

# Operating Instructions

## Notes on Security Functions

**Introduction**

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

**Important**

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

**Notes:**

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

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

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## About This Booklet

This booklet describes procedures, and provides important notes, for using this product in an operational environment certified according to "Common Criteria for Information Technology Security Evaluation".

Read this booklet thoroughly before using the product.

# Checking Which Functions are Available

Using User Authentication, access to the machine by individuals and groups of users is limited according to the login user name and password.

Each individual or group of users can use only the functions made available to them by the administrator according to user authentication.

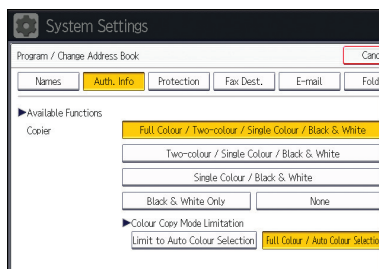
## Functions Available to Users

Functions available to users are those related to using the machine's copier/document server, printer, scanner, and facsimile functions, such as printing, storing, and sending files.

Settings related to the management and adjustment of the machine, such as [System Settings], [Copier / Document Server Features], [Printer Features], [Scanner Features], and [Facsimile Features], are available to the administrator only.

If the available functions are limited by user authentication, you can check which functions are available to you using the following procedure:

1. Press the [User Tools/Counter] key.
2. Press [Address Book Mangmnt].
3. Select the user.
4. Press [Auth. Info].
5. In "Available Functions", check the functions you can use.



If the setting to be specified does not appear, press [▼Next] to scroll down to other settings.

6. Press [OK].
7. Press [Exit].
8. Press the [User Tools/Counter] key.

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# Notes on Particular Functions

This section provides notes on particular functions.

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## Printing

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A third party may remove or review paper documents printed by this machine. Collect prints immediately.

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## Displaying the Job List Screen

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Using the Job List Screen, you can manage the stored jobs.

You can use this function in various circumstances, such as for deleting erroneous jobs and printing urgent jobs before others.

If user authentication has been enabled, only jobs stored by the logged-in user appear in the list for viewing and deleting.

For details about using the job list, see "Managing Jobs", Convenient Functions.

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## Scan to Folder

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When you send files by Scan to Folder, select the destination from the registered folders only.

For details about sending files by Scan to Folder, see "Sending Scanned Documents to a Client Computer", Scan.

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## Address Book

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Using the Extended Security function, the machine prevents general users from registering destination addresses in the address book.

You cannot send files by manually entering fax numbers, e-mail addresses, or folder destinations in Fax or Scanner functions either. Users are only allowed to send files to destinations registered in the address book.

To specify a destination for a fax using the LAN-Fax driver, see "Entering Destinations Directly" in the Help.

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## **Auto Logout**

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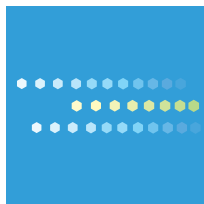
For added security, the machine has an auto-logout timer by which it automatically logs you out if you do not operate the control panel within a given time.











Printed in Japan

EN (GB)

EN (US)

EN (AU) D143-7068



D1437068