spool Printing jobs • PDF Direct Print data
Fax *2	• LAN fax print jobs • Data transmitted or received by Internet Fax
Scanner *3	• Scanned files sent by e-mail • Files sent by Scan to Folder • Documents sent using DeskTopBinder, the ScanRouter delivery software or a Web Image Monitor

*1 A Sample Print, Locked Print, Hold Print or Stored Print job can only be overwritten after it has been executed. Stored print jobs can be overwritten by Auto Erase Memory only if they have been deleted in advance.

*2 The data for fax transmission and the registered fax numbers are stored in the memory.
This data is not stored on the hard disk, so it will not be overwritten by Auto Erase Memory.

*3 Data scanned with network TWAIN scanner will not be overwritten by Auto Erase Memory.

❖ Data not overwritten by Auto Erase Memory

- Information registered in the Address Book *1
- Counters stored under each user code
- Image overlay data *2

*1 Data stored in the Address Book can be encrypted for security. For details, see p.97 "Encrypting the Data in the Address Book".

*2 Image overlay data can be overwritten by Auto Erase Memory only if it is deleted in advance.

Erase All Memory

This can be specified by the machine administrator.

You can erase all the data on the hard disk by writing over it. This is useful if you relocate or dispose of your machine.

Important

❒ If you select Erase All Memory, the following are also deleted: user codes, counters under each user code, data stored in the Address Book, printer fonts downloaded by users, applications using Embedded Software Architecture, SSL device certificates, and the machine's network settings.

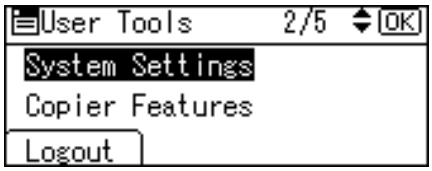
❒ Should the main power switch of the machine be turned off before Erase All Memory is completed, overwriting is canceled.

❒ Make sure the main power switch is not turned off during overwriting.

1 Disconnect communication cables connected to the machine.

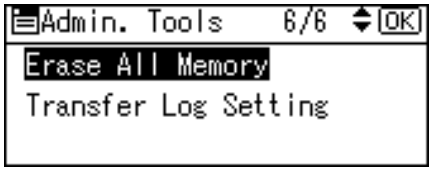
2 Press the 【User Tools/Counter】 key.

3 Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.



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

5 **Select [Erase All Memory] using [▲] or [▼], and then press the [OK] key.**



6 **Select the method of erasing the data.**

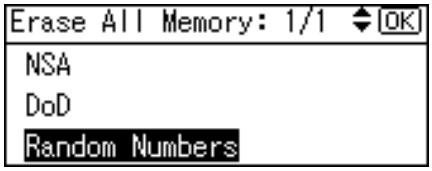
Select the method of erasing the data from **[NSA]**, **[DoD]**, or **[Random Numbers]**.

If you select **[Random Numbers]**, proceed to step **7**.

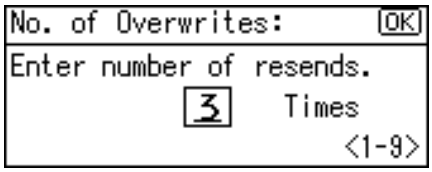
If you select **[NSA]** proceed to step **9**.

If you select **[DoD]**, proceed to step **10**.

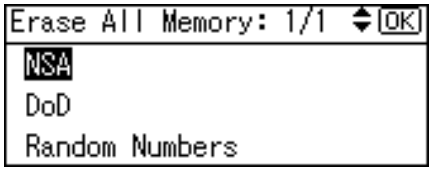
7 **Select [Random Numbers] using [▲] or [▼], and then press the [OK] key.**



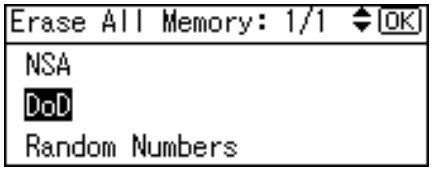
8 **Enter the number of times that you want to overwrite using the number keys, and then press the [OK] key.**



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



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



11 **Press [Yes].**

12 **When overwriting is completed, press [Exit], and then turn off the power.**

Note

❒ If the main power is turned off when Erase All Memory is in progress, overwriting will start again when you next turn on the main power.

❒ If an error occurs before overwriting is completed, turn off the main power. Turn it on again, and then repeat from step **2**.

Reference

For details about logging on and logging off with administrator authentication, see p.25 “Logging on Using Administrator Authentication”, p.26 “Logging off Using Administrator Authentication”.

Before turning the power off, see "Turning On the Power", About This Machine.

Before erasing the hard disk, you can back up user codes, counters for each user code, and Address Book data using SmartDeviceMonitor for Admin. For details, see SmartDeviceMonitor for Admin Help.

Canceling Erase All Memory

1 **Press [Stop] while Erase All Memory is in progress.**

2 **Press [Yes].**

Erase All Memory is canceled.

3 **Turn off the main power.**

Note

❒ If you stop this before completion, the data is not fully erased. Execute **[Erase All Memory]** again to erase the data.

❒ To resume overwriting after power off, turn on the main power of the machine, and then repeat the procedure in "Erase All Memory".

4. Managing Access to the Machine

Preventing Modification of Machine Settings

Administrator type determines which machine settings can be modified. Users cannot change the administrator settings. In **[Admin. Auth. Management]**, **[Items]**, the administrator can select which settings users cannot specify.

Register the administrators before using the machine.

❖ **Type of Administrator**

Register the administrator on the machine, and then authenticate the administrator using the administrator's login user name and password. The administrator can also specify **[Items]** in **[Admin. Auth. Management]** to prevent users from specifying certain settings. Administrator type determines which machine settings can be modified. The following types of administrators can be designated:

- User Administrator
- Network Administrator
- Machine Administrator
- File Administrator

❖ **Menu Protect**

Use this function to specify the permission level for users to change those settings accessible by non-administrators.

You can specify Menu Protect for the following settings:

- Copier Features
- Fax Features
- Printer Features
- Scanner Features

Reference

For details about the menu protect level for each function, see p.182 “User Settings - Copier Features”, p.183 “User Settings - Printer Features”, p.186 “User Settings - Scanner Features” and p.188 “User Settings - Fax Features”.

For details about the administrator, see p.11 “Administrators”.

For details about administrator authentication, see p.18 “Administrator Authentication”.

For details about the user administrator, see p.177 “User Administrator Settings”.

For details about the network administrator, see p.170 “Network Administrator Settings”.

For details about the machine administrator, see p.162 “Machine Administrator Settings”.

For details about the file administrator, see p.175 “File Administrator Settings”.

Menu Protect

The administrator can also limit users' access permission to the machine's settings. The machine's System Settings menu and the printer's regular menus can be locked so they cannot be changed. This function is also effective when management is not based on user authentication.

To change the menu protect setting, you must first enable administrator authentication.

Menu Protect

You can set menu protect to **[Off]**, **[Level 1]**, or **[Level 2]**. If you set it to **[Off]**, no menu protect limitation is applied. To limit access to the fullest extent, select **[Level 2]**.

Reference

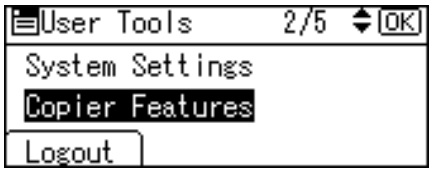
For details about the menu protect level for each function, see p.182 "User Settings - Copier Features", p.183 "User Settings - Printer Features", p.186 "User Settings - Scanner Features" and p.188 "User Settings - Fax Features".

Copying Functions

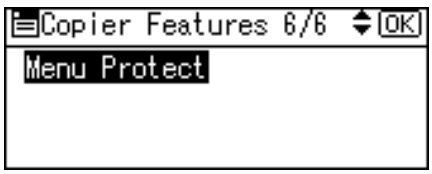
Set **[Machine Management]** to **[On]** in **[Admin. Auth. Management]** in **[Administrator Tools]** in **[System Settings]** before specifying **[Menu Protect]** in **[Copier Features]**.

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

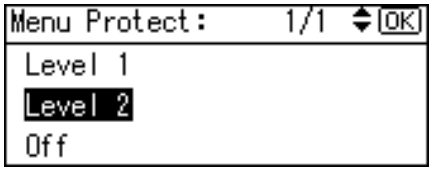
2 **Select [Copier Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**



3 **Select [Menu Protect] using 【▲】 or 【▼】, and then press the 【OK】 key.**



4 Select the menu protect level using [▲] or [▼], and then press [OK] key.



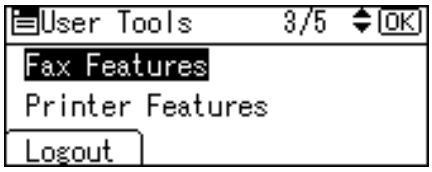
5 Press the [User Tools/Counter] key.

Fax Functions

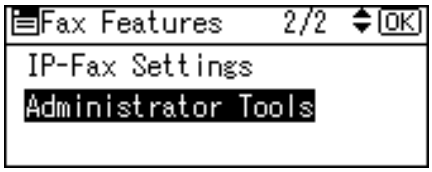
Set **[Machine Management]** to **[On]** in **[Admin. Auth. Management]** in **[Administrator Tools]** in **[System Settings]** before specifying **[Menu Protect]** in **[Fax Features]**.

1 Press the [User Tools/Counter] key.

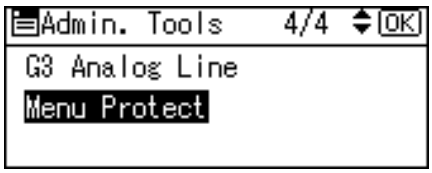
2 Select [Fax Features] using [▲] or [▼], and then press the [OK] key.



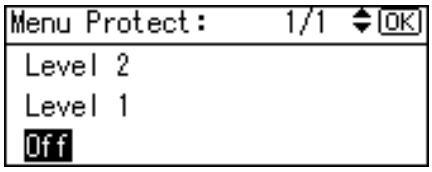
3 Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.



4 Select [Menu Protect] using [▲] or [▼], and then press the [OK] key.



5 Select the menu protect level using [▲] or [▼], and then press [OK] key.



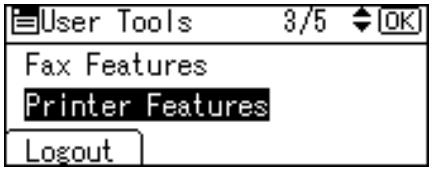
6 Press the [User Tools/Counter] key.

Printer Functions

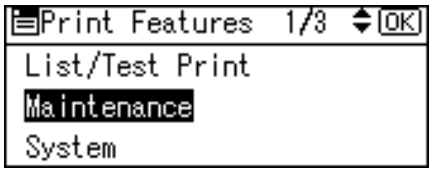
Set **[Machine Management]** to **[On]** in **[Admin. Auth. Management]** in **[Administrator Tools]** in **[System Settings]** before specifying **[Menu Protect]** in **[Printer Features]**.

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

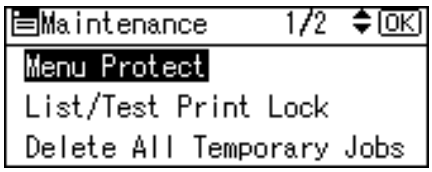
2. **Select [Printer Features] using【▲】or【▼】, and then press the【OK】key.**



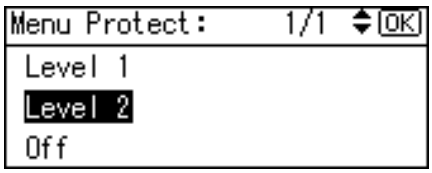
3. **Select [Maintenance] using【▲】or【▼】, and then press the【OK】key.**



4. **Select [Menu Protect] using【▲】or【▼】, and then press the【OK】key.**



5. **Select the menu protect level using【▲】or【▼】, and then press【OK】key.**



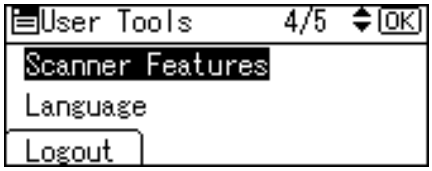
6. **Press the【User Tools/Counter】key.**

Scanner Functions

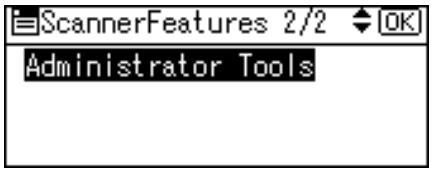
Set **[Machine Management]** to **[On]** in **[Admin. Auth. Management]** in **[Administrator Tools]** in **[System Settings]** before specifying **[Menu Protect]** in **[Scanner Features]**.

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

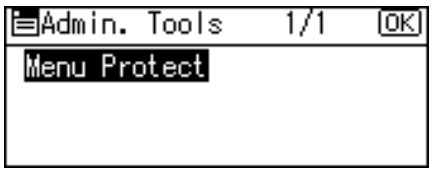
2. **Select [Scanner Features] using 【▲】 or 【▼】, and then press the 【OK】 key.**



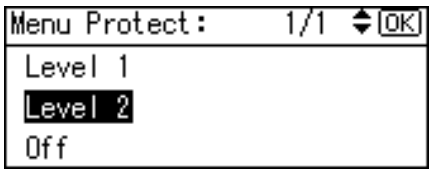
3. **Select [Administrator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**



4. **Select [Menu Protect] using 【▲】 or 【▼】, and then press the 【OK】 key.**



5. **Select the menu protect level using 【▲】 or 【▼】, and then press 【OK】 key.**



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

Limiting Available Functions

To prevent unauthorized operation, you can specify who is allowed to access each of the machine's functions.

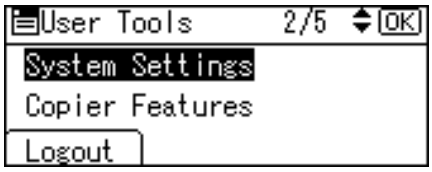
❖ **Available Functions**
Specify the available functions from the copier, fax, scanner, and printer functions.

Specifying Which Functions are Available

This can be specified by the user administrator. Specify the functions available to registered users. By making this setting, you can limit the functions available to users.

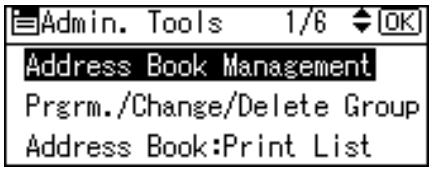
1 **Press the 【User Tools/Counter】 key.**

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

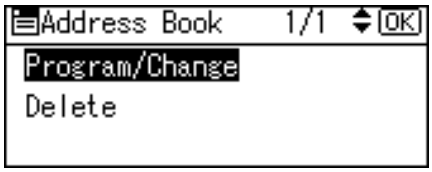


3 **Select [Administrator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

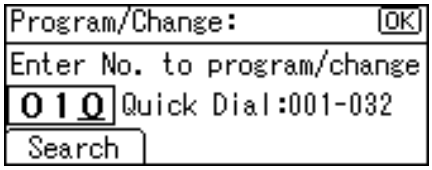
4 **Select [Address Book Management], using 【▲】 or 【▼】, and then press the 【OK】 key.**



5 **Select [Program/Change] using 【▲】 or 【▼】, and then press the 【OK】 key.**

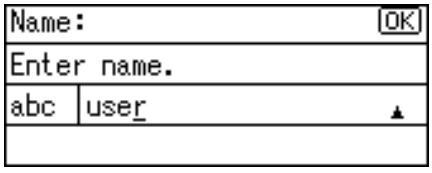


6 **Enter the registration number you want to program using the number keys or the Quick Dial keys, and then press the [OK] key.**

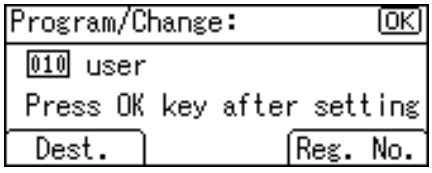


By pressing **[Search]**, you can search by Name, Display Destination List, Registration No., Fax Destination, E-mail Address, and Folder Name.

7 **Press the [OK] key.**

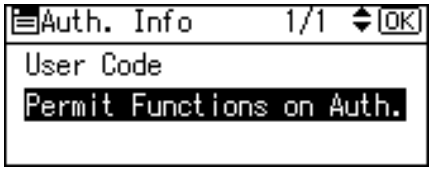


8 **Press [Dest.].**



9 **Select [Auth. Info] using [▲] or [▼], and then press the [OK]key.**

10 **Select [Permit Functions on Auth.] using [▲] or [▼], and then press the [OK] key.**

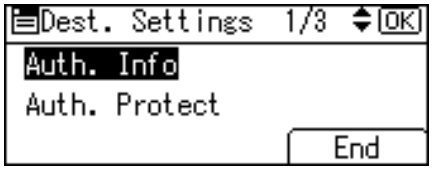


11 **Select which of the machine's functions you want to permit using [▲] or [▼], and then press the [►] key.**

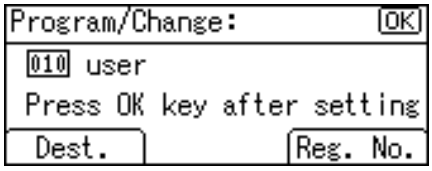
⓬ **Press the【OK】key.**

⓭ **Press the【Escape】key.**

⓮ **Press [End].**



⓯ **Press the【OK】key.**



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

Reference

For details about logging on and logging off with administrator authentication, see p.25 “Logging on Using Administrator Authentication”, p.26 “Logging off Using Administrator Authentication”.

Managing Log Files

① Log information
To view the log, Web SmartDeviceMonitor Professional IS/Standard is required.
The following log information is stored in the machine's memory and on its hard disk:

- Job log
  Stores information about workflow related to user files, such as copying, printing, Fax delivery, and scan file delivery
- Access log
  Stores information about access, such as logging on and off.

② Deleting log information
To view the log, Web SmartDeviceMonitor Professional IS/Standard is required.
By deleting the log stored in the machine, you can free up space on the hard disk.

③ Transferring log information
To transfer the log, Web SmartDeviceMonitor Professional IS/Standard is required.
You can transfer the log information, which indicates who tried to gain access and at what time.
By transferring the log files, you can check the history data and identify unauthorized access.

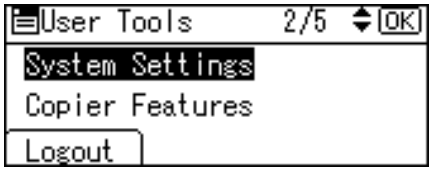
Specifying Delete All Logs

This can be specified by the machine administrator.

By deleting the log stored in the machine, you can free up space on the hard disk.

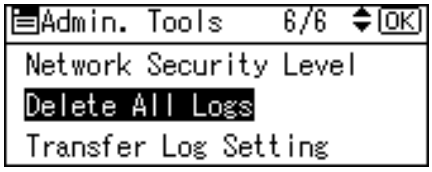
1 **Press the 【User Tools/Counter】 key.**

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



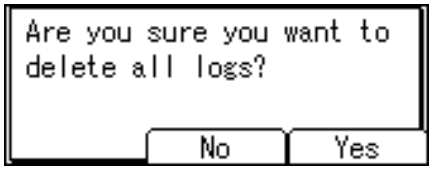
3 **Select [Administrator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

4 **Select [Delete All Logs] using [▲] or [▼], and then press the [OK] key.**



A confirmation message appears.

5 **Press [Yes].**



6 **Press [Exit].**

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

Transfer Log Setting

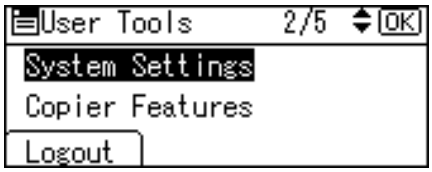
The machine administrator can select **[On]** from Web SmartDeviceMonitor Professional IS/Standard only.

When using the machine's control panel, you can change the setting to **[Off]** only if it is set to **[On]**.

You can check and change the transfer log setting. This setting lets you transfer log files to Web SmartDeviceMonitor Professional IS/Standard to check the history data and identify unauthorized access.

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

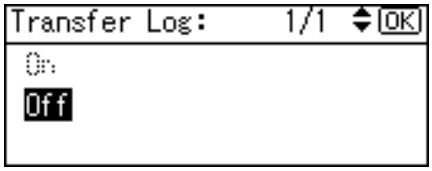
2 **Select [System Settings] using [▲] or [▼], and then press the [OK] key.**



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

4 **Select [Transfer Log Setting] using [▲] or [▼], and then press the [OK] key.**

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



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

Reference

For details about Web SmartDeviceMonitor Professional IS/Standard, contact your local dealer.

For details about the transfer log setting, see Web SmartDeviceMonitor Professional IS/Standard help.

5. Enhanced Network Security

Preventing Unauthorized Access

You can limit IP addresses, disable ports and protocols, or use Web Image Monitor to specify the network security level to prevent unauthorized access over the network and protect the address book, stored files, and default settings.

Enabling/Disabling Protocols

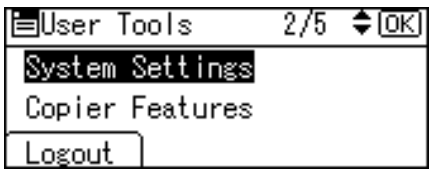
This can be specified by the network administrator.

Specify whether to enable or disable the function for each protocol.

By making this setting, you can specify which protocols are available and so prevent unauthorized access over the network.

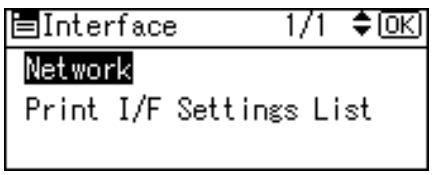
1 **Press the 【User Tools/Counter】 key.**

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

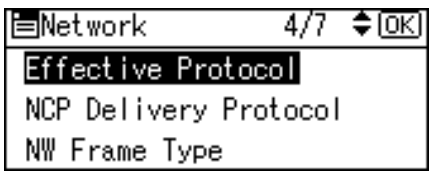


3 **Select [Interface Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

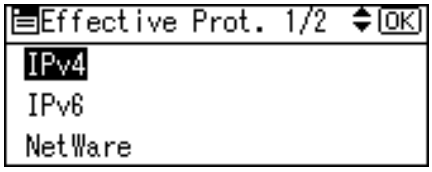
4 **Select [Network] using 【▲】 or 【▼】, and then press the 【OK】 key.**



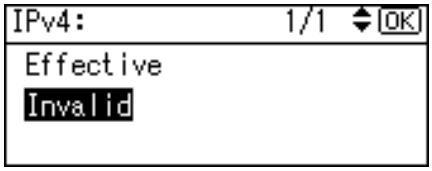
5 **Select [Effective Protocol] using 【▲】 or 【▼】, and then press the 【OK】 key.**



6 **Select the protocol you want to specify, and then press the [OK] key.**



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



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

Reference

For details about logging on and logging off with administrator authentication, see p.25 “Logging on Using Administrator Authentication”, p.26 “Logging off Using Administrator Authentication”.

Advanced network settings can be specified using Web Image Monitor. For details, see the Web Image Monitor Help.

Access Control

This can be specified by the network administrator.

The machine can control TCP/IP access.

Limit the IP addresses from which access is possible by specifying the access control range.

For example, if you specify the access control range as **[192.168.15.16]-[192.168.15.20]**, the client PC addresses from which access is possible will be from 192.168.15.16 to 192.168.15.20.

Important

- ❒ Using access control, you can limit access involving LPR, RCP/RSH, FTP, IPP, DIPRINT, Web Image Monitor, SmartDeviceMonitor for Client or DeskTopBinder. You cannot limit the monitoring of SmartDeviceMonitor for Client.
- ❒ You cannot limit access involving telnet or SmartDeviceMonitor for Admin when using the SNMPv1 monitoring.

1 **Open a Web browser.**

2 **Enter "http://(machine's IP address or host name)/" in the address bar to access the machine.**

3 **Log onto the machine.**

The network administrator can log on using the appropriate login user name and login password.

4 **Click [Configuration], and then click [Access Control], under [Security].**

The **[Access Control]** page appears.

5 **To specify the IPv4 Address, in [Access Control Range], enter an IP address that has access to the machine.**

To specify the IPv6 Address, in **[Access Control Range]** - **[Range]**, enter an IP address that has access to the machine, or in **[Mask]**, enter an IP address that has access to the machine and specify the **[Mask Length]**.

6 **Click [OK].**

Access control is set.

7 **Log off from the machine.**

Reference

For details about specifying access control, see the Web Image Monitor Help.

Specifying Network Security Level

This can be specified by the network administrator.

This setting lets you change the security level to limit unauthorized access.

Set the security level to **[Level 0]**, **[Level 1]**, or **[Level 2]**.

Select **[Level 2]** for maximum security to protect confidential information.

Select **[Level 1]** for moderate security. Use this setting if the machine is connected to the office local area network (LAN).

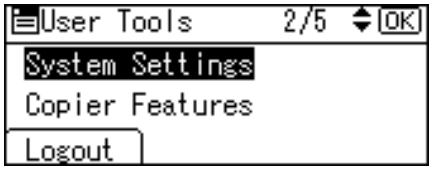
Select **[Level 0]** to use this setting if no information needs to be protected.

You can use the control panel to select the security level for the entire network.

If you change this setting using Web Image Monitor, the network security level settings other than the specified one will be reset to the default.

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

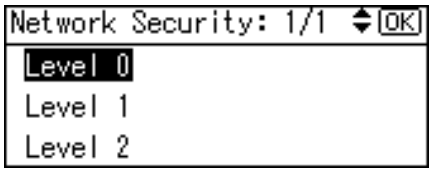
2 **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**



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

4 **Select [Network Security Level] using [▲] or [▼], and then press the [OK] key.**

5 **Select the network security level using [▲] or [▼], and then press the [OK] key.**



Select **[Level 0]**, **[Level 1]**, or **[Level 2]**.

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

Reference

For details about logging on and logging off with user authentication, see p.25 “Logging on Using Administrator Authentication”, p.26 “Logging off Using Administrator Authentication”.

Status of Functions under each Network Security Level

A = Available

UA = Unavailable

PO = Port is open.

PC = Port is closed.

AT = Automatic

CO = Ciphertext Only

CP = Ciphertext Priority

❖ Interface

Function	Level 0	Level 1	Level 2
Bluetooth	A	A	UA

❖ TCP/IP

Function	Level 0	Level 1	Level 2
TCP/IP	A	A	A
HTTP> Port 80	PO	PO	PO
HTTP> Port 443	PO	PO	PO
HTTP> Port 631	PO	PO	PC
HTTP> Port 7443/7444	PO	PO	PO
IPP> Port 443	PO	PO	PO
DIPRINT	A	A	UA
LPR	A	A	UA
FTP> Port 21	PO	PO	PO
Ssh> Port 22	PO	PO	PO
sftp	PO	PO	PO
RFU> Port 10021	PO	PO	PO
RSH/RCP	A	A	UA
SNMP	A	A	A
SNMP v1v2> Setting	A	UA	UA
SNMP v1v2> Browse	A	A	UA
SNMP v3	A	A	A
SNMP v3> SNMP Encryption	AT	AT	CO
TELNET	A	UA	UA
SSDP> Port 1900	PO	PO	PC
NBT> Port 137/138	PO	PO	PC
SSL	A	A	A

Function	Level 0	Level 1	Level 2
SSL> SSL / TLS Encryption Mode	CP	CP	CO
DNS	A	A	UA
SMB	A	A	UA

❖ NetWare

Function	Level 0	Level 1	Level 2
NetWare	A	A	UA

❖ AppleTalk

Function	Level 0	Level 1	Level 2
AppleTalk	A	A	UA

Encrypting Transmitted Passwords

Prevent login passwords, group passwords for PDF files, and IPP authentication passwords from being revealed by encrypting them for transmission.

Also, encrypt the login password for administrator authentication and user authentication.

❖ **Driver Encryption Key**
Encrypt the password transmitted when specifying user authentication.
To encrypt the login password, specify the driver encryption key on the machine and on the printer driver installed in the user's computer.

❖ **Group Passwords for PDF Files**
DeskTopBinder's PDF Direct Print function allows a PDF group password to be specified to enhance security.

❖ **Password for IPP Authentication**
To encrypt the IPP Authentication password on the Web Image Monitor, set **[Authentication]** to **[DIGEST]**, and then specify the IPP Authentication password set on the machine.

Note

❒ You can use Telnet or FTP to manage passwords for IPP authentication, although it is not recommended.

❒ You cannot perform PDF Direct Print for compressed PDF files.

❒ To use PDF direct print, the PostScript 3 unit option must be installed.

Reference

For details about the driver encryption key, see p.141 "Specifying the Extended Security Functions".

Driver Encryption Key

This can be specified by the network administrator.

Specify the driver encryption key on the machine.

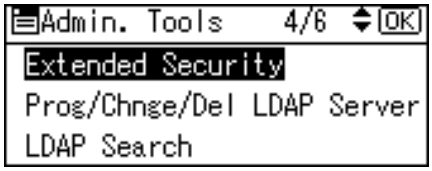
By making this setting, you can encrypt login passwords for transmission to prevent them from being analyzed.

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

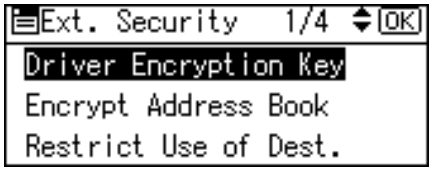
2 **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

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

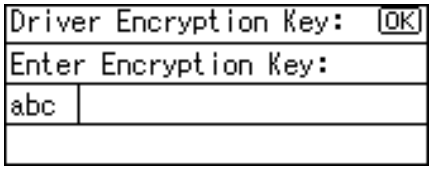
4 **Select [Extended Security] using 【▲】 or 【▼】, and then press the 【OK】 key.**



5 **Select [Driver Encryption Key] using 【▲】 or 【▼】, and then press the 【OK】 key.**



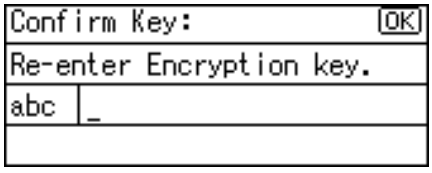
6 **Enter the driver encryption key, and then press the 【OK】 key.**



Enter the driver encryption key using up to 32 alphanumeric characters.

The network administrator must give users the driver encryption key specified on the machine so they can register it on their computers. Make sure to enter the same driver encryption key as that specified on the machine.

Re-enter the driver encryption key, and then press the 【OK】 key.



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

Reference

For details about the printer driver, see the printer driver Help.

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

For details about the driver encryption key, see p.141 “Specifying the Extended Security Functions”.

For details about logging on and logging off with administrator authentication, see p.25 “Logging on Using Administrator Authentication”, p.26 “Logging off Using Administrator Authentication”.

Group Password for PDF files

This can be specified by the network administrator.

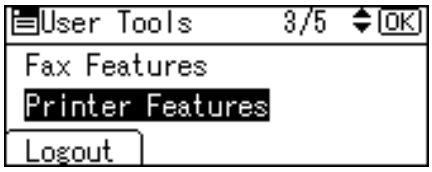
On the machine, specify the group password for PDF files.

By using a PDF group password, you can enhance security and so protect passwords from being analyzed.

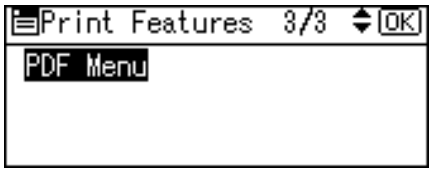
5

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

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

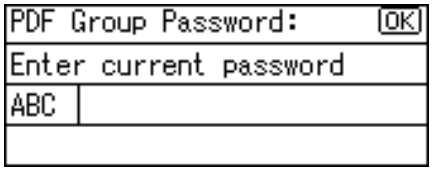


3. **Select [PDF Menu] using 【▲】 or 【▼】, and then press the 【OK】 key.**



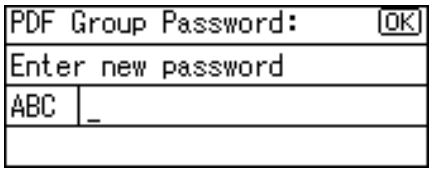
4. **Select [PDF Group Password] 【▲】 or 【▼】, and then press the 【OK】 key.**

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

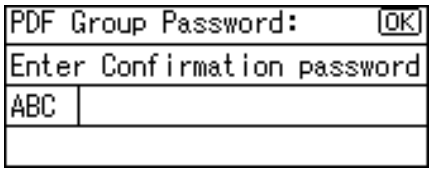


Enter the group password for PDF files using up to 32 alphanumeric characters.

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



7 **Re-enter the new password, and then press the [OK] key.**



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

Note

- The network administrator must give users the group password for PDF files that is already registered on the machine. The users can register it in DeskTopBinder on their computers. For details, see the DeskTopBinder Help
- Make sure to enter the same character string as that specified on the machine for the group password for PDF files.
- The group password for PDF files can also be specified using Web Image Monitor. For details, see the Web Image Monitor Help.

Reference

For details about logging on and logging off with administrator authentication, see p.25 “Logging on Using Administrator Authentication”, p.26 “Logging off Using Administrator Authentication”.

IPP Authentication Password

This can be specified by the network administrator.

Specify the IPP authentication passwords for the machine using Web Image Monitor.

By making this setting, you can encrypt IPP authentication passwords for transmission to prevent them from being analyzed.

1 Open a Web browser.

2 Enter "http://(machine's IP address or host name)/" in the address bar to access the machine.

3 Log onto the machine.

The network administrator can log on. Enter the login user name and login password.

4 Click [Configuration], and then click [IPP Authentication], under [Security].

The **[IPP Authentication]** page appears.

5 Select [DIGEST] from the [Authentication] list.

6 Enter the user name in the [User Name] box.

7 Enter the password in the [Password] box.

8 Click [OK].

IPP authentication is specified.

9 Log off from the machine.

Note

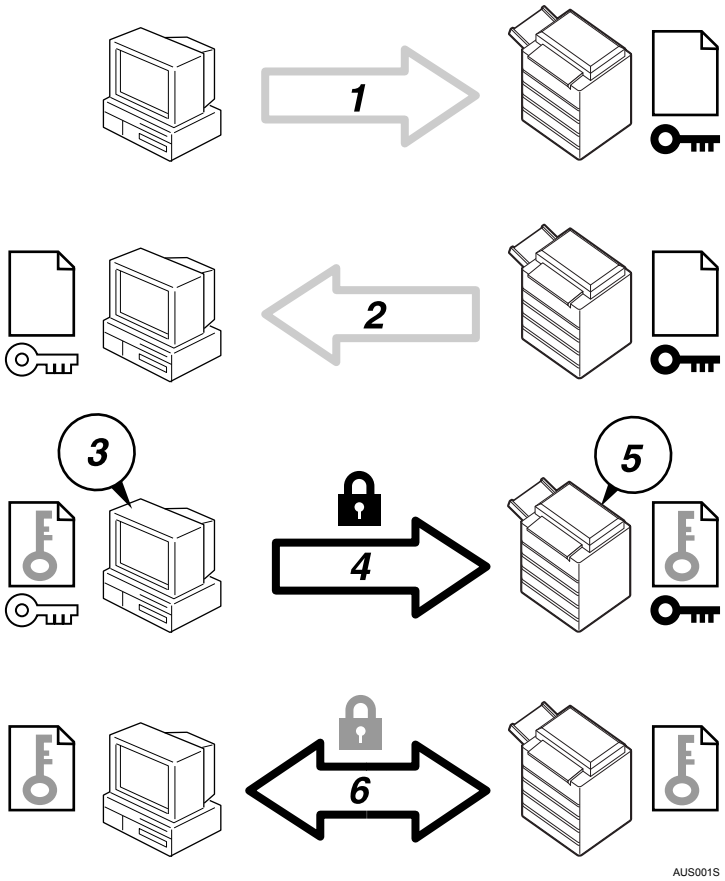
❒ When using the IPP port under Windows XP/Vista or Windows Server 2003, you can use the operating system's standard IPP port.

Protection Using Encryption

When you access the machine using a Web Image Monitor or IPP, you can establish encrypted communication using SSL. When you access the machine using an application such as SmartDeviceMonitor for Admin, you can establish encrypted communication using SNMPv3 or SSL.

To protect data from interception, analysis, and tampering, you can install a device certificate in the machine, negotiate a secure connection, and encrypt transmitted data.

❖ **SSL (Secure Sockets Layer)**



① To access the machine from a user's computer, request the SSL device certificate and public key.

② The device certificate and public key are sent from the machine to the user's computer.

③ A shared key is created on the user's PC, and then encrypted using the public key.

④ The encrypted shared key is sent to the machine.

⑤ The encrypted shared key is decrypted by the machine using the secret key.

⑥ The data is then encrypted using the shared key, and decrypted by the machine to attain secure transmission.

SSL (Secure Sockets Layer) Encryption

This can be specified by the network administrator.

To protect the communication path and establish encrypted communication, create and install the device certificate.

There are two ways of installing a device certificate: create and install a self-certificate using the machine, or request a certificate from a certificate authority and install it.

❖ Configuration flow (self-signed certificate)

① Creating and installing the device certificate
Create and install the device certificate using Web Image Monitor.

② Enabling SSL
Enable the **[SSL/TLS]** setting using Web Image Monitor.

❖ Configuration flow (certificate issued by a certificate authority)

① Creating the device certificate
Create the device certificate using Web Image Monitor.
The application procedure after creating the certificate depends on the certificate authority. Follow the procedure specified by the certificate authority.

② Installing the device certificate
Install the device certificate using Web Image Monitor.

③ Enabling SSL
Enable the **[SSL/TLS]** setting using Web Image Monitor.

Note

❒ To confirm whether SSL configuration is enabled, enter "https://(machine's IP address or host name)/" in your Web browser's address bar to access this machine. If the "The page cannot be displayed" message appears, check the configuration as the SSL configuration is invalid.

Creating and Installing the Self-Signed Certificate

Create and install the device certificate using Web Image Monitor.

This section explains the use of a self-certificate as the device certificate.

1. **Open a Web browser.**
2. **Enter "http://(machine's IP address or host name)/" in the address bar to access the printer.**
3. **Log onto the machine.**

   The network administrator can log on.

   Enter the login user name and login password.
4. **Click [Configuration], and then click [Device Certificate], under [Security].**
5. **Select a certificate.**
6. **Click [Create].**
7. **Make the necessary settings.**
8. **Click [OK].**

   The setting is changed.
9. **Click [OK].**

   A security warning dialog box appears.
10. **Check the details, and then click [Yes].**

    [Installed] appears under **[Certificate Status]** to show that a device certificate for the printer has been installed.
11. **Log off from the machine.**

Note

❒ Click **[Delete]** to delete the device certificate from the machine.

Reference

For details about the displayed items and selectable items, see Web Image Monitor Help.

Creating the Device Certificate (Certificate Issued by a Certificate Authority)

Create the device certificate using Web Image Monitor.

This section explains the use of a certificate issued by a certificate authority as the device certificate.

1. **Open a Web browser.**
2. **Enter "http://(machine's IP address or host name)/" in the address bar to access the printer.**
3. **Log onto the machine.**

   The network administrator can log on.

   Enter the login user name and login password.
4. **Click [Configuration], and then click [Device Certificate], under [Security].**

   The **[Device Certificate]** page appears.
5. **Select a certificate.**
6. **Click [Request].**
7. **Make the necessary settings.**
8. **Click [OK].**

   [Requesting] appears for **[Certificate Status]** in the **[Device Certificate]** area.
9. **Log off from the machine.**
10. **Apply to the certificate authority for the device certificate.**

    The application procedure depends on the certificate authority. For details, contact the certificate authority.

Note

- ❒ If you apply for two certificates simultaneously, the certificate authority may not appear in the certificates. When you install these certificates, be sure to take notes of the certificate contents and the order in which the certificates were installed.
- ❒ Using Web Image Monitor, you can create the contents of the device certificate but you cannot send the application.
- ❒ Click **[Cancel Request]** to cancel the request for the device certificate.

Reference

For details about the displayed items and selectable items, see Web Image Monitor Help.

Installing the Device Certificate (Certificate Issued by a Certificate Authority)

Install the device certificate using Web Image Monitor.

This section explains the use of a certificate issued by a certificate authority as the device certificate.

Enter the device certificate contents issued by the certificate authority.

1. **Open a Web browser.**
2. **Enter "http://(machine's IP address or host name)/" in the address bar to access the printer.**
3. **Log onto the machine.**

   The network administrator can log on.

   Enter the login user name and login password.
4. **Click [Configuration], and then click [Device Certificate], under [Security].**

   The **[Device Certificate]** page appears.
5. **Select a certificate.**
6. **Click [Install].**
7. **Enter the contents of the device certificate.**

   In the Device Certificate Request box, enter the contents of the device certificate received from the certificate authority.
8. **Click [OK].**

   [Installed] appears under **[Certificate Status]** to show that a device certificate for the machine has been installed.
9. **Log off from the machine.**

Reference

For details about the displayed items and selectable items, see Web Image Monitor Help.

Enabling SSL

After installing the device certificate in the machine, enable the SSL setting.

This procedure is used for a self-signed certificate or a certificate issued by a certificate authority.

1. **Open a Web browser.**
2. **Enter "http://(machine's IP address or host name)/" in the address bar to access the printer.**
3. **Log onto the machine.**

   The network administrator can log on.

   Enter the login user name and login password.
4. **Click [Configuration], and then click [SSL/TLS], under [Security].**

   The **[SSL/TLS]** page appears.
5. **Click [Enable] for the protocol version used in [SSL/TLS].**
6. **Select the encryption communication mode for [Permit SSL/TLS Communication].**
7. **Click [OK].**

   The SSL setting is enabled.
8. **Log off from the machine.**

Note

❒ If you set **[Permit SSL/TLS Communication]** to **[Ciphertext Only]**, enter "https://(machine's IP address or host name)/" to access the machine.

User Settings for SSL (Secure Sockets Layer)

If you have installed a device certificate and enabled SSL (Secure Sockets Layer), you need to install the certificate on the user's computer.

The network administrator must explain the procedure for installing the certificate to users.

If a warning message appears when you attempt to access the machine using Web Image Monitor or IPP, install a valid certificate. This will enable access to the machine via Web browser.

If a user inquires regarding a problem such as an expired certificate, handle the problem appropriately.

Note

❒ If a certificate issued by a certificate authority is installed in the machine, confirm the certificate store location with the certificate authority.

Reference

For details about where to store the certificate when accessing the machine using IPP, see the Web Image Monitor Help.

Setting the SSL / TLS Encryption Mode

By specifying the SSL/TLS encrypted communication mode, you can change the security level.

❖ **Encrypted Communication Mode**

Using the encrypted communication mode, you can specify encrypted communication.

Ciphertext Only	Allows encrypted communication only. If encryption is not possible, the machine does not communicate.
Ciphertext Priority	Performs encrypted communication if encryption is possible. If encryption is not possible, the machine communicates without it.
Ciphertext / Clear Text	Communicates with or without encryption, according to the setting.

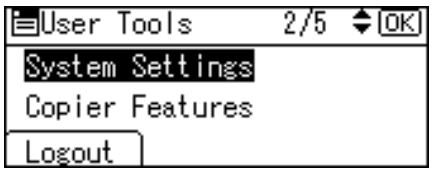
Setting the SSL / TLS Encryption Mode

This can be specified by the network administrator.

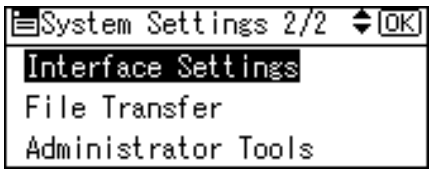
After installing the device certificate, specify the SSL/TLS encrypted communication mode. By making this setting, you can change the security level.

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

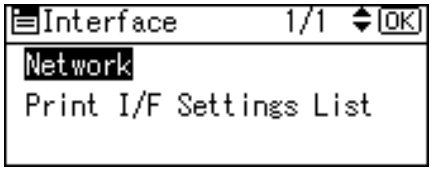
2 **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**



3 **Select [Interface Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

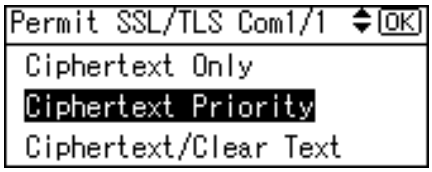


4 **Select [Network] using 【▲】 or 【▼】, and then press the 【OK】 key.**



5 **Select [Permit SSL/TLS Comm.] using 【▲】 or 【▼】, and then press the 【OK】 key.**

6 **Select the encrypted communication mode using 【▲】 or 【▼】, and then press the 【OK】 key.**



Select **[Ciphertext Only]**, **[Ciphertext Priority]**, or **[Ciphertext/Clear Text]** as the encrypted communication mode.

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

Note

❒ The SSL/TLS encrypted communication mode can also be specified using Web Image Monitor. For details, see the Web Image Monitor Help.

Reference

For details about logging on and logging off with administrator authentication, see p.25 “Logging on Using Administrator Authentication”, p.26 “Logging off Using Administrator Authentication”.

SNMPv3 Encryption

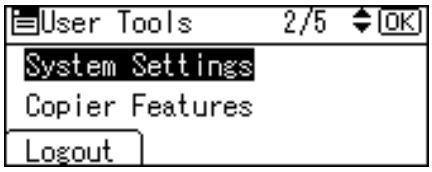
This can be specified by the network administrator.

When using SmartDeviceMonitor for Admin or another application to make various settings, you can encrypt the data transmitted.

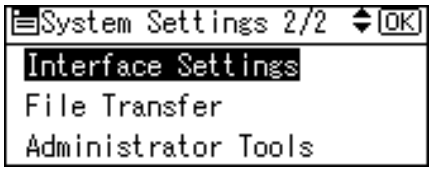
By making this setting, you can protect data from being tampered with.

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

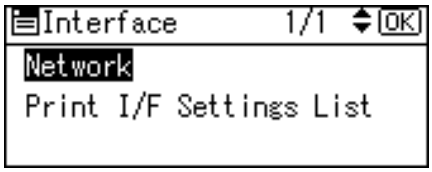
2. **Select [System Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**



3. **Select [Interface Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

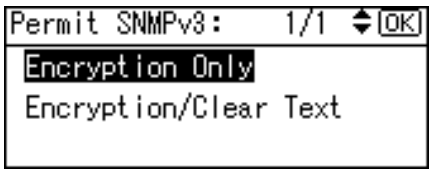


4. **Select [Network] using 【▲】 or 【▼】, and then press the 【OK】 key.**



5. **Select [Permit SNMPv3 Communictn.] using 【▲】 or 【▼】, and then press the 【OK】 key.**

6. **Select [Encryption Only] using 【▲】 or 【▼】, and then press the 【OK】 key.**



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

Note

❒ To use SmartDeviceMonitor for Admin for encrypting the data for specifying settings, you need to specify the network administrator's **[Encryption Password]** setting and **[Encryption Password]** in **[SNMP Authentication Information]** in SmartDeviceMonitor for Admin, in addition to specifying **[Permit SNMPv3 Communictn.]** on the machine.

❒ If network administrator's **[Encryption Password]** setting is not specified, the data for transmission may not be encrypted or sent.

Reference

For details about logging on and logging off with administrator authentication, see p.25 "Logging on Using Administrator Authentication", p.26 "Logging off Using Administrator Authentication".

For details about specifying the network administrator's **[Encryption Password]** setting, see p.21 "Registering the Administrator".

For details about specifying **[Encryption Password]** in SmartDeviceMonitor for Admin, see the SmartDeviceMonitor for Admin Help.

Specifying the Extended Security Functions

In addition to providing basic security through user authentication and administrator specified access limits, you can increase security by encrypting transmitted data and data in the address book, for instance. If you need extended security, specify the machine's extended security functions before using the machine.

This section outlines the extended security functions and how to specify them.

Changing the Extended Security Functions

To change the extended security functions, display the extended security screen as follows:

Reference

For details about logging on and logging off with administrator authentication, see p.25 "Logging on Using Administrator Authentication", p.26 "Logging off Using Administrator Authentication".

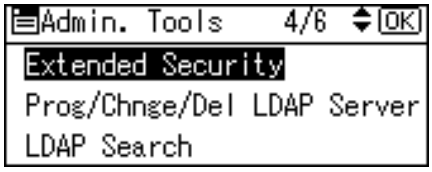
Procedure for Changing the Extended Security Functions

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

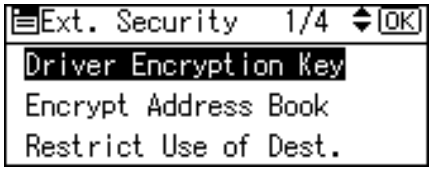
2 **Select [System Settings] using【▲】or【▼】, and then press the【OK】key.**

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

4 **Select [Extended Security] using 【▲】 or 【▼】, and then press the 【OK】 key.**



5 **Select the setting you want to change using 【▲】 or 【▼】, and then press the 【OK】 key.**



6 **Change the setting, and then press the 【OK】 key.**

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

6

Settings

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

❖ **Driver Encryption Key**
This can be specified by the network administrator. Encrypt the password transmitted when specifying user authentication. The Driver Encryption Key must match the encryption key set on the machine. *1

❖ **Encrypt Address Book**
This can be specified by the user administrator. Encrypt the data in the machine's address book. *2

- On
- **Off**

❖ **Restrict Use of Dest.**
This can be specified by the user administrator.
The available fax and scanner destinations are limited to the destinations registered in the address book.
A user cannot directly enter the destinations for transmission. *3
If you specify the setting to receive e-mails via SMTP, you cannot use **[Restrict Use of Dest.]**.
The destinations searched by "Search LDAP" can be used.

- On
- **Off**

❖ **Restrict Adding User Dest.**

This can be specified by the user administrator.

When **[Restrict Adding User Dest.]** is set to **[Off]**, after entering a fax or scanner destination directly, you can register it in the address book by pressing **[Add Dest]**.

If **[On]** is selected for this setting, **[Add Dest]** does not appear. If you set **[Restrict Adding User Dest.]** to **[On]**, users can specify destinations directly, but cannot use **[Add Dest]** to register data in the address book. When this setting is made, only the user administrator can change the address book.

- On
- **Off**

❖ **Restrict User Info.Display**

This can be specified if user authentication is specified. When the job history is checked using a network connection for which authentication is not available, all personal information can be displayed as "********". For example, when someone not authenticated as an administrator checks the job history using SNMP in SmartDeviceMonitor for Admin, personal information can be displayed as "********" so users cannot be identified. Because no information identifying registered users can be viewed, unauthorized users can be prevented from obtaining information about the registered files.

- On
- **Off**

❖ **Enhance File Protection**

This can be specified by the file administrator. By specifying a password, you can limit operations such as printing, deleting, and sending files, and can prevent unauthorized people from accessing the files. However, it is still possible for the password to be cracked.

By specifying "Enhance File Protection", files are locked and so become inaccessible if an invalid password is entered ten times. This can protect the files from unauthorized access attempts in which a password is repeatedly guessed.

The locked files can only be unlocked by the file administrator.

If files are locked, you cannot select them even if the correct password is entered.

- On
- **Off**

❖ **Settings by SNMPv1 and v2**

This can be specified by the network administrator. When the machine is accessed using the SNMPv1, v2 protocol, authentication cannot be performed, allowing machine administrator settings such as the paper setting to be changed. If you select **[Prohibit]**, the setting can be viewed but not specified with SNMPv1, v2.

- Prohibit
- **Do not prohibit**

❖ **Simple Encryption**

This can be specified by the network administrator.
For example, this setting is set to **[On]** and you want to edit the address book in User Management Tool or Address Management Tool in SmartDeviceMonitor for Admin, or you want to access the machine using DeskTopBinder or the ScanRouter delivery software, enable SSL/TLS for encrypted communication. *4
If you select **[Restrict]**, specify the encryption setting using the printer driver.

- Restrict
- **Do not Restrict**

❖ **Transfer to Fax Receiver**

This can be specified by the machine administrator.
If you use **[Forwarding]** under the fax function, files stored in the machine can be transferred or delivered.
If you select **[Off]** for this setting, stored files cannot be transferred by **[Forwarding]**.
Use this setting, to prevent the stored files being transferred by mistake. *5

- Prohibit
- **Do not prohibit**

If you select **[Prohibit]** for this setting, the following functions are disabled:

- Forwarding
- Delivery of Mail Received via SMTP

❖ **Authenticate Current Job**

This can be specified by the machine administrator.
This setting lets you specify whether or not authentication is required for operations such as canceling jobs under the copier and printer functions.
If you select **[Login Privilege]**, authorized users and the machine administrator can operate the machine. When this is selected, authentication is not required for users who logged on to the machine before **[Login Privilege]** was selected.
If you select **[Access Privilege]**, users who canceled a copy or print job in progress and the machine administrator can operate the machine.

- Login Privilege
- Access Privilege
- **Off**

Even if you select **[Login Privilege]** and log onto the machine, you cannot cancel a copy or print job in progress if you are not authorized to use the copy and printer functions.
You can specify **[Authenticate Current Job]** only if **[User Auth. Management]** was specified.

❖ **Password Policy**

This can be specified by the user administrator.
The password policy setting is effective only if **[Basic Auth.]** is specified.
This setting lets you specify **[Complexity Setting]** and **[Minimum Character No.]** for the password. By making this setting, you can limit the available passwords to only those that meet the conditions specified in **[Complexity Setting]** and **[Minimum Character No.]**.
If you select **[Level 1]**, specify the password using a combination of two types of characters selected from upper-case letters, lower-case letters, decimal numbers, and symbols such as #.
If you select **[Level 2]**, specify the password using a combination of three types of characters selected from upper-case letters, lower-case letters, decimal numbers, and symbols such as #.

- Level 1
- Level 2
- **Off**
- Minimum Character No.(0)

❖ **@Remote Service**

Communication via HTTPS for @Remote Service is disabled if you select **[Prohibit]**.
When you select **[Prohibit]**, contact your service representative.

- Prohibit
- **Do not prohibit**

Reference

*1 See the printer driver Help, LAN Fax driver Help, TWAIN driver Help.

*2 See "Protecting the Address Book".

*3 See "Preventing Data Leaks Due to Unauthorized Transmission".

*4 See "Setting the SSL /TLS Encryption Mode".

*5 See "Reception", Facsimile Reference.

Other Security Functions

This section explains the settings for preventing information leaks, and functions that you can restrict to further increase security.

Fax Function

❖ **Not Displaying Destinations and Senders in Reports and Lists**

You can specify whether or not to display destinations and senders by clicking **[Fax Features]**, **[Administrator Tools]**, **[Parameter Setting]** and specifying "Bit 4" and "Bit 5" under "Switch 04". Not displaying destinations and senders helps prevent information leaks.

❖ **Printing the Journal**

When making authentication settings for users, to prevent personal information in transmission history being printed, set the Journal to not be printed. Also, if more than 200 transmissions are made, transmissions shown in the Journal are overwritten each time a further transmission is made.
To prevent the Transmission History being overwritten, perform the following procedures:

- In the default settings for Fax, under "Administrator Settings", "Parameter Settings" (Switch 03, Bit 7), change the setting for automatically printing the Journal.
- In the default settings for Fax, under "Administrator Settings", "Parameter Settings" (Switch 21, Bit 4), set "Transmit Journal by E-mail" to "ON".

Reference

For details about not displaying destinations and senders in reports and lists, see "Fax Features", General Settings Guide.

For details about printing the journal, see "Changing/Confirming Communication Information", Facsimile Reference.

Scanner Function

❖ **Print & Delete Scanner Journal**

To prevent personal information in the transmission/delivery history being printed automatically, set user authentication and the journal will specify **[Do not Print: Disable Send]** automatically. If you do this, the scanner is automatically disabled when the journal history exceeds 100 transmissions/deliveries. When this happens, click **[Print Scanner Journal]** or **[Delete Scanner Journal]**. To print the scanner journal automatically, set **[On]** for "Print & Delete Scanner Journal".

Limiting Machine Operation to Customers Only

The machine can be set so that operation is impossible without administrator authentication.

The machine can be set to prohibit operation without administrator authentication and also prohibit remote registration in the address book by a service representative.

We maintain strict security when handling customer data. Administrator authentication prevents us operating the machine without administrator permission.

Use the following settings.

- Service Mode Lock

Settings

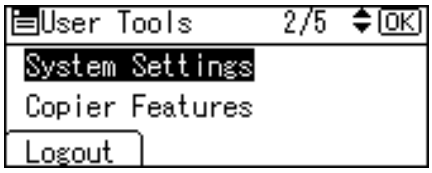
❖ **Service Mode Lock**

This can be specified by the machine administrator. Service mode is used by a customer service engineer for inspection or repair. If you set the service mode lock to **[On]**, service mode cannot be used unless the machine administrator logs onto the machine and cancels the service mode lock to allow the customer service engineer to operate the machine for inspection and repair. This ensures that the inspection and repair are done under the supervision of the machine administrator.

Specifying Service Mode Lock

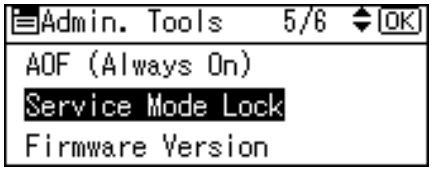
1 **Press the 【User Tools/Counter】 key.**

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

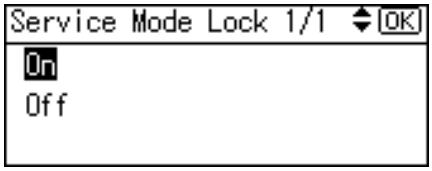


3 **Select [Administrator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

4 **Select [Service Mode Lock] using 【▲】 or 【▼】, and then press the 【OK】 key.**

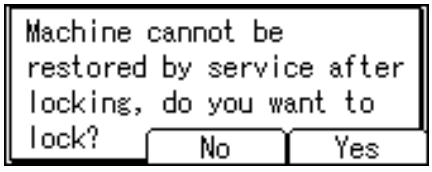


5 **Select [On] using 【▲】 or 【▼】, and then press the 【OK】 key.**



A confirmation message appears.

6 **Press [Yes].**



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

Reference

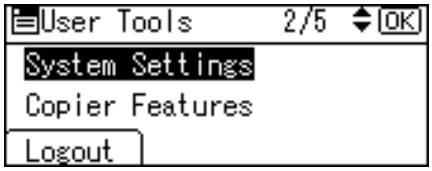
For details about logging on and logging off with administrator authentication, see p.25 “Logging on Using Administrator Authentication”, p.26 “Logging off Using Administrator Authentication”.

Canceling Service Mode Lock

For a customer service engineer to carry out inspection or repair in service mode, the machine administrator must log onto the machine and cancel the service mode lock.

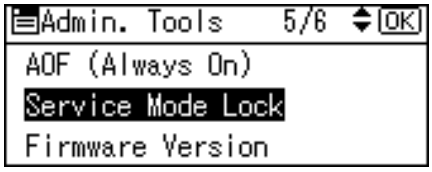
1. **Press the 【User Tools/Counter】 key.**

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

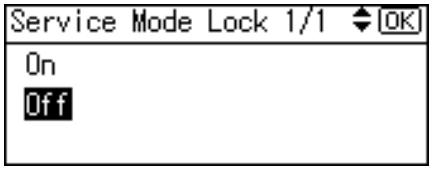


3. **Select [Administrator Tools] using 【▲】 or 【▼】, and then press the 【OK】 key.**

4. **Select [Service Mode Lock] using 【▲】 or 【▼】, and then press the 【OK】 key.**



5. **Select [Off] using 【▲】 or 【▼】, and then press the 【OK】 key.**



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

The customer service engineer can switch the machine to service mode.

Reference

For details about logging on and logging off with administrator authentication, see p.25 “Logging on Using Administrator Authentication”, p.26 “Logging off Using Administrator Authentication”.

Authentication Does Not Work Properly

This section explains what to do if a user cannot operate the machine because of a problem related to user authentication. Refer to this section if a user comes to you with such a problem.

A Message Appears

This section explains how to deal with problems if a message appears on the screen during user authentication.

The most common messages are explained. If some other message appears, deal with the problem according to the information contained in the message.

Messages	Causes	Solutions
`You do not have privileges to use this function.`	The authority to use the function is not specified.	• If this appears when trying to use a function: The function is not specified in the address book management setting as being available. The user administrator must decide whether to authorize use of the function and then assign the authority. • If this appears when trying to specify a default setting: The administrator privileges differ depending on the default settings you wish to specify. Using the list of settings, the administrator responsible must decide whether to authorize use of the function.
`Failed to obtain URL.`	The machine cannot connect to the server or cannot establish communication.	Make sure the server's settings, such as the IP Address and host name, are specified correctly on the machine. Make sure the host name of the UA Server is specified correctly.
`Failed to obtain URL.`	The machine is connected to the server, but the UA service is not responding properly.	Make sure the UA service is specified correctly.
`Failed to obtain URL.`	SSL is not specified correctly on the server.	Specify SSL using Authentication Manager.

Messages	Causes	Solutions
Failed to obtain URL.	Server authentication failed.	Make sure server authentication is specified correctly on the machine.
Authentication failed.	The entered login user name or login password is not correct	Ask the user administrator for the correct login user name and login password.
Authentication failed.	The number of users registered in the address book has reached the maximum limit allowed by Windows Authentication or , LDAP Authentication, or Integration Server Authentication, so additional users cannot be registered.	Delete unnecessary user addresses.
Authentication failed.	The authentication server cannot be accessed when using Windows authentication , LDAP Authentication, or Integration Server Authentication.	A network or server error may have occurred. Confirm with the LAN administrator of the network in use.

Machine Cannot Be Operated

If the following conditions arise while users are operating the machine, provide instructions on how to deal with them.

Condition	Cause	Solution
Cannot print using the printer driver or connect using the TWAIN driver. Cannot send faxes or print using the LAN fax driver.	User authentication has been rejected.	Enter the login user name and login password in the printer driver. Confirm the user name and login name with the administrator of the network in use if using Windows authentication, LDAP Authentication, or Integration Server Authentication. Confirm with the user administrator if using basic authentication.
Cannot print using the printer driver or connect using the TWAIN driver. Cannot send faxes or print using the LAN fax driver.	The encryption key specified in the driver does not match the machine's driver encryption key.	Specify the driver encryption key registered in the machine. See p.125 "Driver Encryption Key".
Cannot authenticate using the TWAIN driver.	Another user is logging on to the machine.	Wait for the user to log off.

Condition	Cause	Solution
Cannot authenticate using the TWAIN driver.	Authentication is taking time because of operating conditions.	Make sure the LDAP server setting is correct. Make sure the network settings are correct.
Cannot authenticate using the TWAIN driver.	Authentication is not possible while the machine is editing the address book data.	Wait until editing of the address book data is complete.
After starting **[User Management Tool]** or **[Address Management Tool]** in SmartDeviceMonitor for Admin and entering the correct login user name and password, a message appears to notify that an incorrect password has been entered. Cannot access the machine using ScanRouter EX Professional V3 / ScanRouter EX Enterprise V2.	"Simple Encryption" is not set correctly. Alternatively, "Permit SSL/TLS Comm." has been enabled although the required certificate is not installed in the computer.	Set "Restrict Simple Encryption" to **[On]**. Alternatively, enable "Permit SSL/TLS Comm.", install the device certificate in the machine, and then install the certificate in the computer. See p.144 “Simple Encryption”. See p.136 “Setting the SSL / TLS Encryption Mode”.
Cannot connect to the ScanRouter delivery software.	The ScanRouter delivery software may not be supported by the machine.	Update to the latest version of the ScanRouter delivery software.
Cannot access the machine using ScanRouter EX Professional V2.	ScanRouter EX Professional V2 does not support user authentication.	ScanRouter EX Professional V2 does not support user authentication.
Cannot log off when using the copying or scanner functions.	The original has not been scanned completely.	When the original has been scanned completely, press **[#]**, remove the original, and then log off.
[Add Dest] does not appear on the fax or scanner screen for specifying destinations.	**[Restrict Adding User Dest.]** is set to **[Off]** in **[Restrict Use of Dest.]** in **[Extended Security]**, so only the user administrator can register destinations in the address book.	Registration must be done by the user administrator.
Destinations specified using the machine do not appear.	User authentication may have been disabled while **[All Users]** is not specified.	Re-enable user authentication, and then enable **[All Users]** for the destinations that did not appear. For details about enabling **[All Users]**, see p.95 “Protecting the Address Book”.
Cannot print when user authentication has been specified.	User authentication may not be specified in the printer driver.	Specify user authentication in the printer driver. For details, see the printer driver Help.

Condition	Cause	Solution
If you try to interrupt a job while copying or scanning, an authentication screen appears.	With this machine, you can log off while copying or scanning. If you try to interrupt copying or scanning after logging off, an authentication screen appears.	Only the user who executed a copying or scanning job can interrupt it. Wait until the job has completed or consult an administrator or the user who executed the job.

Supervisor Operations

The supervisor can delete an administrator's password and specify a new one. If any of the administrators forget their passwords or if any of the administrators change, the supervisor can assign a new password. If logged on using the supervisor's user name and password, you cannot use normal functions or specify defaults. Log on as the supervisor only to change an administrator's password.

Important

- ❒ The default login user name is "supervisor" and the login password is blank. We recommend changing the login user name and login password.
- ❒ When registering login user names and login passwords, you can specify up to 32 alphanumeric characters and symbols. Keep in mind that user names and passwords are case-sensitive.
- ❒ Be sure not to forget the supervisor login user name and login password. If you do forget them, a service representative will to have to return the machine to its default state. This will result in all data in the machine being lost and the service call may not be free of charge.

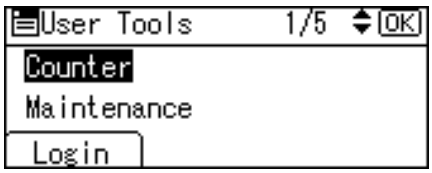
Note

- ❒ You cannot specify the same login user name for the supervisor and the administrators.
- ❒ Using Web Image Monitor, you can log on as the supervisor and delete an administrator's password.

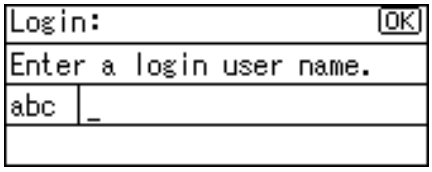
Logging on as the Supervisor

If administrator authentication has been specified, log on using the supervisor login user name and login password. This section describes how to log on.

1. **Press the 【User Tools/Counter】 key.**
2. **Press [Login].**

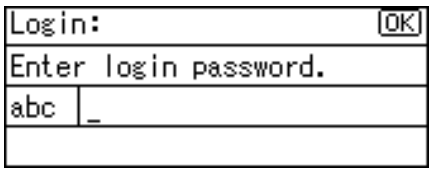


3 **Enter a login user name, and then press the【OK】key.**



When you assign the administrator for the first time, enter "supervisor".

4 **Enter a login password, and then press the【OK】key.**

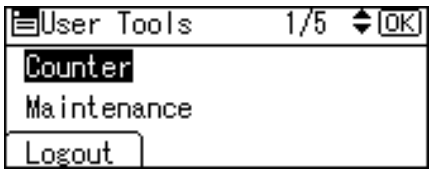


When you assign the administrator for the first time, press the【OK】key without entering login password.

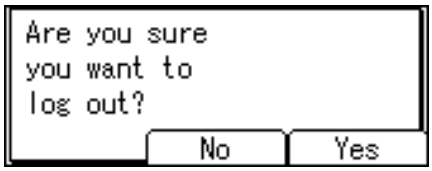
Logging off as the Supervisor

If administrator authentication has been specified, be sure to log off after completing settings. This section explains how to log off after completing settings.

1 **Press [Logout].**



2 **Press [Yes].**

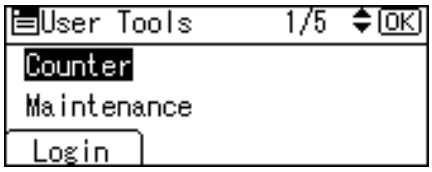


8

Changing the Supervisor

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

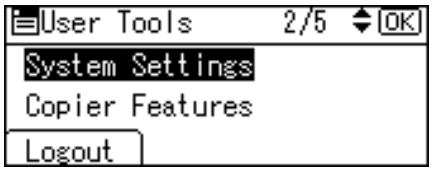
2. **Press [Login].**



3. **Log on as the supervisor.**

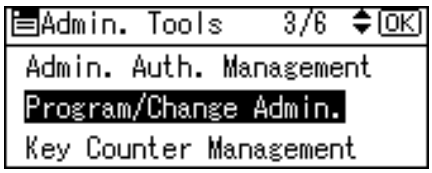
   You can log on in the same way as an administrator.

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



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

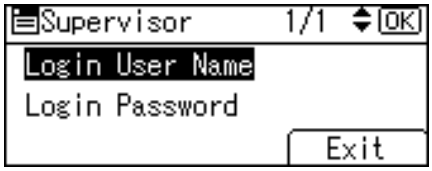
6. **Select [Program/Change Admin.] using 【▲】 or 【▼】, and then press the 【OK】 key.**



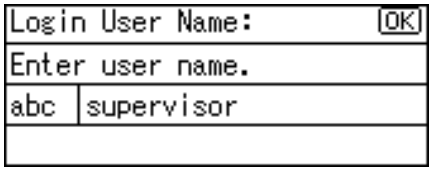
7. **Select [Admin. Detailed Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

8 Select [Supervisor] using 【▲】 or 【▼】, and then press the 【OK】 key.

9 Select [Login User Name] using 【▲】 or 【▼】, and then press the 【OK】 key.

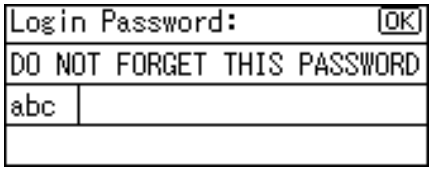


10 Enter the login user name, and then press the 【OK】 key.

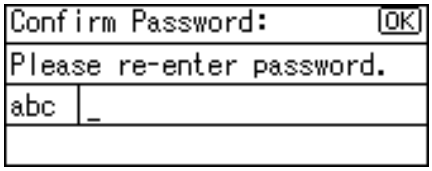


11 Select [Login Password] using 【▲】 or 【▼】, and then press the 【OK】 key.

12 Enter the login password, and then press the 【OK】 key.



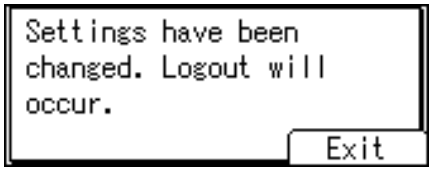
13 If a password re-entry screen appears, enter the login password, and then press the 【OK】 key.



8

14 **Press [Exit] three times.**

15 **Press [Exit].**



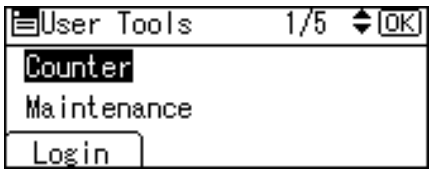
You will be automatically logged off.

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

Resetting an Administrator's Password

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

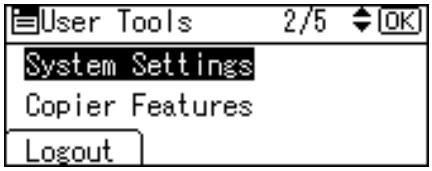
2 **Press [Login].**



3 **Log on as the supervisor.**

You can log on in the same way as an administrator.

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

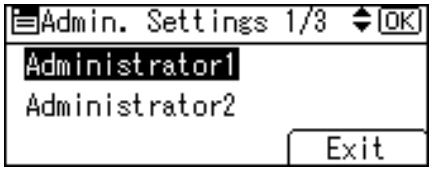


5 **Select [Administrator Tools] using【▲】or【▼】, and then press the【OK】key.**

6 **Select [Program/Change Admin.] using 【▲】 or 【▼】, and then press the 【OK】 key.**

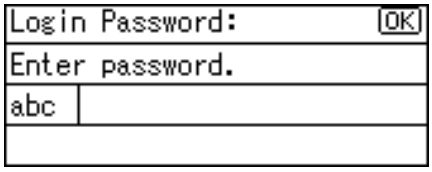
7 **Select [Admin. Detailed Settings] using 【▲】 or 【▼】, and then press the 【OK】 key.**

8 **Select the administrator you wish to reset using 【▲】 or 【▼】, and then press the 【OK】 key.**

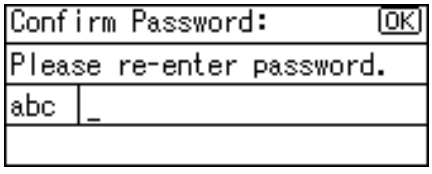


9 **Select [Login Password] using 【▲】 or 【▼】, and then press the 【OK】 key.**

10 **Enter the login password, and then press the 【OK】 key.**

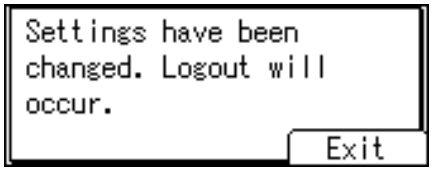


11 **If a password re-entry screen appears, enter the login password, and then press the 【OK】 key.**



⓬ **Press [Exit] three times.**

⓭ **Press [Exit].**



You will be automatically logged off.

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

Reference

For details about logging on and logging off as the supervisor, see p.155 “Logging on as the Supervisor”, p.156 “Logging off as the Supervisor”.

Machine Administrator Settings

The machine administrator settings that can be specified are as follows:

System Settings

The following settings can be specified.

❖ **General Features**
All the settings can be specified.

❖ **Tray Paper Settings**
All the settings can be specified.

❖ **Timer Settings**
All the settings can be specified.

❖ **Interface Settings**

- Network
  Machine Name
- Parallel Interface *1

❖ **File Transfer**
The following settings can be specified.

- Delivery Option
- SMTP Authentication
  User Name
  E-mail Address
  Password
  Encryption
- POP before SMTP
  Wait Time after Auth.
  User Name
  E-mail Address
  Password
- Reception Protocol
- POP3 / IMAP4 Settings
  Server Name
  Encrypt
- Admin. E-mail Address
- Default User Name/PW(Send)
  SMB User Name / SMB Password
  FTP User Name / FTP Password
  NCP User Name / NCP Password
- Fax E-mail Account

❖ Administrator Tools

- Display / Print Counter
  Print
- Disp. / Print User Counter
  All the settings can be specified.
- Capture Priority *2
  Capture: Ownership
  Capture: Public Priority
  Capture: Owner Defaults
- User Auth. Management
  You can specify which authentication to use.
  You can also edit the settings for each function.
- Admin. Auth. Management
  Machine Management
- Program / Change Admin.
  Machine Administrator
  You can change the user name and the full-control user's authority.
- Key Counter Management
- Extended Security
  Restrict User Info.Display
  Transfer to Fax Receiver
  Authenticate Current Job
  @Remote Service
- Prog/Chnge/Del LDAP Server
  Name
  Server Name
  Search Base
  Port No.
  SSL
  Authentication
  Search Conditions
  Search Options
- LDAP Search
- AOF (Always On)
- Service Mode Lock
- Auto Erase Memory Setting *3
- Erase All Memory *3
- Delete All Logs
- Transfer Log Setting
- Data Security for Copying

*1 The IEEE 1284 interface board option must be installed.
*2 File Format Converter option must be installed.
*3 The DataOverwriteSecurity unit option must be installed.

Copier Features

All the settings can be specified.

Fax Features

The following settings can be specified.

❖ **General Settings/Adjust**
All the settings can be specified

❖ **Reception Settings**
All the settings can be specified

❖ **E-mail Settings**
The following settings can be specified

- Internet Fax Settings
- SMTP RX File Delivery

❖ **Administrator Tools**

- Print Journal
- Print TX Standby File List
- Communication Page Count
- Memory Lock
- Forwarding
- Folder TX Result Report
- Parameter Setting
- Program Special Sender
- Program Memory Lock ID
- Select Dial/Push Phone
- G3 Analog Line
- Menu Protect

Printer Features

The following settings can be specified.

❖ **List/Test Print**
All the settings can be specified.

❖ **Maintenance**

- Menu Protect
- List / Test Print Lock
- Image Density

❖ **System**

- Print Error Report
- Auto Continue
- Memory Overflow
- Memory Usage
- Duplex
- Copies
- Blank Page Print
- Printer Language
- Sub Paper Size
- Page Size
- Letterhead Setting
- Bypass Tray Priority
- Edge to Edge Print
- Default Printer Lang.
- Tray Switching
- RAM Disk

❖ **Host Interface**
All the settings can be specified.

❖ **PCL Menu**
All the settings can be specified.

❖ **PS Menu** *1
All the settings can be specified.

❖ **PDF Menu** *1
All the settings can be specified.

*1 The PostScript 3 unit option must be installed.

Scanner Features

The following settings can be specified.

❖ **Scan Settings**
All the settings can be specified.

❖ **Destination List Settings**
All the settings can be specified.

❖ **Send Settings**
The following settings can be specified.

- TWAIN Standby Time
- File Type Priority
- Compression (B & W)
- Compress. (Gray/Full Clr)
- Print & Del. Scanner Journal
- Print Scanner Journal
- Delete Scanner Journal
- E-mail Informatn. Language

❖ **Administrator Tools**
All the settings can be specified.

Settings via Web Image Monitor

The following settings can be specified.

❖ Top Page

- Reset Printer Job
- Reset Device

❖ Device Settings

- System
  Spool Printing
  Protect Printer Display Panel
  Print Priority
  Function Reset Timer
  Permit ROM Update
  Display IP Address on Device Display Panel
  Paper Tray Priority
- Paper
  All the settings can be specified.
- Date/Time
  All the settings can be specified.
- Timer
  All the settings can be specified.
- Logs
  Collect Job Logs
  Collect Access Logs
- E-mail
  All the settings can be specified.
- Auto E-mail Notification
  All the settings can be specified.
- On demand E-mail Notification
  All the settings can be specified.
- File Transfer
  All the settings can be specified.
- User Authentication Management
  All the settings can be specified.
- Administrator Authentication Management
  Machine Administrator Authentication
  Available Settings for Machine Administrator

- Program/Change Administrator
  You can specify the following administrator settings as the machine administrator.
  Login User Name
  Login Password
  Encryption Password
- LDAP Server
  All the settings can be specified.
- ROM Update
  All the settings can be specified.

❖ **Printer**

- Basic Settings
  Print Error Report
  Auto Continue
  Memory Overflow
  Memory Usage
  Duplex
  Copies
  Blank Page Print
  Printer Language
  Sub Paper Size
  Page Size
  Letterhead Setting
  Bypass Tray Setting Priority
  Edge to Edge Print
  Default Printer Language
  Tray Switching
  List/Test Print Lock
  I/O Buffer
  I/O Timeout
  PCL Settings
  PS Settings
  PDF Settings
- Tray Parameters (PCL)
  All the settings can be specified.
- Tray Parameters (PS)
  All the settings can be specified.
- PDF Group Password
  All the settings can be specified.
- PDF Fixed Password
  All the settings can be specified.

*1 The PostScript 3 unit option must be installed.

❖ **Fax**

- General
  All the settings can be specified.
- Administrator Tools
  All the settings can be specified.
- E-mail Settings
  All the settings can be specified.
- Parameter Settings
  All the settings can be specified.

❖ **Interface Settings**

- Parallel Interface
- USB
- Pict Bridge

❖ **Network**

- SNMPv3

❖ **RC Gate**
All the settings can be specified.

❖ **Webpage**
Download Help File

❖ **Extended Feature Settings**
All the settings can be specified.

Settings via SmartDeviceMonitor for Admin

The following settings can be specified.

❖ **Device Information**

- Reset Device
- Reset Current Job
- Reset All Jobs

❖ **User Management Tool**
The following settings can be specified.

- User Counter Information
- Access Control List
- Restrict Access To Device

Network Administrator Settings

The network administrator settings that can be specified are as follows:

System Settings

The following settings can be specified.

❖ Interface Settings

- Network
  Machine IPv4 Address
  IPv4 Gateway Address
  Machine IPv6 Address
  IPv6 Gateway Address
  IPv6 Stateless Setting
  DNS Configuration
  DDNS Configuration
  Domain Name
  WINS Configuration
  Effective Protocol
  NCP Delivery Protocol
  NW Frame Type
  SMB Computer Name
  SMB Work Group
  Ethernet Speed
  Ping Command
  Permit SNMPv3 Communictn.
  Permit SSL/TLS Comm.
  Host Name
  Machine Name
- IEEE 802.11b [*1]
  All the settings can be specified.

[*1] The IEEE802.11b interface unit option must be installed.

If DHCP is set to **[On]**, the settings that are automatically obtained via DHCP cannot be specified.

❖ File Transfer

- SMTP Server
  Server Name
  Port No.
- E-mail Communication Port
- E-mail Recept. Interval
- Max. Recept. E-mail Size
- E-mail Storage in Server
- Auto Specify Sender Name

- Scanner Resend Time
- Scanner Resend Setting

❖ **Administrator Tools**

- Disp./Print User Counter
  Display
- Admin. Auth. Management
  Network Management
- Program / Change Admin.
  Network Administrator
  You can specify the user name and change the full-control user's authority.
- Extended Security
  Driver Encryption Key
  Settings by SNMP v1 and v2
  Simple Encryption
- Network Security Level

Fax Features

The following settings can be specified.

❖ **E-mail Settings**

- Maximum E-mail Size

❖ **IP-Fax Settings**

All the settings can be specified.

Scanner Features

The following settings can be specified.

❖ **Send Settings**

- Max. E-mail Size
- Divide & Send E-mail

Settings via Web Image Monitor

The following settings can be specified.

❖ Device Settings

- System
  Device Name
  Comment
  Location
- E-mail
  Reception
  SMTP
  E-mail Communication Port
- Auto E-mail Notification
  All the settings can be specified.
- Administrator Authentication Management
  Network Administrator Authentication
  Available Settings for Network Administrator
- Program/Change Administrator
  You can specify the following administrator settings for the network administrator.
  Login User Name
  Login Password
  Encryption Password

❖ Fax

- E-mail Settings
  Maximum E-mail Size
- IP-Fax Settings
  All the settings can be specified.
- Gateway Settings
  All the settings can be specified.

❖ Interface

- Change Interface
- IEEE 802.11b [*1]
  Communication Mode
  SSID
  Channel
  WEP Setting
  Authentication Type
  WEP Key Status
  Key
  Confirm Key
- Bluetooth [*2]
  Operation Mode

[*1] The IEEE802.11b interface unit option must be installed.
[*2] The Bluetooth interface unit option must be installed.

❖ Network

- IPv4
  All the settings can be specified.
- IPv6
  All the settings can be specified.
- NetWare
  All the settings can be specified.
- AppleTalk
  All the settings can be specified.
- SMB
  All the settings can be specified.
- SNMP
  All the settings can be specified.
- SNMPv3
  All the settings can be specified.
- SSDP
  All the settings can be specified.
- Bonjour
  All the settings can be specified.

❖ **Security**

- Network Security
  All the settings can be specified.
- Access Control
  All the settings can be specified.
- IPP Authentication
  All the settings can be specified.
- SSL/TLS
  All the settings can be specified.
- ssh
  All the settings can be specified.
- Site Certificates
  All the settings can be specified.
- Device Certificate
  All the settings can be specified.

❖ **Webpage**

All the settings can be specified.

Settings via SmartDeviceMonitor for Admin

The following settings can be specified.

❖ **NIB Setup Tool**

All the settings can be specified.

File Administrator Settings

The file administrator settings that can be specified are as follows:

System Settings

The following settings can be specified.

❖ **Administrator Tools**

- Admin. Auth. Management
  File Management
- Program / Change Admin.
  File Administrator
- Extended Security
  Enhance File Protection

Printer Features

The following settings can be specified.

❖ **Maintenance**

- Delete All Temporary Jobs
- Delete All Stored Jobs

❖ **System**

- Auto Delete Temporary Jobs
- Auto Delete Stored Jobs

Settings via Web Image Monitor

The following settings can be specified.

❖ Job

- Printer
  Job History [*1]

[*1] The file administrator can select **[Delete]**, **[Delete Password]**, and **[Unlock Job]**. The file administrator cannot print files.

❖ Device Settings

- Auto E-mail Notification
  All the settings can be specified.
- Administrator Authentication Management
  File Administrator Authentication
  Available Settings for File Administrator
- Program/Change Administrator
  You can specify the following administrator settings for the file administrator.
  Login User Name
  Login Password
  Encryption Password

❖ Webpage

- Download Help File

User Administrator Settings

The user administrator settings that can be specified are as follows:

System Settings

The following settings can be specified.

❖ **Administrator Tools**

- Address Book Management
- Prgrm./Change/Delete Group
- Address Book: Print List
- Admin. Auth. Management
  User Management
- Program / Change Admin.
  User Administrator
- Extended Security
  Encrypt Address Book
  Restrict Use of Dest.
  Restrict Adding of User Dest.
  Password Policy

Settings via Web Image Monitor

The following settings can be specified.

❖ **Address Book**

All the settings can be specified.

❖ **Device Settings**

- Auto E-mail Notification
  All the settings can be specified.
- Administrator Authentication Management
  User Administrator Authentication
  Available Settings for User Administrator
- Program/Change Administrator
  The user administrator settings that can be specified are as follows:
  Login User Name
  Login Password
  Encryption Password

❖ **Webpage**

- Download Help File

Settings via SmartDeviceMonitor for Admin

The following settings can be specified.

❖ **Address Management Tool**
All the settings can be specified.

❖ **User Management Tool**

- Add New User
- Delete User
- User Properties

The Privilege for User Account Settings in the Address Book

The authorities for using the address book are as follows:

The authority designations in the list indicate users with the following authorities.

- Read-only (User)
  This is a user assigned "Read-only" authority.
- Edit (User)
  This is a user assigned "Edit" authority.
- Edit / Delete (User)
  This is a user assigned "Edit / Delete" authority.
- Full Control
  This is a user granted full control.
- Registered User
  This is a user whose personal information is registered in the address book. The registered user is the user who knows the login user name and password.
- User Administrator
  This is the user administrator.

○ =You can view and change the setting.

▲ =You can view the setting.

- =You cannot view or specify the setting.

Settings	Read-only (User)	Edit (User)	Edit / Delete (User)	User Administrator	Registered User	Full Control
Regist No.	▲	○	○	○	○	○
Key Display	▲	○	○	○	○	○
Name	▲	○	○	○	○	○

❖ Auth. Info

Settings	Read-only (User)	Edit (User)	Edit / Delete (User)	User Administrator	Registered User	Full Control
User Code	-	-	-	○	-	-
Login User Name	-	-	-	○	○	-
Login Password	-	-	-	○ *1	○ *1	-
SMTP Authentication	-	-	-	○ *1	○ *1	-
Folder Authentication	▲	○	○	○	○	-
LDAP Authentication	-	-	-	○ *1	○ *1	-
Permit Function on Auth	-	-	-	○	▲	-

*1 You can only enter the password.

❖ Auth. Protect

Settings	Read-only (User)	Edit (User)	Edit / Delete (User)	User Administrator	Registered User	Full Control
Register as	▲	▲	▲	○	○	▲
Dest. Protection Code	-	-	-	○ *1	○ *1	-
Dest. Protection Object	▲	▲	▲	○	○	▲

*1 You can only enter the password.

❖ Fax Settings

Settings	Read-only (User)	Edit (User)	Edit / Delete (User)	User Administrator	Registered User	Full Control
Transmission Format	▲	○	○	○	○	▲
Facsimile Number	▲	○	○	○	○	○
International TX Mode	▲	○	○	○	○	○
Label Insertion	▲	○	○	○	○	○

❖ E-mail Settings

Settings	Read-only (User)	Edit (User)	Edit / Delete (User)	User Administrator	Registered User	Full Control
E-mail Address	▲	○	○	○	○	○

❖ Folder Info

Settings	Read-only (User)	Edit (User)	Edit / Delete (User)	User Administrator	Registered User	Full Control
SMB/FTP /NCP	▲	○	○	○	○	○
SMB: Path	▲	○	○	○	○	○
FTP: Port No.	▲	○	○	○	○	○
FTP: Server Name	▲	○	○	○	○	○
FTP: Path	▲	○	○	○	○	○
NCP: Path	▲	○	○	○	○	○
NCP: Connection type	▲	○	○	○	○	○

User Settings - Copier Features

If you have specified administrator authentication, the available functions and settings depend on the menu protect setting.

The following settings can be specified by someone who is not an administrator.

○ =You can view and change the setting.

▲ =You can view the setting.

The default for **[Menu Protect]** is **[Level 2]**.

Settings	Off	Level 1	Level 2
APS/ Auto R/E Priority	○	▲	▲
Auto Tray Switching	○	▲	▲
Original Type Setting	○	○	▲
Duplex Mode Priority	○	▲	▲
Orientation	○	○	▲
Max. Number of Sets	○	▲	▲
Original Count Display	○	▲	▲
Colour Mode Priority	○	▲	▲
Reproduction Ratio	○	▲	▲
Preset R/E Priority	○	▲	▲
Duplex Margin	○	○	▲
Rotate Sort	○	○	▲
Rotate Sort:Auto Continue	○	▲	▲
Letterhead Setting	○	▲	▲
ADS Background	○	○	▲

Note

❒ Settings that are not in the list can only be viewed, regardless of the menu protect level setting.

User Settings - Printer Features

If you have specified administrator authentication, the available functions and settings depend on the menu protect setting.

The following settings can be specified by someone who is not an administrator.

○ =You can view and change the setting.

▲ =You can view the setting.

The default for **[Menu Protect]** is **[Level 2]**.

❖ List/Test Print

Settings	Off	Level 1	Level 2
Multiple Lists	○	○	○
Config. Page	○	○	○
Error Log	○	○	○
Menu List	○	○	○
PCL Config./Font Page	○	○	○
PS Config./Font Page	○	○	○
PDF Config./Font Page	○	○	○
Hex Dump	○	○	○

❖ Maintenance

Settings	Off	Level 1	Level 2
Image Density	○	▲	▲

❖ System

Settings	Off	Level 1	Level 2
Print Error Report	○	▲	▲
Auto Continue	○	▲	▲
Memory Overflow	○	▲	▲
Auto Delete Temporary Jobs	○	▲	▲
Auto Delete Stored Jobs	○	▲	▲
Memory Usage	○	▲	▲
Duplex	○	▲	▲
Copies	○	▲	▲
Blank Page Print	○	▲	▲
Printer Language	○	▲	▲

Settings	Off	Level 1	Level 2
Sub Paper Size	○	▲	▲
Page Size	○	○	▲
Letterhead Setting	○	▲	▲
Bypass Tray Priority	○	▲	▲
Edge to Edge Print	○	▲	▲
Default Printer Lang.	○	▲	▲
Tray Switching	○	▲	▲
RAM Disk	○	▲	▲

❖ Host Interface

Settings	Off	Level 1	Level 2
I/O Buffer	○	▲	▲
I/O Timeout	○	▲	▲

❖ PCL Menu

Settings	Off	Level 1	Level 2
Orientation	○	▲	▲
Form Lines	○	▲	▲
Font Source	○	▲	▲
Font Number	○	▲	▲
Point Size	○	▲	▲
Font Pitch	○	▲	▲
Symbol Set	○	▲	▲
Courier Font	○	▲	▲
Ext. A4 Width	○	▲	▲
Append CR to LF	○	▲	▲
Resolution	○	▲	▲

❖ PS Menu *1

Settings	Off	Level 1	Level 2
Data Format	○	▲	▲
Resolution	○	▲	▲
Colour Setting	○	▲	▲
Colour Profile	○	▲	▲

*1 The PostScript 3 unit option must be installed.

❖ PDF Menu *1

Settings	Off	Level 1	Level 2
Change PDF Password	○	▲	▲
PDF Group Password	○	▲	▲
Resolution	○	▲	▲
Colour Setting	○	▲	▲
Colour Profile	○	▲	▲

*1 The PostScript 3 unit option must be installed.

Note

❒ Settings that are not in the list can only be viewed, regardless of the menu protect level setting.

User Settings - Scanner Features

If you have specified administrator authentication, the available functions and settings depend on the menu protect setting.

The following settings can be specified by someone who is not an administrator.

○ =You can view and change the setting.

▲ =You can view the setting.

The default for **[Menu Protect]** is **[Level 2]**.

❖ Scan Settings

Settings	Off	Level 1	Level 2
Default Scan Settings	○	▲	▲
Original Setting	○	▲	▲
Mixed Orig. Sizes Priority	○	▲	▲
Orig. Orientation Priority	○	▲	▲
Original Type	○	○	▲
Colour Mode Priority	○	▲	▲
Dropout Colour Settings	○	○	▲

❖ Destination List Settings

Settings	Off	Level 1	Level 2
Dest. List Priority 1	○	▲	▲
Update Server Dest. List	○	○	▲
Dest. List Priority 2	○	▲	▲

❖ Send Settings

Settings	Off	Level 1	Level 2
TWAIN Standby Time	○	▲	▲
File Type Priority	○	▲	▲
Compression (B&W)	○	○	▲
Compress. (Gray/Full Clr)	○	○	▲
Print&Del. Scanner Journal	○	▲	▲
Print Scanner Journal	○	▲	▲
Delete Scanner Journal	○	▲	▲
Max. E-mail Size	○	▲	▲
Divide & Send E-mai	○	▲	▲
E-mail Informatn. Language	○	○	▲

Note

❒ Settings that are not in the list can only be viewed, regardless of the menu protect level setting.

User Settings - Fax Features

If you have specified administrator authentication, the available functions and settings depend on the menu protect setting.

The following settings can be specified by someone who is not an administrator.

○ =You can view and change the setting.

▲ =You can view the setting.

The default for **[Menu Protect]** is **[Off]**.

❖ General Settings/Adjust

Names Settings	Off	Level 1	Level 2
Adjust Sound Volume	○	○	▲
Program Fax Information	○	▲	▲
On Hook Release Time	○	○	▲
Set User Function Key	○	○	▲

❖ Reception Settings

Names Settings	Off	Level 1	Level 2
Switch Reception Mode	○	▲	▲
Authorized Reception	○	▲	▲
Checkered Mark	○	○	▲
Center Mark	○	○	▲
Print Reception Time	○	○	▲
FAX Print Colour	○	○	▲

❖ E-mail Settings

Names Settings	Off	Level 1	Level 2
Internet Fax Settings	○	▲	▲
Maximum E-mail Size	○	▲	▲
SMTP RX File Delivery	○	▲	▲

❖ IP-Fax Settings

Names Settings	Off	Level 1	Level 2
Enable H.323	○	▲	▲
Enable SIP	○	▲	▲
H.323 Settings	○	▲	▲
SIP Settings	○	▲	▲
Gateway Setting	○	▲	▲

❖ Administrator Tools

Names Settings	Off	Level 1	Level 2
Print Journal	○	○	▲
Print TX Standby File List	○	○	▲
Memory Lock	○	○	▲
Forwarding	○	▲	▲
Folder TX Result Report	○	▲	▲
Parameter Setting	○	▲	▲
Program Special Sender	○	▲	▲
Program Memory Lock ID	○	▲	▲
Select Dial/Push Phone	○	▲	▲
G3 Analog Line	○	▲	▲

Note

❒ Settings that are not in the list can only be viewed, regardless of the menu protect level setting.

User Settings - System Settings

The settings available to the user depend on whether or not administrator authentication has been specified.

If administrator authentication has been specified, the settings available to the user depend on whether or not "Available Settings" has been specified.

- Abbreviations in the table heads
  A = Administrator authentication has not been specified.
  B = "Available Settings" has not been specified when Administrator authentication has been specified.
  C = "Available Settings" has been specified when Administrator authentication has been specified.
- Abbreviations in the table columns
  ○ =You can view and change the setting.
  ▲ =You can view the setting.
  - =You cannot view or specify the setting.

❖ General Features

Settings	A	B	C
Prog/Change/Del User Text	○	○	▲
Panel Key Sound	○	○	▲
Warm-up Beeper	○	○	▲
Copy Count Display	○	○	▲
Function Priority	○	○	▲
Print Priority	○	○	▲
Function Reset Timer	○	○	▲
Screen Contrast	○	○	▲
Key Repeat	○	○	▲
Measurement Unit	○	○	▲

❖ Tray Paper Settings

Settings	A	B	C
Paper Size:1-Sheet Bypass	○	○	▲
Paper Size:Tray1-3	○	○	▲
Printer Bypass Paper Size	○	○	▲
Paper Type: Bypass Tray	○	○	▲
Paper Type:1-Sheet Bypass	○	○	▲
Paper Type: Tray 1-3	○	○	▲
Ppr Tray Priority:Copier	○	○	▲
Ppr Tray Priority:Fax	○	○	▲
Ppr Tray Priority:Printer	○	○	▲

❖ Timer Settings

Settings	A	B	C
Auto Off Timer	○	○	▲
System Auto Reset Timer	○	○	▲
Copier Auto Reset Timer	○	○	▲
Facsimile Auto Reset Timer	○	○	▲
Printer Auto-Reset Timer	○	○	▲
Scanner Auto Reset Timer	○	○	▲
Set Date	○	○	▲
Set Time	○	○	▲
Auto Logout Timer	○	○	▲

❖ Interface Settings

❖ Network

Settings	A	B	C
Machine IPv4 Address *1	○	○	▲
IPv4 Gateway Address	○	○	▲
Machine IPv6 Address *1	○	○	▲
IPv6 Gateway Address	○	○	▲
IPv6 Stateless Setting	○	○	▲
DNS Configuration *1	○	○	▲
DDNS Configuration	○	○	▲
Domain Name *1	○	○	▲
WINS Configuration *1	○	○	▲
Effective Protocol	○	○	▲
NCP Delivery Protocol	○	○	▲
NW Frame Type	○	○	▲
SMB Computer Name	○	○	▲
SMB Work Group	○	○	▲
Ethernet Speed	○	○	▲
Ping Command	○	○	▲
Permit SNMPv3 Communictn.	○	○	▲
Permit SSL/TLS Comm.	○	○	▲
Host Name	○	○	▲
Machine Name	○	○	▲

*1 If you select **[Auto-Obtain (DHCP)]**, you can only view the setting.

❖ Parallel Interface *1

Settings	A	B	C
Parallel Timing	○	○	▲
Parallel Comm. Speed	○	○	▲
Selection Signal Status	○	○	▲
Input Prime	○	○	▲
Bidirectional Comm.	○	○	▲
Signal Control	○	○	▲

*1 The IEEE 1284 interface board option must be installed.

❖ IEEE 802.11b *1

Settings	A	B	C
Communication Mode	○	○	▲
SSID Setting	○	○	▲
Channel	○	○	▲
Security Type *2	○	○	▲
Communication Speed	○	○	▲
Restore Defaults	○	○	▲

*1 The IEEE802.11b interface unit option must be installed.
*2 You can only view the encryption setting.

❖ Print I/F Settings List

Settings	A	B	C
Print I/F Settings List	○	○	▲

❖ File Transfer

Settings	A	B	C
Delivery Option *1	○	○	▲
SMTP Server	○	○	▲
SMTP Authentication *2	○	○	▲
POP before SMTP	○	○	▲
Reception Protocol	○	○	▲
POP3/IMAP4 Settings	○	○	▲
Admin. E-mail Address	○	○	▲
E-mail Communication Port	○	○	▲
E-mail Recept. Interval	○	○	▲
Max. Recept. E-mail Size	○	○	▲
E-mail Storage in Server	○	○	▲
Default User Name/PW(Send) *2	○	○	▲
Auto Specify Sender Name	○	○	▲
Fax E-mail Account	○	○	▲
Scanner Resend Time	○	○	▲
Scanner Resend Settings	○	○	▲

*1 You can only view Main Delivery Server IPv4 Address and Sub Delivery Server IPv4 Address.
*2 You can only specify the password.

❖ Administrator Tools

Settings	A	B	C
Address Book Management	○	○	▲
Prgrm./Change/Delete Group	○	○	○
Address Book:Print List	○	○	○
Display/Print Counter	○	○	○
Disp./Print User Counter	○	○	▲
User Auth. Management	○	○	▲
Admin. Auth. Management	○	○	▲
Program/Change Admin.	-	▲	▲
Key Counter Management	○	○	▲
Extended Security	▲	▲	▲
Prog/Chnge/Del LDAP Server *1	○	○	▲
LDAP Search	○	○	▲
AOF (Always On)	○	○	▲
Service Mode Lock	-	○	▲
Firmware Version	○	○	○
Network Security Level	▲	▲	▲
Delete All Logs	○	○	▲
Data Security for Copying	▲	▲	▲
Transfer Log Setting	○	○	▲
Auto Erase Memory Setting *2	○	○	▲
Erase All Memory *2	○	○	▲

*1 You can only specify the password.
*2 The data overwrite security unit option must be installed.

User Settings - Web Image Monitor Setting

Device Settings

The settings available to the user depend on whether or not administrator authentication has been specified.

If administrator authentication has been specified, the settings available to the user depend on whether or not "Available Settings" has been specified.

- Abbreviations in the table heads
  A = Administrator authentication has not been specified.
  B = "Available Settings" has not been specified when Administrator authentication has been specified.
  C = "Available Settings" has been specified when Administrator authentication has been specified.
- Abbreviations in the table columns
  ◯ =You can view and change the setting.
  ▲ =You can view the setting.
  - =You cannot view or specify the setting.

❖ System

Settings	A	B	C
Device Name	▲	◯	▲
Comment	▲	◯	▲
Location	▲	◯	▲
Spool Printing	▲	◯	▲
Paper Tray Priority:Copier	▲	◯	▲
Paper Tray Priority:Fax	▲	◯	▲
Paper Tray Priority:Printer	▲	◯	▲

❖ Paper

Settings	A	B	C
Paper Size (Tray1-3)	▲	◯	▲
Custom Paper Size (Tray1-3)	▲	◯	▲
Paper Type (Tray1-3)	▲	◯	▲
Apply Auto Paper Select (Tray1-3)	▲	◯	▲
Copying Method in Duplex (Tray1-3)	▲	◯	▲
Bypass Tray - Paper Size	▲	◯	▲
Bypass Tray - Custom Paper Size	▲	◯	▲

Settings	A	B	C
Bypass Tray - Paper Type	▲	◯	▲
1-Sheet Bypass-Paper Size	▲	◯	▲
1-Sheet Bypass-Custom Paper Size	▲	◯	▲
1-Sheet Bypass-Paper Type	▲	◯	▲

❖ Date/Time

Settings	A	B	C
Set Date	▲	◯	▲
Set Time	▲	◯	▲
SNTP Server Address	▲	◯	▲
SNTP Polling Interval	▲	◯	▲
Time Zone	▲	◯	▲

❖ Timer

Settings	A	B	C
Auto Off Timer	▲	◯	▲
System Auto Reset Timer	▲	◯	▲
Copier Auto Reset Timer	▲	◯	▲
Facsimile Auto Reset Timer	▲	◯	▲
Scanner Auto Reset Timer	▲	◯	▲
Printer Auto Reset Timer	▲	◯	▲
Auto Logout Timer	▲	◯	▲

❖ Logs

Settings	A	B	C
Collect Job Logs	-	◯	▲
Collect Access Logs	-	◯	▲
Transfer Logs	-	▲	▲
Encrypt Logs	-	◯	▲

❖ E-mail

Settings	A	B	C
Administrator E-mail Address	▲	◯	▲
Reception Protocol	▲	◯	▲
E-mail Reception Interval	▲	◯	▲
Max. Reception E-mail Size	▲	◯	▲
E-mail Storage in Server	▲	◯	▲
SMTP Server Name	▲	◯	▲
SMTP Port No.	▲	◯	▲
SMTP Authentication	▲	◯	▲
SMTP Auth. E-mail Address	▲	◯	▲
SMTP Auth. User Name	-	◯	-
SMTP Auth. Password *1	-	◯	-
SMTP Auth. Encryption	▲	◯	▲
POP before SMTP	▲	◯	▲
POP E-mail Address	▲	◯	▲
POP User Name	-	◯	-
POP Password *1	-	◯	-
Timeout setting after POP Auth.	▲	◯	▲
POP3/IMAP4 Server Name	▲	◯	▲
POP3/IMAP4 Encryption	▲	◯	▲
POP3 Reception Port No.	▲	◯	▲
IMAP4 Reception Port No.	▲	◯	▲
SMTP Reception Port No.	▲	◯	▲
Fax E-mail Address	▲	◯	▲
Receive FAX E-mail	-	◯	-
Fax E-mail User Name	-	◯	-
Fax E-mail Password *1	-	◯	-
E-mail Notification E-mail Address	▲	◯	▲
Receive E-mail Notification	-	◯	-
E-mail Notification User Name	-	◯	-
E-mail Notification Password	-	◯	-

*1 You can only specify the password.

❖ Auto E-mail Notification

Settings	A	B	C
Notification Message	-	▲	▲
Address List	-	○	○
Call Service	-	▲	▲
Out of Ink	-	▲	▲
Ink Almost Empty	-	▲	▲
Waste Ink Tank(Back) is Full	-	▲	▲
Waste Ink Tank(Back) is Almost Full	-	▲	▲
Paper Misfeed	-	▲	▲
Cover Open	-	▲	▲
Out of Paper	-	▲	▲
Almost Out of Paper	-	▲	▲
Paper Tray Error	-	▲	▲
Unit Connection Error	-	▲	▲
Duplex Unit Error	-	▲	▲
Detailed Settings of Each Item	-	▲	▲

❖ On-demand E-mail Notification

Settings	A	B	C
Notification Subject	-	▲	▲
Notification Message	-	▲	▲
Restriction to System Config. Info.	-	▲	▲
Restriction to Network Config. Info.	-	▲	▲
Restriction to Printer Config. Info.	-	▲	▲
Restriction to Supply Info.	-	▲	▲
Restriction to Device Status Info.	-	▲	▲
Receivable E-mail Address/Domain Name	-	▲	▲
E-mail Language	-	▲	▲

❖ File Transfer

Settings	A	B	C
SMB User Name	-	○	-
SMB Password *1	-	○	-
FTP User Name	-	○	-
FTP Password *1	-	○	-
NCP User Name	-	○	-
NCP Password *1	-	○	-

*1 You can only specify the password.

❖ User Authentication Management

Settings	A	B	C
User Authentication Management	-	○	▲
User Code Authentication - Printer Job Authentication	-	○	-
User Code - Available Function	-	○	-
Basic Authentication - Printer Job Authentication	-	○	▲
Basic Authentication - Available Function	-	○	▲
Windows Authentication - Printer Job Authentication	-	○	-
Windows Authentication - Domain Name	-	○	-
Windows Authentication - SSL	-	○	-
Windows Authentication - Group Settings for Windows Authentication	-	○	-
LDAP Authentication - Printer Job Authentication	-	○	-
LDAP Authentication - LDAP Authentication	-	○	-
LDAP Authentication - Login Name Attribute	-	○	-
LDAP Authentication - Unique Attribute	-	○	-
LDAP Authentication - Available Function	-	○	-
Integration Server Authentication - Printer Job Authentication	-	○	-
Integration Server Authentication - SSL	-	○	-
Integration Server Authentication - Integration Server Name	-	○	-
Integration Server Authentication - Authentication Type	-	○	-
Integration Server Authentication - Obtain URL	-	○	-
Integration Server Authentication - Domain Name	-	○	-
Integration Server Authentication - Group Settings for Integration Server Authentication	-	○	-

❖ Administrator Authentication Management

Settings	A	B	C
User Administrator Authentication	-	▲	▲
Available Settings for User Administrator	-	▲	▲
Machine Administrator Authentication	-	▲	▲
Available Settings for Machine Administrator	-	▲	▲
Network Administrator Authentication	-	▲	▲
Available Settings for Network Administrator	-	▲	▲
File Administrator Authentication	-	▲	▲
Available Settings for File Administrator	-	▲	▲

❖ LDAP Server

Settings	A	B	C
LDAP Search	-	◯	-
Program/Change/Delete	-	◯	-

Printer

If you have specified administrator authentication, the available functions and settings depend on the menu protect setting.

The following settings can be specified by someone who is not an administrator.

- Abbreviations in the table columns
  ◯ =You can view and change the setting.
  ▲ =You can view the setting.
  - =You cannot view or specify the setting.

The default for **[Menu Protect]** is **[Level 2]**.

❖ Basic Settings

Settings	Off	Level 1	Level 2
Print Error Report	◯	▲	▲
Auto Continue	◯	▲	▲
Memory Overflow	◯	▲	▲
Auto Delete Temporary Print Jobs	◯	▲	▲
Auto Delete Stored Print Jobs	◯	▲	▲
Memory Usage	◯	▲	▲
Duplex	◯	▲	▲
Copies	◯	▲	▲

Settings	Off	Level 1	Level 2
Blank Page Print	○	▲	▲
Printer Language	○	▲	▲
Sub Paper Size	○	▲	▲
Page Size	○	○	▲
Letterhead Setting	○	▲	▲
Bypass Tray Setting Priority	○	▲	▲
Edge to Edge Print	○	▲	▲
Default Printer Language	○	▲	▲
Tray Switching	○	▲	▲
List/Test Print Lock	▲	▲	▲
I/O Buffer	○	▲	▲
I/O Timeout	○	▲	▲
Orientation(PCL Settings)	○	▲	▲
Form Lines(PCL Settings)	○	▲	▲
Font Source(PCL Settings)	○	▲	▲
Font Number(PCL Settings)	○	▲	▲
Point Size(PCL Settings)	○	▲	▲
Font Pitch(PCL Settings)	○	▲	▲
Symbol Set(PCL Settings)	○	▲	▲
Courier Font(PCL Settings)	○	▲	▲
Extend A4 Width(PCL Settings)	○	▲	▲
Append CR to LF(PCL Settings)	○	▲	▲
Resolution(PCL Settings)	○	▲	▲
Data Format(PS Settings *1)	○	▲	▲
Resolution(PS Settings *1)	○	▲	▲
Colour Setting(PS Settings *1)	○	▲	▲
Colour Profile(PS Settings *1)	○	▲	▲
Resolution(PDF Settings *1)	○	▲	▲
Colour Setting(PDF Settings *1)	○	▲	▲
Colour Profile(PDF Settings *1)	○	▲	▲

*1 The PostScript 3 unit option must be installed.

❖ PDF Temporary Password *1

Settings	Off	Level 1	Level 2
PDF Temporary Password	○	○	○
Confirm Password	○	○	○

*1 The PostScript 3 unit option must be installed.

❖ PDF Group Password *1

Settings	Off	Level 1	Level 2
Current PDF Group Password	○	-	-
New PDF Group Password	○	-	-
Confirm PDF Group Password	○	-	-

*1 The PostScript 3 unit option must be installed.

❖ PDF Fixed Password *1

Settings	Off	Level 1	Level 2
Current PDF Fixed Password	○	-	-
New PDF Fixed Password	○	-	-
Confirm Password	○	-	-

*1 The PostScript 3 unit option must be installed.

Fax

If you have specified administrator authentication, the available functions and settings depend on the menu protect setting.

The following settings can be specified by someone who is not an administrator.

- Abbreviations in the table columns
  ○ =You can view and change the setting.
  ▲ =You can view the setting.
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The default for **[Menu Protect]** is **[Level 2]**.

❖ General

Names Settings	Off	Level 1	Level 2
Fax Header	○	-	-
Own Name	○	-	-
Own Fax Number	○	-	-
Switch Reception Mode	○	-	-
FAX Print Colour	○	○	-
Paper Tray	○	○	-

❖ Administrator Tools

Names Settings	Off	Level 1	Level 2
Memory Lock Reception	○	-	-
Program Memory Lock ID	○	-	-
Select Extension/Outside	○	-	-
Outside Access No.	○	-	-

❖ E-mail Settings

Names Settings	Off	Level 1	Level 2
Internet Fax	○	-	-
Maximum E-mail Size	○	-	-
SMTP RX File Delivery Settings	○	-	-

❖ IP-Fax Settings

Names Settings	Off	Level 1	Level 2
Enable H.323	○	-	-
Enable IP-Fax Gatekeeper	○	-	-
Gatekeeper Address(Main)	○	-	-
Gatekeeper Address(Sub)	○	-	-
Own Fax No.	○	-	-
Enable SIP	○	-	-
Enable Server	○	-	-
Proxy Server Addr. (Main)	○	-	-
Proxy Server Address (Sub)	○	-	-
Redirect Svr. Addr. (Main)	○	-	-
Redirect Svr. Addr. (Sub)	○	-	-
Registrar Address (Main)	○	-	-
Registrar Address (Sub)	○	-	-
User Name	○	-	-

❖ IP-Fax Gateway Settings

Names Settings	Off	Level 1	Level 2
Prefix 1-50	○	-	-
Select Protocol 1-50	○	-	-
Gateway Address 1-50	○	-	-

❖ Parameter Settings

Names Settings	Off	Level 1	Level 2
Just Size Printing	○	-	-
Convert to PDF When Transferring to Folder	○	-	-
Journal	○	-	-
Immediate Transmission Result Report	○	-	-
Communication Result Report	○	-	-
Memory Storage Report	○	-	-
SEP Code RX Result Report	○	-	-
SEP Code RX Reserve Report	○	-	-
LAN-Fax Result Report	○	-	-
Inclusion of part of image	○	-	-
Error E-mail Notification	○	-	-
Display Network Errors	○	-	-
Journal Notification by E-mail	○	-	-
Response to RX Notice Request	○	-	-
Select Destination Type Priority	○	-	-

Interface

The settings available to the user depend on whether or not administrator authentication has been specified.

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- Abbreviations in the table columns
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  - =You cannot view or specify the setting.

❖ Interface Settings

Settings	A	B	C
Change Interface	▲	◯	▲
Bluetooth *1	▲	◯	▲
Operation Mode *1	▲	◯	▲
USB	▲	◯	▲
PictBridge *2	▲	◯	▲
Parallel Interface *3	▲	◯	▲
Parallel Timing *3	▲	◯	▲
Parallel Communication Speed *3	▲	◯	▲
Selection Signal Status *3	▲	◯	▲
Input Prime *3	▲	◯	▲
Bidirectional Communication *3	▲	◯	▲

*1 The Bluetooth interface unit option must be installed.
*2 The PictBridge card option must be installed.
*3 The IEEE 1284 interface board option must be installed.

❖ IEEE 802.11b *1

Settings	A	B	C
Change Interface	-	○	-
Communication Mode	▲	○	-
SSID	-	○	-
Channel	-	○	-
Security Type	-	○	-
WEP Authentication	-	○	-
WEP Key Number	-	○	-
WEP Key	-	○	-
WPA Encryption Method	-	○	-
WPA Authentication Method	-	○	-
PSK	-	○	-
WPA (802.1X):User Name	-	○	-
WPA (802.1X):Domain Name	-	○	-
WPA (802.1X):EAP Type	-	○	-
WPA Client Certificate	-	○	-
Phase 2 User Name	-	○	-
Phase 2 Method	-	○	-
Authenticate Server Certificate	-	○	-
Trust Intermediate Certificate Authority	-	○	-
Server ID	-	○	-

*1 The IEEE802.11b interface unit option must be installed.

Network

The settings available to the user depend on whether or not administrator authentication has been specified.

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  ▲ =You can view the setting.
  - =You cannot view or specify the setting.

❖ IPv4

Settings	A	B	C
IPv4	▲	▲	▲
Host Name	▲	◯	▲
DHCP	▲	◯	▲
Domain Name	▲	◯	▲
IPv4 Address	▲	◯	▲
Subnet Mask	▲	◯	▲
DDNS	▲	◯	▲
WINS	▲	◯	▲
Primary WINS Server	▲	◯	▲
Secondary WINS Server	▲	◯	▲
Scope ID	▲	◯	▲
Default Gateway Address	▲	◯	▲
DNS Server	▲	◯	▲
LPR	▲	◯	▲
RSH/RCP	▲	◯	▲
DIPRINT	▲	◯	▲

Settings	A	B	C
FTP	▲	○	▲
sftp	▲	○	▲
IPP	▲	○	▲
IPP Timeout	▲	○	▲

❖ IPv6

Settings	A	B	C
IPv6	▲	○	▲
Host Name	▲	○	▲
Domain Name	▲	○	▲
Stateless Address Autoconfiguration	▲	○	▲
Manual Configuration Address	▲	○	▲
DDNS	▲	○	▲
Default Gateway Address	▲	○	▲
DNS Server 1-3	▲	○	▲
LPR	▲	○	▲
RSH/RCP	▲	○	▲
DIPRINT	▲	○	▲
FTP	▲	○	▲
sftp	▲	○	▲
IPP	▲	○	▲
IPP Timeout	▲	○	▲

❖ NetWare

Settings	A	B	C
NetWare	▲	○	▲
Print Server Name	▲	○	▲
Logon Mode	▲	○	▲
File Server Name	▲	○	▲
NDS Tree	-	○	-
NDS Context Name	▲	○	▲
Operation Mode	▲	○	▲
Remote Printer No.	-	○	-

Settings	A	B	C
Job Timeout	-	○	-
Frame Type	▲	○	▲
Print Server Protocol	▲	○	▲
NCP Delivery Protocol	▲	○	▲

❖ AppleTalk

Settings	A	B	C
AppleTalk	▲	○	▲
Printer Name	▲	○	▲
Zone Name	▲	○	▲

❖ SMB

Settings	A	B	C
SMB	▲	○	▲
Workgroup Name	▲	○	▲
Computer Name	▲	○	▲
Comment	▲	○	▲
Notify Print Completion	▲	○	▲

❖ SSDP

Settings	A	B	C
SSDP	-	○	-
Profile Expires	-	○	-
TTL	-	○	-

❖ Bonjour

Settings	A	B	C
Bonjour	▲	○	▲
Computer Name	▲	○	▲
Location	▲	○	▲
DIPRINT	▲	○	▲
LPR	▲	○	▲
IPP	▲	○	▲

Webpage

The settings available to the user depend on whether or not administrator authentication has been specified.

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- Abbreviations in the table columns
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❖ Administrator Authentication Management

Settings	A	B	C
Webpage Language	▲	◯	▲
Set URL Target of Link Page	▲	◯	▲
Set Help URL Target	▲	◯	▲
UPnP Setting	▲	◯	▲
Download Help File	◯	◯	◯

Functions That Require Options

The following functions require certain options and additional functions.

- Hard Disk overwrite erases function
  DataOverwriteSecurity unit
- Data security for copying function
  Copy Data Security Unit
- PDF Direct Print function
  PostScript 3 unit option
- Basic Authentication, Windows Authentication, LDAP Authentication, Integration Server Authentication
  Function Upgrade Option

INDEX

M

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S

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U

W

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

| means POWER ON.

○ means POWER OFF.

⏻ means STAND BY.

In accordance with IEC 60417, this machine uses the following symbols for the anti-condensation heater switch:

| means POWER ON.

○ means POWER OFF.

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- The product names of Windows 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product names of Windows XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
  Microsoft® Windows® XP Media Center Edition
  Microsoft® Windows® XP Tablet PC Edition
- The product names of Windows Vista are as follows:
  Microsoft® Windows Vista™ Ultimate
  Microsoft® Windows Vista™ Enterprise
  Microsoft® Windows Vista™ Business
  Microsoft® Windows Vista™ Home Premium
  Microsoft® Windows Vista™ Home Basic
- The product names of Windows Server 2003 are as follows:
  Microsoft® Windows Server® 2003 Standard Edition
  Microsoft® Windows Server® 2003 Datacenter Edition
  Microsoft® Windows Server® 2003 Enterprise Edition
  Microsoft® Windows Server® 2003 Web Edition
- The product names of Windows NT 4.0 are as follows:
  Microsoft® Windows NT® Workstation 4.0
  Microsoft® Windows NT® Server 4.0

Operating Instructions Security Reference