

Pro C550ex/Pro C700ex Pro C550ex/Pro C700ex Pro C550ex/Pro C700ex Pro C550ex/Pro C700ex

Operating Instructions **General Settings Guide**



- 1 Connecting the Machine
- 2 System Settings
- 3 Copier/Document Server Features
- 4 Registering Addresses and Users
- 5 Other User Tools
- 6 Appendix

Introduction

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

Important

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

Notes:

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

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

Depending on which country you are in, your machine may include certain options as standard. 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 inch version.

Manuals for This Machine

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

- 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.
- A Web browser must be installed in order to view the html manuals.

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, toner, staples, and other consumables. Also refer to this manual for explanations on where to put the machine and how to maintain it.

Copy / Document Server Reference

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

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 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.

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.



- Manuals provided are specific to machine types.
- In addition to the above, manuals are also provided for the Printer functions.
- Some of the example screens shown in this manual might differ slightly from actual screens. Also, some functions might not be available, even if they are shown in screenshots.

TABLE OF CONTENTS

Manuals for This Machine	1
How to Read This Manual	6
Symbols	6
Display Panel	7
Accessing User Tools	3
Changing Default Settings	8
Quitting User Tools	9
Menu Protect	9
1. Connecting the Machine	
Connecting to the Interfaces	11
Connecting to the Ethernet Interface	11
Network Settings Required to Use Document Server	14
Ethernet	14
Using Utilities to Make Network Settings	16
Interface Settings	16
File Transfer	18
2. System Settings	
General Features	
Output Tray Settings	24
Tray Paper Settings	25
Timer Settings	34
Interface Settings	36
Network	36
Print List	38
File Transfer	40
Administrator Tools	43
Programming the Realm	47
Programming the Realm	47
Changing the Realm	48
Deleting the Realm	49
System Settings on Main and Sub-machines	50
General Features	50
Tray Paper Settings	51

Timer Settings	53
Administrator Tools	54
3. Copier/Document Server Features	
General Features	57
Reproduction Ratio	62
Edit	64
Stamp	70
Background Numbering	70
Preset Stamp	70
User Stamp	72
Date Stamp	73
Page Numbering	74
Stamp Text	76
Input/Output	78
Adjust Color Image	81
Settings for the Document Server	82
Copier/Document Server Features on Main and Sub-machines	84
General Features	84
Reproduction Ratio	85
Edit	86
Stamp	88
Input/Output	91
Adjust Color Image	92
4. Registering Addresses and Users	
Address Book	93
Managing names in the Address Book	94
Managing users and machine usage	94
Registering Names	95
Registering Names	95
Changing a Registered Name	96
Deleting a Registered Name	97
Authentication Information	98
Registering a User Code	98

Changing a User Code	99
Deleting a User Code	101
Displaying the Counter for Each User	102
Printing the Counter for Each User	103
Printing the Counter for All Users	104
Clearing the Number of Prints	104
5. Other User Tools	
Maintenance	107
Changing the Display Language	108
Inquiry	109
Counter	111
Displaying the Total Counter	111
6. Appendix	
Copyrights	113
expat	113
NetBSD	113
Sablotron	115
JPEG LIBRARY	116
SASL	116
MD4	117
MD5	117
RSA BSAFE [®]	118
Open SSL	118
Open SSH	120
Open LDAP	124
Heimdal	125
INDEX	127

How to Read This Manual

Symbols

This manual uses the following symbols:



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.

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.



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

■ Reference

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

[]

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

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

Display Panel

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

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

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



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

To display the following screen, press the [User Tools/Counter] key to display the User Tools menu, and then press [System Settings].

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



- 1. The menu tabs for various settings appear. To display the setting you want to specify or change, press the appropriate menu tab.
- 2. A list of settings appears. To specify or change a setting, press the appropriate key in the list.
- 3. Press this to quit the User Tools menu.

Accessing User Tools

This section describes how to access User Tools menu.

User Tools allow you to change or set defaults.



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



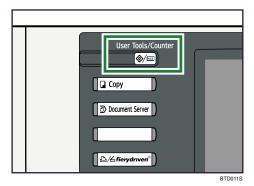
• p.9 "Quitting User Tools"

Changing Default Settings

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



- If Administrator Authentication Management is specified, contact your administrator.
- 1. Press the [User Tools/Counter] key.



2. Select the menu.

To change the System Settings, press [System Settings].

To change the Copier/Document Server Features, press [Copier / Document Server Features].

To adjust color registration or gradation, press [Maintenance].

To change the language used on the display, press [Español].

To check the telephone number to contact for repairs, or to order consumables, press [Inquiry].

To check the counter, press [Counter].

- 3. Select the user tool you want to change.
- 4. Change settings by following instructions on the display, and then press [OK].



- To cancel changes made to settings and return to the initial display, press the [User Tools/Counter] key.
- For details about specifying System Settings, see "System Settings".
- For details about specifying Copier/Document Server Features, see "Copier/Document Server Features".
- For details about specifying other settings such as adjusting color registration, adjusting gradation, changing the language, checking inquiry and counter, see "Other User Tools".

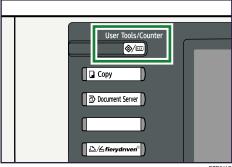
■ Reference

- p.21 "System Settings"
- p.57 "Copier/Document Server Features"
- p.107 "Other User Tools"

Quitting User Tools

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

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



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• You can also quit User Tools by pressing [Exit].

Menu Protect

Using Menu Protect, you can prevent unauthenticated users from changing the user tools. Menu Protect can be specified for each of the following user tools menus.

• Copier / Document Server Features

For details, consult your administrator.

1. Connecting the Machine

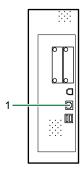
This chapter describes how to connect the machine to the network and specify the network settings.

Connecting to the Interfaces

This section explains how to identify the machine's interface and connect the machine according to the network environment.

ACAUTION

• A network interface cable with a ferrite core must be used for RF interference suppression.



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1. 10BASE-T/100BASE-TX port

Port for connecting the 10BASE-T or 100BASE-TX cable

Connecting to the Ethernet Interface

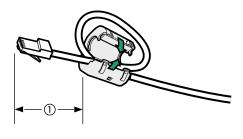
This section describes how to connect Ethernet interface cable to the Ethernet interface.



- If the main power switch is on, turn it off.
- Use the following Ethernet cables.
 - Unshielded Twisted Pair Cable (UTP) or Shielded Twisted Pair Cable (STP) and Category type
 5 or more

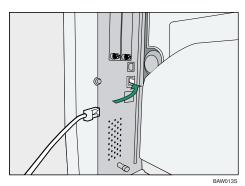
11

1. A ferrite core for the Ethernet interface cable is supplied with this machine. Make a loop in the cable about 3 cm (1.2 inch) (1) from the machine end of the cable. Attach the ferrite core.

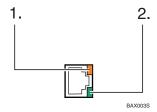


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- 2. Make sure the main power switch of the machine is off.
- 3. Connect the Ethernet interface cable to the 10BASE-T/100BASE-TX port.



- 4. Connect the other end of the Ethernet interface cable to a network connection device such as a hub.
- 5. Turn on the main power switch of the machine.



1. Indicator (yellow)

When 100BASE-TX is operating, the LED is lit yellow. When 10BASE-T is operating, it is turned off.

2. Indicator (green)

When 10BASE-T is operating, the LED is lit green. When 100BASE-TX is operating it is turned off.

• For details about how to turn on the main power switch, see "Turning On the Power", About This Machine.

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Network Settings Required to Use Document Server

This section lists the settings required for using the Document Server function under the network environment.



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

Ethernet

This section lists the settings required for using the Document Server function with an Ethernet connection. For details about how to specify the settings, see "Interface Settings".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	As required
Interface Settings/Network	Machine IPv6 Address	As required
Interface Settings/Network	IPv6 Gateway Address	As required
Interface Settings/Network	IPv6 Stateless Address Autoconfiguration	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	Ethernet Speed	As required
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required

- **U** Note
 - For the Effective Protocol setting, check that the protocol you want to use is set to [Active].
- **■** Reference
 - p.36 "Interface Settings"

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Using Utilities to Make Network Settings

This section describes how to make network settings using utilities.

You can also specify network settings using utilities such as Web Image Monitor, and telnet.



- These settings should be made by the system administrator, or with the advice of the system administrator.
- For details about using Web Image Monitor, see "Using Web Image Monitor", Network Guide.
- For details about using telnet, see "Remote Maintenance", Network Guide.

Interface Settings

This section describes how to make Interface settings using utilities.

Change settings by using Web Image Monitor, and telnet.

[Network] → [Machine IPv4 Address] → [Auto-Obtain (DHCP)]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [Machine IPv4 Address] → [Specify] → "IPv4 Address"

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [Machine IPv4 Address] → [Specify] → "Sub-net Mask"

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [IPv4 Gateway Address]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [Machine IPv6 Address] → "Manual Configuration Address"

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [IPv6 Gateway Address]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [IPv6 Stateless Address Autoconfiguration]

• Web Image Monitor: Can be used for specifying the setting.

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• telnet: Can be used for specifying the setting.

[Network] → [DNS Configuration] → [Auto-Obtain (DHCP)]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [DNS Configuration] → [Specify] → "DNS Server 1-3"

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [DDNS Configuration]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [Domain Name] → [Auto-Obtain (DHCP)]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [Domain Name] → [Specify] → "Domain Name"

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [WINS Configuration] → [On] → "Primary WINS Server"

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [WINS Configuration] → [On] → "Secondary WINS Server"

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [WINS Configuration] → [On] → "Scope ID"

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [WINS Configuration] → [Off]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [Effective Protocol] → "IPv4"

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [Effective Protocol] → "IPv6"

• Web Image Monitor: Can be used for specifying the setting.

• telnet: Can be used for specifying the setting.

[Network] → [Ethernet Speed]

- Web Image Monitor: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[Network] → [Ping Command]

- Web Image Monitor: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[Network] → [Permit SNMPv3 Communication] → [Encryption Only]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [Permit SNMPv3 Communication] → [Encryption / Cleartext]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [Permit SSL / TLS Communication] → [Ciphertext Only]

- Web Image Monitor: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[Network] → [Permit SSL / TLS Communication] → [Ciphertext Priority]

- Web Image Monitor: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[Network] → [Permit SSL / TLS Communication] → [Ciphertext / Cleartext]

- Web Image Monitor: Cannot be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[Network] → [Host Name]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

[Network] → [Machine Name]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Can be used for specifying the setting.

File Transfer

This section describes how to make File Transfer settings using utilities.

Change settings by using Web Image Monitor, and telnet.

[File Transfer] → [SMTP Server]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [SMTP Authentication]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [POP before SMTP]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [Reception Protocol] → [POP3]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [Reception Protocol] → [IMAP4]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [Reception Protocol] → [SMTP]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [POP3 / IMAP4 Settings]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [Administrator's E-mail Address]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [E-mail Communication Port]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [E-mail Reception Interval]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

[File Transfer] → [Max. Reception E-mail Size]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

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[File Transfer] → [E-mail Storage in Server]

- Web Image Monitor: Can be used for specifying the setting.
- telnet: Cannot be used for specifying the setting.

2. System Settings

This chapter describes user tools in the System Settings menu. For details on how to access System Settings, see "Accessing User tools".

General Features

This section describes the user tools in the General Features menu under System Settings.

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

Program / Change / Delete User Text

You can register text phrases you often use when specifying settings, such as ".com" and "Regards".

You can register up to 40 entries.

- Program / Change
 - 1. Press [System Settings].
 - 2. Check that [General Features] is selected.
 - 3. Press [Program / Change / Delete User Text].
 - 4. Check that [Program / Change] is selected.
 - 5. Select the user text you want to change.

To program new user text, press [Not Programmed].

- 6. Enter the user text, and then press [OK].
 - Enter the user text using up to 80 characters.
- 7. Press [Exit].
- 8. Press the [User Tools/Counter] key.
- Delete
 - 1. Press [System Settings].
 - 2. Check that [General Features] is selected.
 - 3. Press [Program / Change / Delete User Text].
 - 4. Press [Delete].
 - 5. Select the user text you want to delete.
 - 6. Press [Yes].
 - 7. Press [Exit].
 - 8. Press the [User Tools/Counter] key.

Panel key Sound

The beeper (key tone) sounds when a key is pressed.

The default setting is On.

Warm-Up Beeper (copier/Document Server)

You can have the beeper sound when the machine becomes ready to copy after leaving Energy Saver mode, or when the power is turned on.

The default setting is On.

If the Panel Tone setting is [Off], the beeper does not sound, whatever the Warm Up Notice setting.

Copy Count Display (copier/Document Server)

The copy counter can be set to show the number of copies made (count up) or the number of copies yet to be made (count down).

The default setting is Up.

Function Priority

Specify the mode to be displayed immediately after the operation switch is turned on, or when System Reset mode is turned on.

The default setting is Copier.

Function Reset Timer

You can set the length of time the machine waits before changing modes when using the multi-access function.

This is useful if you are making many copies and have to change settings for each copy. If you set a longer reset period, you can prevent interruption from other functions.

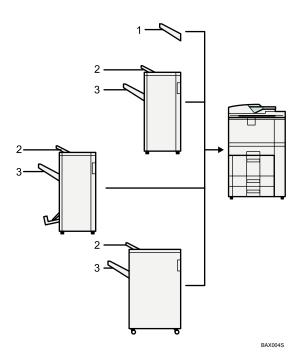
The default setting is **Set Time**.

When you select [Set Time], enter the time (3⁻30 seconds, in 1 second increments) using the number keys.

The default setting for Function Reset Time is 3 second(s).

Output: Copier (copier)

Specify a tray to which documents are delivered.



- 1. Copy Tray
- 2. Finisher Upper Tray
- 3. Finisher Shift Tray

The default setting is Copy Tray.

Output: Document Server (Document Server)

Specify a tray to which documents are delivered.

The default setting is Copy Tray.

ADF Original Table Elevation

Set when to raise the ADF plate after placing originals on the Auto Document Feeder (ADF).

The default setting is When Original is Set.

Key Repeat

You can enable or disable repetition of an operation if a key on the screen or control panel is pressed continuously.

The default setting is **Normal**.

Z-fold Position

If you specify Z-folding, set the fold-back position in 1 mm (0.1") increments.

The setting ranges of the folding position for each paper size are shown below:

- Metric version
 - A3: 2-25 mm

- B4 JIS: 2-40 mm
- A4: 2-10 mm
- 11×17: 2-20 mm
- $8^{1}/_{2} \times 14$: 2-35 mm
- Inch version
 - A3: 0.1"-1.0"
 - B4 JIS: 0.1"-1.6"
 - A4: 0.1"-0.4"
 - 11×17: 0.1"-0.8"
 - 8¹/₂×14: 0.1"-1.4"

The default setting is 2 mm (Metric version) / 0.1" (Inch version).

Reference

• p.8 "Accessing User Tools"

Output Tray Settings

- You cannot interrupt the current stapling job even if a stapling job is specified by a different function.
- When the optional finisher is installed and stapling or shift-sorting is specified, the job will be delivered to the finisher shift tray regardless of the output tray specified.

Tray Paper Settings

This section describes the user tools in the Tray Paper Settings menu under System Settings.

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



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

Paper Tray Priority: Copier (copier/Document Server)

Specify the tray to supply paper for output.

The default setting is **Tray 1**.

If the optional large capacity tray (LCT) or wide large capacity tray (Wide LCT) is installed, [LCT] is displayed.

Tray Paper Size: Tray 2-3

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

The paper guide for the tray 1 is fixed. If you need to change the paper size, contact your service representative.

The paper sizes you can set for tray 2-3 are as follows:

• "Auto Detect", "A3D", "A4D", "A4D", "A5D", "A5D", "B4 JISD", "B5 JISD", "B1/2×14D", "11×15D", "11×15D", "11×14D", "10×15D", "81/2×14D", "81/2×13D", "81/2×11D", "81/2×11D", "81/4×14D", "81/4×13D", "8×13D", "71/4×101/2D", "71/4×101/2D", "51/2×81/2D", "51/2×81/2D", "51/2×81/2D", "8KD", "16KD", "16KD", "16KD", "170mm×210mm", "340mm×210mm"

The default setting is Auto Detect.

Tray Paper Size: LCT

Select the size of the paper loaded in the optional wide large capacity tray (Wide LCT).

This menu appears only when the optional wide large capacity tray (Wide LCT) is installed.

The paper guide for the optional large capacity tray (LCT) is fixed. If you need to change the paper size, contact your service representative.

The paper sizes you can set for wide large capacity tray (Wide LCT) are as follows:

- Metric version
 - "Auto Detect", "A3D", "A4D", "A4D", "A5D", "A5D", "A6D", "B4 JISD", "B5 JISD", "B5 JISD", "B5 JISD", "B5 JISD", "B6 JIS

```
"12\times18\Box", "11\times17\Box", "11\times15\Box", "11\times14\Box", "10\times15\Box", "10\times14\Box", "8^{1}/{_2}\times14\Box", "8^{1}/{_2}\times14\Box", "8^{1}/{_2}\times13\Box", "8^{1}/{_2}\times11\Box", "8^{1}/{_2}\times11\Box", "8^{1}/{_4}\times14\Box", "8^{1}/{_4}\times13\Box", "8\times10^{1}/{_2}\Box", "8\times1
```

- Inch version
 - "Auto Detect", "12×18©", "11×17©", "11×15©", "11×14©", "10×15©", "10×14

 $"8^{1}/_{2} \times 14\Box", "8^{1}/_{2} \times 13\Box", "8^{1}/_{2} \times 11\Box", "8^{1}/_{2} \times 11\Box", "8^{1}/_{4} \times 14\Box", "8^{1}/_{4} \times 13\Box", "8 \times 13\Box", "8 \times 10^{1}/_{2}\Box", "8 \times 10^{1}/_{2}\Box", "8 \times 10\Box", "8 \times 10\Box", "7^{1}/_{4} \times 10^{1}/_{2}\Box", "7^{1}/_{4} \times 10^{1}/_{2}\Box", "5^{1}/_{2} \times 8^{1}/_{2}\Box", "5^{1}/_{2} \times 8^{1}/_{2}\Box"$

"A3¬", "A4¬", "A4¬", "A5¬", "A5¬", "A6¬", "B4 JIS¬", "B5 JIS¬", "B5 JIS¬", "B6 JIS¬", "B10mm×182mm", "182mm×210mm", "210mm×170mm", "170mm×210mm", "340mm×210mm", "Custom Size"

You can specify a custom size of between $100.0^-305.0$ mm ($3.94^{"}$ $^-12.00"$) vertically, and between $139.7^-487.6$ mm ($5.50^{"}$ $^-19.19"$) horizontally.

The default setting is Auto Detect.

Tray Paper Size: Interposer Upper Tray

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

This menu appears only when the optional twin interposer is installed.

The paper sizes you can set for interposer upper tray are as follows:

- Metric version
 - "Auto Detect", "A3¬¬", "A4¬¬", "A4¬¬", "A5¬¬", "B4 JIS¬¬", "B5 JIS¬¬", "B1/2×14¬¬", "B1/2×14¬¬", "B1/2×13¬¬", "B1/2×11¬¬", "B1/4×14¬¬", "B1/4×13¬¬", "8×13¬¬", "8×101/2¬¬", "8×101/2¬¬", "8×10¬", "8×10¬", "8×10¬", "8×10¬", "8×10¬", "8×10¬", "8×10¬", "8×10¬", "8×10¬", "8×10¬", "8×10¬", "8×10¬", "8×10¬", "8×1
- Inch version
 - "Auto Detect", "12×18□", "11×17□", "11×15□", "11×14□", "10×15□", "10×14□"

 $"8^{1}/_{2} \times 14 \square", "8^{1}/_{2} \times 13 \square", "8^{1}/_{2} \times 11 \square", "8^{1}/_{2} \times 11 \square", "8^{1}/_{4} \times 14 \square", "8^{1}/_{4} \times 13 \square", "8 \times 13 \square", "8 \times 10^{1}/_{2} \square", "8 \times 10^{1}/_{2} \square", "8 \times 10^{1}/_{2} \square", "8 \times 10^{1}/_{2} \square", "7^{1}/_{4} \times 10^{1}/_{2} \square", "5^{1}/_{2} \times 8^{1}/_{2} \square", "5^{1}/_{2} \times 8^{1}/_{2} \square"$

"A3¬", "A4¬", "A4¬", "A5¬", "A5¬", "B4 JIS¬", "B5 JIS¬", "B5 JIS¬", "210mm×182mm", "182mm×210mm", "210mm×170mm", "170mm×210mm", "340mm×210mm", "Custom Size"

You can specify a custom size of between $139.7^-305.0$ mm ($5.50"^-12.00"$) vertically, and between $139.7^-458.0$ mm ($5.50"^-18.00"$) horizontally.

The default setting is Auto Detect.

Tray Paper Size: Interposer Lower Tray

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

This menu appears only when the optional twin interposer is installed.

The paper sizes you can set for interposer lower tray are as follows:

- Metric version
 - "Auto Detect", "A3\tilde{\ti
- Inch version
 - "Auto Detect", "12×18¬", "11×17¬", "11×15¬", "11×14¬", "10×15¬", "10×14

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"8^{1}/_{2}\times14\Box", "8^{1}/_{2}\times13\Box", "8^{1}/_{2}\times111\Box", "8^{1}/_{2}\times11\Box", "8^{1}/_{4}\times14\Box", "8^{1}/_{4}\times13\Box", "8^{1}/_{2}\times11\Box", "8^{1}/_{2}\times11\Box", "8^{1}/_{4}\times14\Box", "8^{1}/_{4}\times13\Box", "8^{1}/_{2}\Box", "8^{1}/_{2}\Box", "8^{1}/_{2}\Box", "8^{1}/_{2}\Box", "8^{1}/_{2}\Box", "8^{1}/_{2}\Box", "5^{1}/_{2}\times8^{1}/_{2}\Box"
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"A3¬", "A4¬", "A4¬", "A5¬", "A5¬", "B4 JIS¬", "B5 JIS¬", "B5 JIS¬", "210mm×182mm", "182mm×210mm", "210mm×170mm", "170mm×210mm", "340mm×210mm", "Custom Size"

You can specify a custom size of between $139.7^-305.0$ mm ($5.50"^-12.00"$) vertically, and between $139.7^-458.0$ mm ($5.50"^-18.00"$) horizontally.

The default setting is Auto Detect.

Paper Type: Bypass Tray

Sets the display so you can see what type of paper is loaded in the bypass tray.

The paper types you can set for the bypass tray are as follows:

 No Display, Recycled Paper, Color Paper 1, Color Paper 2, Letterhead, Label Paper, Translucent Paper, Preprinted Paper, Bond Paper, Cardstock, Prepunched Paper, OHP(Transparency), Special Paper 1, Special Paper 2, Tab Stock

The paper thicknesses you can set for the bypass tray are as follows:

Thin Paper (52.3 ⁻ 65.9 g/m²) (13.9 ⁻ 17.9 lb.Bond, 19.3 ⁻ 23.9 lb.Cover, 28.9 ⁻ 36.4 lb.Index)

- Plain Paper 1 (66.0 80.9 g/m²) (18 21.9 lb.Bond, 24 29.9 lb.Cover, 36.5 44.9 lb.Index)
- Plain Paper 2 (81.0 100.9 g/m²) (22 26.9 lb.Bond, 30 37 lb.Cover, 45 55.9 lb.Index)
- Middle Thick (101.0 127.4 g/m²) (27 33.9 lb.Bond, 37.1 46.9 lb.Cover, 56 70.4 lb.Index)
- Thick Paper 1 (127.5 ⁻ 163.9 g/m²) (34 ⁻ 43.9 lb.Bond, 47 ⁻ 60 lb.Cover, 70.5 ⁻ 90.4 lb.Index)
- Thick Paper 2 (164.0 ⁻ 249.9 g/m²) (44 ⁻ 66.9 lb.Bond, 60.1 ⁻ 91.9 lb.Cover, 90.5 ⁻ 137.9 lb.Index)
- Thick Paper 3 (250.0 ⁻ 300.0 g/m²) (67 ⁻ 80 lb.Bond, 92 ⁻ 110 lb.Cover, 138 ⁻ 165.7 lb.Index)

The default setting for "Paper Type" is No Display.

The default setting for "Paper Thickness" is Plain Paper 1.

For details about the relations between possible paper sizes and thickness, see "Recommended Paper Sizes and Types", About This Machine.

For details about the recommended conditions for using thick paper, see "Thick Paper", About This Machine.

Paper Type: Tray 2-3

Sets the display so you can see what type of paper is loaded in each paper tray.

The print function uses this information to automatically select the paper tray.

The paper types you can set for the paper tray 2-3 are as follows:

 No Display, Recycled Paper, Color Paper 1, Color Paper 2, Letterhead, Preprinted Paper, Bond Paper, Cardstock, Prepunched Paper, Special Paper 1, Special Paper 2, Tab Stock

The paper thicknesses you can set for the paper tray 2-3 are as follows:

- Thin Paper (52.3 ⁻ 65.9 g/m²) (13.9 ⁻ 17.9 lb.Bond, 19.3 ⁻ 23.9 lb.Cover, 28.9 ⁻ 36.4 lb.Index)
- Plain Paper 1 (66.0 80.9 g/m²) (18 21.9 lb.Bond, 24 29.9 lb.Cover, 36.5 44.9 lb.Index)
- Plain Paper 2 (81.0 100.9 g/m²) (22 26.9 lb.Bond, 30 37 lb.Cover, 45 55.9 lb.Index)
- Middle Thick (101.0 ⁻ 127.4 g/m²) (27 ⁻ 33.9 lb.Bond, 37.1 ⁻ 46.9 lb.Cover, 56 ⁻ 70.4 lb.Index)
- Thick Paper 1(127.5 163.9 g/m²) (34 43.9 lb.Bond, 47 60 lb.Cover, 70.5 90.4 lb.Index)
- Thick Paper 2 (164 216 g/m²) (44 57.6 lb.Bond, 60.1 80 lb.Cover, 90.5 119.3 lb.Index)

The default setting for "Paper Type" is No Display.

The default setting for "Paper Thickness" is Plain Paper 1.

The default setting for "Apply Duplex" is Yes.

The default setting for "Apply Auto Paper Select" is Yes.

The key mark is displayed next to the paper tray if [No] is selected in "Auto Paper Select".

The optional tab sheet holder is required when using tab stock in tray 2 or 3.

The number of tab stock shifts can be set in millimeters, when [Tab Stock] has been selected.

The number of tab stock shift can be set in 1 millimeter (1 inch) units, within a range of 0 to 15 mm (0" to 0.6"). The default is 13 mm (0.5").

Auto Paper Select can only be selected for the copier function if [No Display] and [Recycled Paper] are selected. If [No] is selected, Auto Paper Select is not valid.

For details about the relations between possible paper sizes and thickness, see "Recommended Paper Sizes and Types", About This Machine.

For details about the recommended conditions for using thick paper, see "Thick Paper", About This Machine.

Paper Type: LCT (When the large capacity tray is installed.)

Sets the display so you can see what type of paper is loaded in the large capacity tray (LCT).

The print function uses this information to automatically select the paper tray.

The paper types you can set for the large capacity tray (LCT) are as follows:

 No Display, Recycled Paper, Color Paper 1, Color Paper 2, Letterhead, Preprinted Paper, Bond Paper, Cardstock, Prepunched Paper, Special Paper 1, Special Paper 2

The paper thicknesses you can set for the large capacity tray (LCT) are as follows:

- Thin Paper (52.3 ⁻ 65.9 g/m²) (13.9 ⁻ 17.9 lb.Bond, 19.3 ⁻ 23.9 lb.Cover, 28.9 ⁻ 36.4 lb.Index)
- Plain Paper 1 (66.0 80.9 g/m²) (18 21.9 lb.Bond, 24 29.9 lb.Cover, 36.5 44.9 lb.Index)
- Plain Paper 2 (81.0 $^-$ 100.9 g/m²) (22 $^-$ 26.9 lb.Bond, 30 $^-$ 37 lb.Cover, 45 $^-$ 55.9 lb.Index)
- Middle Thick (101.0 ⁻ 127.4 g/m²) (27 ⁻ 33.9 lb.Bond, 37.1 ⁻ 46.9 lb.Cover, 56 ⁻ 70.4 lb.Index)

The default setting for "Paper Type" is No Display.

The default setting for "Paper Thickness" is Plain Paper 1.

The default setting for "Apply Duplex" is Yes.

The default setting for "Apply Auto Paper Select" is Yes.

The key mark is displayed next to the paper tray if [No] is selected in [Auto Paper Select].

Auto Paper Select can only be selected for the copier function if [No Display] and [Recycled Paper] are selected. If [No] is selected, Auto Paper Select is not valid.

For details about the relations between possible paper sizes and thickness, see "Recommended Paper Sizes and Types", About This Machine.

For details about the recommended conditions for using thick paper, see "Thick Paper", About This Machine.

Paper Type: LCT (When the wide large capacity tray is installed.)

Sets the display so you can see what type of paper is loaded in the wide large capacity tray (Wide LCT).

The print function uses this information to automatically select the paper tray.

The paper types you can set for the wide large capacity tray (Wide LCT) are as follows:

 No Display, Recycled Paper, Color Paper 1, Color Paper 2, Letterhead, Preprinted Paper, Bond Paper, Cardstock, Label Paper, Translucent Paper, Prepunched Paper, OHP(Transparency), Special Paper 1, Special Paper 2, Tab Stock

The paper thicknesses you can set for the wide large capacity tray (Wide LCT) are as follows:

- Thin Paper (52.3 ⁻ 65.9 g/m²) (13.9 ⁻ 17.9 lb.Bond, 19.3 ⁻ 23.9 lb.Cover, 28.9 ⁻ 36.4 lb.Index)
- Plain Paper 1 (66.0 80.9 g/m²) (18 21.9 lb.Bond, 24 29.9 lb.Cover, 36.5 44.9 lb.Index)
- Plain Paper 2 (81.0 100.9 g/m²) (22 26.9 lb.Bond, 30 37 lb.Cover, 45 55.9 lb.Index)
- Middle Thick (101.0 127.4 g/m²) (27 33.9 lb.Bond, 37.1 46.9 lb.Cover, 56 70.4 lb.Index)
- Thick Paper 2 (164.0 ⁻ 249.9 g/m²) (44 ⁻ 66.9 lb.Bond, 60 ⁻ 91.9 lb.Cover, 90.5 ⁻ 137.9 lb.Index)
- Thick Paper 3 (250.0 ⁻ 300.0 g/m²) (67 ⁻ 80 lb.Bond, 92 ⁻ 110 lb.Cover, 138 ⁻ 165.7 lb.Index)

The default setting for "Paper Type" is No Display.

The default setting for "Paper Thickness" is Plain Paper 1.

The default setting for "Apply Duplex" is Yes.

The default setting for "Apply Auto Paper Select" is Yes.

The key mark is displayed next to the paper tray if [No] is selected in [Auto Paper Select].

Auto Paper Select can only be selected for the copier function if [No Display] and [Recycled Paper] are selected. If [No] is selected, Auto Paper Select is not valid.

For details about the relations between possible paper sizes and thickness, see "Recommended Paper Sizes and Types", About This Machine.

For details about the recommended conditions for using thick paper, see "Thick Paper", About This Machine.

Front Cover Sheet Tray

You can specify and display the paper tray that is used to set front cover sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

The default setting is Off.

When [At Mode Selected] is selected, front cover sheet tray settings only appear when the cover function or slip sheet function is selected.

When [Full Time] is selected, the front cover sheet tray is always displayed.

Back Cover Sheet Tray

You can specify and display the paper tray that is used to set back cover sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

The default setting is Off.

When [At Mode Selected] is selected, back cover sheet tray settings only appear when the cover function or slip sheet function is selected.

When [Full Time] is selected, the back cover sheet tray is always displayed.

Slip Sheet Tray

You can specify and display the paper tray that is used for setting slip sheets.

You can also specify the display timing and copy method for two-sided copying.

The default setting is Off.

When [At Mode Selected] is selected, slip sheet tray settings only appear when the cover function or slip sheet function is selected.

When [Full Time] is selected, the slip sheet tray is always displayed.

Designation Sheet 1 Tray / Designation Sheet 2 Tray

You can specify and display the paper tray that is used for setting designation sheets.

You can also specify the display timing and copy method for two-sided copying.

The default setting is Off.

When [At Mode Selected] is selected, slip sheet tray settings only appear when the cover function or slip sheet function is selected.

When [Full Time] is selected, the slip sheet tray is always displayed.

Separation Sheet Tray

You can specify and display the paper tray that is used for setting separation sheets.

You can also specify the display timing and copy method for two-sided copying.

The default setting is Off.

When [At Mode Selected] is selected, separation sheet tray settings only appear when the cover function or slip sheet function is selected.

When [Full Time] is selected, the slip sheet tray is always displayed.

Paper Type Detect

You can specify whether or not the machine automatically detects the paper type (plain 1, plain 2, thin, middle thick, thick 1, thick 2, thick 3, translucent paper, or OHP transparency). If detection is enabled and the paper type that is loaded differs from the detected paper type, a warning message appears. Press the [Clear/Stop] key, remove paper from inside the machine and configure new paper settings correctly or change paper.

- On
- Off

Trays that can be specified:

- Bypass Tray
- Tray 1
- Tray 2
- Tray 3
- LCT



- Some paper types cannot be detected.
- Depending on the paper type, the machine reports a warning message even though a proper paper type is loaded. In this case, specify "Off" for this setting.
- If you select duplex copying, the paper type of the backs of originals cannot be detected.
- [Paper Type Detect] works only if you select "No Display", "Recycled Paper", "Translucent Paper", or "OHP" in [Paper Type:] in System Settings.
- The machine also detects the paper type automatically if you specify the optional wide large capacity tray (Wide LCT) for Type 2 and specify "Special Paper 2" as the paper type.
- The following paper types cannot be detected or may not be detected properly:
 - Printed paper or copies
 - Colored paper
 - Preprinted paper
 - Bent, folded, or creased paper
 - Paper with holes
 - Smudged, damaged, or torn paper
 - Back of paper
 - Batch of more than one paper type
 - Sheets shorter than 160 mm (only if loaded in the bypass tray)

Double Feed Detect

You can specify whether or not the machine stops if more than one sheet of plain 1, plain 2, thin, middle thick, thick 1, thick 2, thick 3, translucent paper, or OHP transparency has fed in at the same time. If double feeds occur, the machine stops operating as if misfeed has occurred. Remove paper from the tray and fan it thoroughly before resetting it in the tray.

- On
- Off

Trays that can be specified:

- Bypass Tray
- Tray 1
- Tray 2
- Tray 3
- LCT



- With certain paper types, double feeds cannot be detected.
- Depending on the paper type, the machine may detect double feeds even though they have not actually occurred. In this case, specify "Off" for this setting.
- If you select duplex copying, the paper type of the backs of originals cannot be detected.
- [Double Feed Detect] works only if you select "No Display", "Recycled Paper", "Translucent Paper", or "OHP" in [Paper Type:] in System Settings.
- The machine also detects the paper type automatically if you specify the optional wide large capacity tray (Wide LCT) for Type 2 and specify "Special Paper 2" as the paper type.
- The following paper types cannot be detected or may not be detected properly:
 - Printed paper or copies
 - Colored paper
 - Preprinted paper
 - Bent, folded, or creased paper
 - Paper with holes
 - Smudged, damaged, or torn paper
 - · Back of paper
 - Batch of more than one paper type
 - Sheets shorter than 160 mm (only if loaded in the bypass tray)

Timer Settings

This section describes the user tools in the Timer Settings menu under System Settings.

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

Auto Off Timer

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

The machine status after the Auto Off operation is referred to as "Off mode", or "Sleep mode".

For the Auto Off Timer, specify the time to elapse before Auto Off.

The default setting is 30 min.

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

Auto Off may not work when error messages appear.

Energy Saver Timer

Set the amount of time the machine waits before switching to lower-power mode after copying has finished or the last operation is performed.

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

The default setting is 15 min..

Panel Off Timer

Set the amount of time the machine waits before switching the panel off after copying has finished or the last operation is performed.

Enter a time interval between 10 seconds and 240 minutes, using the number keys.

The default setting is 60 second(s).

System Auto Reset Timer

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

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

The default setting is On, 60 second(s).

Copier/Document Server Auto Reset Timer (copier/Document Server)

Specifies the time to elapse before copier and Document Server modes reset.

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

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

The default setting is On, 60 second(s).

Set Date

Set the date for the copier's internal clock using the number keys.

To change between year, month, and day, press $[\leftarrow]$ and $[\rightarrow]$.

Set Time

Set the time for the copier's internal clock using the number keys.

Enter the time using the 24-hour format (in 1 second increments).

To change between hours, minutes and seconds, press $[\leftarrow]$ and $[\rightarrow]$.

Auto Logout Timer

Specify whether or not to automatically log out a user when the user does not operate the machine for a specified period of time after logging in.

The time can be set from 60 to 999 seconds, in one second increments, using the number keys.

The default setting is On, 180 second(s).

Weekly Timer Code

Set a password (using not more than eight digits) for turning on the power during the time periods when "Weekly Timer" turns off the machine's power.

In order to make this setting, administrator authentication must be enabled. For details, consult your administrator.

The default setting is Off.

If you have selected "On", enter the password.

When you select "On", you cannot use the machine even if you turn the power switch to "On", unless you enter the password.

If you select "Off", you do not have to enter a password to switch on the machine, you need only turn the power switch to "On".

Weekly Timer: Monday - Sunday

Set the daily time when the power is switched on/off.

- Power On Time
- Power Off Time

Enter the time using the 24-hour system.

Enter the "hour" and "minute" using the number keys.

Reference

• p.8 "Accessing User Tools"

Interface Settings

This section describes the user tools in the Interface Settings menu under System Settings.

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

Network

This section describes the user tools in the Network menu under Interface Settings.

Machine IPv4 Address

Specify the machine's IPv4 network address.

The default setting is Auto-Obtain (DHCP).

When you select [Specify], enter the IPv4 address and subnet mask as "xxx.xxx.xxx.xxx" ("x" indicates a number).

When you select [Specify], make sure that IPv4 address is different from that of other machines on the network.

The physical address (MAC address) also appears.

IPv4 Gateway Address

A gateway is a connection or interchange point between two networks.

Specify the gateway address for the router or host computer used as a gateway.

The default setting is 000.000.000.000.

Machine IPv6 Address

Displays the machine's IPv6 network address.

Link-local Address

The machine's specified link-local address appears.

• Manual Configuration Address

The machine's manually configured address appears.

• Stateless Address: 1-5

The specified stateless address appears.

IPv6 Gateway Address

Displays the machine's IPv6 gateway address.

IPv6 Stateless Address Autoconfiguration

Specify IPv6 Stateless Address Autoconfiguration.

The default setting is Active.

DNS Configuration

Make settings for the DNS server.

The default setting is Auto-Obtain (DHCP).

When you select [Specify], enter the DNS Server IPv4 address as "xxx.xxx.xxx.xxx" ("x" indicates a number).

DDNS Configuration

Specify the DDNS settings.

The default setting is Active.

IPSec

Specify the machine's IPSec function Active/Inactive.

The default setting is Inactive.

Domain Name

Specify the domain name.

The default setting is Auto-Obtain (DHCP).

When you select [Specify], enter the domain name using up to 63 characters.

WINS Configuration

Specify the WINS server settings.

The default setting is Off.

If [On] is selected, enter the WINS Server IPv4 address as "xxx.xxx.xxx" ("x" indicates a number).

If DHCP is in use, specify the scope ID. Enter a scope ID using up to 31 characters.

Effective Protocol

Select the Protocol to use in the network.

The default setting for "IPv4" is Active.

The default setting for "IPv6" is **Inactive**.

Ethernet Speed

Set the access speed for networks.

The default setting is Auto Select.

Select a speed that matches your network environment. [Auto Select] should usually be selected.

	10Mbps Half Duplex	10Mbps Full Duplex	100Mbps Half Duplex	100Mbps Full Duplex	Auto Select
10Mbps Half Duplex	•	_	_	_	•

10Mbps Full Duplex	_	•	_	_	_
100Mbps Half Duplex	_	_	•	_	•
100Mbps Full Duplex	_	_	_	•	_
Auto Select	•	_	•	_	•

Ping Command

Check the network connection with ping command using given IPv4 address.

If you fail to connect to the network, check the following, and then retry the ping command.

- Make sure that "IPv4" in [Effective Protocol] is set to "Active".
- Check that the machine with assigned IPv4 address is connected to the network.
- There is a possibility that the same IPv4 address is used for the specified equipment.

Permit SNMPv3 Communication

Set the encrypted communication of SNMPv3.

The default setting is **Encryption / Cleartext**.

If you select to [Encryption Only], you need to set an encryption password for the machine.

Permit SSL / TLS Communication

Set the encrypted communication of SSL/TLS.

The default setting is Ciphertext / Cleartext.

If you set to [Ciphertext Only], you need to install the SSL certificate for the machine.

Host Name

Specify the host name.

Enter the host name using up to 63 characters.

Machine Name

Specify the machine name.

Enter the machine name using up to 31 characters.

Print List

This section describes how to print the configuration page.

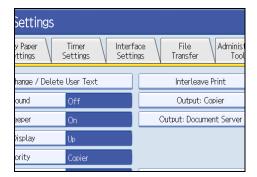
You can check items related to the network environment.

The configuration page shows the current network settings and network information.

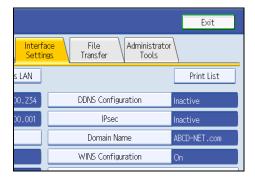
1. Press [System Settings].



2. Press [Interface Settings].



3. Press [Print List].



4. Press the [Start] key.

The configuration page is printed.

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



• You can also exit by pressing [Exit] on the User Tools main menu.

File Transfer

This section describes the user tools in the File Transfer menu under System Settings.

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

SMTP Server

Specify the SMTP server name.

If DNS is in use, enter the host name.

If DNS is not in use, enter the SMTP server IPv4 address.

The default setting for "Port No." is 25.

Enter the server name using up to 127 characters. Spaces cannot be entered.

Enter port number between 1 and 65535 using the number keys, and then press the [#] key.

The SMTP server shares the same port number with the Direct SMTP server.

SMTP Authentication

Specify SMTP authentication (PLAIN, LOGIN, CRAMMD5, DIGEST-MD5). When sending e-mail to an SMTP server, you can enhance the SMTP server security level using authentication that requires entering the user name and password.

If the SMTP server requires authentication, set [SMTP Authentication] to [On], and then specify the user name, password and encryption.

The default setting is Off.

• Enter the user name using up to 191 characters.

Spaces cannot be entered. Depending on the SMTP server type, "realm" must be specified. Add "@" after the user name, as in "user name@realm".

• Enter the password using up to 128 characters.

Spaces cannot be entered.

• Select Encryption as follows:

"Encryption"-[Auto]

Use if the authentication method is PLAIN, LOGIN, CRAM-MD5, or DIGEST-MD5.

"Encryption"-[On]

Use if the authentication method is CRAMMD5 or DIGEST-MD5.

"Encryption"-[Off]

Use if the authentication method is PLAIN, or LOGIN.

POP before SMTP

Specify POP authentication (POP before SMTP).

When sending e-mail to an SMTP server, you can enhance the SMTP server security level by connecting to the POP server for authentication.

The default setting is Off.

If you set POP before SMTP to [On], specify the waiting time after authentication, user name, and password.

Wait Time after Authent.: 300 msec...

Specify [Wait Time after Authent.] from zero to 10,000 milliseconds, in increments of one millisecond.

User Name

Enter the user name using up to 191 characters. Spaces cannot be entered.

Password

Enter the password using up to 128 characters. Spaces cannot be entered.

To enable POP server authentication before sending e-mail via the SMTP server, set [POP before SMTP] to [On]. E-mail is sent to the SMTP server after the time specified for [Wait Time after Authent.] has elapsed.

If you select [On], enter server name in POP3 / IMAP4 Settings. Also, check POP3 port number in E-mail Communication Port.

Reception Protocol

Specify the Reception Protocol.

The default setting is POP3.

POP3 / IMAP4 Settings

Specify the POP3/IMAP4 server name.

The specified POP3/IMAP4 server name is used for [POP before SMTP].

The default setting is Auto.

Server Name

If DNS is in use, enter the host name.

If DNS is not in use, enter the POP3/IMAP4 or server IPv4 address.

Enter POP3/IMAP4 server name using up to 127 characters. Spaces cannot be entered.

• Select Encryption as follows:

Encryption-[Auto]

Password encryption is automatically set according to the POP/IMAP server settings.

Encryption-[On]

Encrypt password.

Encryption-[Off]

Do not encrypt password.

Administrator's E-mail Address

Specify the Administrator's E-mail Address.

If a failure occurs in the machine or consumables need to be replaced, e-mail messages are sent to the Administrator's E-mail Address by E-mail Notification function.

Enter up to 128 characters.

E-mail Communication Port

Specify the port numbers. The specified POP3 port number is used for [POP before SMTP].

The default setting for POP3 is 110.

The default setting for IMAP4 is 143.

Enter a port number between 1 and 65535 using the number keys, and then press the [#] key.

E-mail Reception Interval

Specify, in minutes, the time interval via POP3 or IMAP4 server.

The default setting is On, 15 minute(s).

If [On] is selected, the time can be set from 2 to 1440 minutes in increments of one minute.

Max. Reception E-mail Size

Specify the maximum reception e-mail size.

The default setting is 2MB.

Enter a size from one to 50 MB in increments of one megabyte.

E-mail Storage in Server

Specify whether or not to store received e-mails on the POP3 or IMAP4 server.

The default setting is Off.

Reference

p.8 "Accessing User Tools"

Administrator Tools

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

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

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

We recommend specifying Administrator Authentication before making Administrator Tools settings.

Address Book Management

You can add, change or delete information registered in the Address Book.

For details, see "Address Book".

• Program / Change

You can register and change names as well as user codes.

Names

You can register a name, key display, registration number, and title selection.

• Auth. Info

You can register a user code, and specify the functions available to each user code. You can also register user names and passwords.

Delete

You can delete a name from the Address Book.

You can register up to 2,000 names.

You can register up to 500 user codes.

You can also register and manage names in the Address Book using Web Image Monitor.

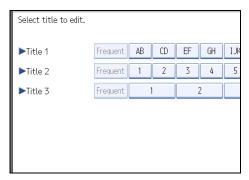
Address Book: Edit Title

You can edit the title to easily find a user.

- 1. Press [System Settings].
- 2. Press [Administrator Tools].
- 3. Press [Address Book: Edit Title].



4. Press the title key you want to change.



- 5. Enter the new name, and then press [OK].
- 6. Press [OK].

Address Book: Switch Title

Specifies the title to select a name.

The default setting is **Title 1**.



 Restore data overwrites Address Book data stored on the machine, and clears the counter of each registered user of the machine.

Display / Print Counter

Allows you to view and print the number of prints.

- Display / Print Counter
 Displays the number of prints for each function (Total, Copier, A3 / DLT, Duplex).
- Print Counter List

Prints out a list of the number of prints made under each function.

Display / Clear / Print Counter per User

Allows you to view and print the numbers of prints accessed with user codes, and to set those values to 0.

Press [♠Previous] and [▼Next] to show all the numbers of prints.

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

- Print Counter List for All Users
 - Prints the counter value for all the users.
- Clear Counter List for All Users

Resets the counter value for all the users.

• Print Counter List per User

Prints the counter value for each user.

• Clear Counter List per User

Resets the counter value for each user.

• Select All on the Page

Select all the users on the page.

User Authentication Management

User Code Auth.

Using User Code Authentication, you can limit the available functions and supervise their use.

When using User Code Authentication, register the user code.

If User Code Authentication has been specified, Auto Color Select cannot be used.

For details about Basic Authentication, Windows Authentication, and LDAP Authentication, consult your administrator.

• Copier:

"Restrict All (B&W / Full Color)", "Full Color", "Do not Restrict"

• Other Functions:

"Document" "Server"

- Basic Auth.
- · Windows Auth.
- LDAP Auth.
- Off

Administrator Authentication Management

For details about this function, consult your administrator.

Program / Change Administrator

For details about this function, consult your administrator.

Extended Security

Specify whether or not to use the extended security functions. For details about the extended security functions, consult your administrator.

Auto Delete File in Document Server

Specify whether documents stored in the Document Server will or will not be deleted after a specified period of time.

The default setting is On, 3 day(s).

If you select [On], documents stored subsequently are deleted after the specified period.

If you select [Off], documents are not automatically deleted.

If you select [On], enter a number of days from 1 to 180 (in 1 day increments).

The default is 3 days, this means documents are deleted 3 days (72 hours) after they are stored.

Delete All Files in Document Server

You can delete files stored in the Document Server, including files stored for Sample Print, Locked Print, Hold Print, and Stored Print under the printer function.

Even if a password is always set, all documents are deleted.

A confirmation message appears. To delete all documents, select [Yes].

AOF (Always On)

Specify whether or not to use Auto Off.

The default setting is On.

Program / Change / Delete Realm

Program the realm to be used for Kerberos authentication.

- Realm Name
- KDC Server Name
- Domain Name

Be sure to set both the realm name and KDC server name when programming a realm.

For details about Program / Change / Delete Realm, see "Programming the Realm".

Firmware Version

You can check the version of the software installed in this machine.

Network Security Level

For details about this function, consult your administrator.

Auto Erase Memory Setting

For details about this function, consult your administrator.

Erase All Memory

For details about this function, consult your administrator.

Machine Data Encryption Settings

For details about this function, consult your administrator.

Reference

- p.8 "Accessing User Tools"
- p.47 "Programming the Realm"
- p.93 "Address Book"
- p.103 "Printing the Counter for Each User"
- p.111 "Counter"

7

Programming the Realm

This section describes how to specify the Realm settings.

Program the realm to be used for Kerberos authentication.

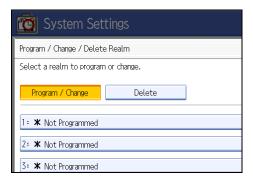
A realm is the network area in which Kerberos authentication is used. After confirming the network environment, specify the necessary items.

You can register up to 5 realms.

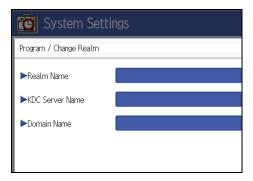
Programming the Realm

This section describes how to program the Realm.

- 1. Press [System Settings].
- 2. Press [Administrator Tools].
- 3. Press [▼Next] twice.
- 4. Press the [Program / Change / Delete Realm].
- 5. Check that [Program / Change] is selected.



- 6. Press [*Not Programmed].
- 7. Press [Change] under "Realm Name".



8. Enter the realm name, and then press [OK].

You can enter a realm name using up to 64 characters.

- 9. Press [Change] under "KDC Server Name".
- 10. Enter the KDC server name, and then press [OK].

Enter the KDC server name, host name, or IPv4 address.

You can enter a KDC server name using up to 64 characters.

- 11. Press [Change] under "Domain Name".
- 12. Enter the domain name, and then press [OK].

You can enter a domain name using up to 64 characters.

- 13. Press [OK].
- 14. Press [Exit].
- 15. Press the [User Tools/Counter] key.

Changing the Realm

This section describes how to change the programmed Realm.

- 1. Press [System Settings].
- 2. Press [Administrator Tools].
- 3. Press [▼Next] twice.
- 4. Press [Program / Change / Delete Realm].
- 5. Check that [Program / Change] is selected.
- 6. Select the Realm you want to change.
- 7. To change the realm name, press [Change] under "Realm Name".
- 8. Enter the realm name, and then press [OK].

You can enter a realm name using up to 64 characters.

- 9. To change the KDC server name, press [Change] under "KDC Server Name".
- 10. Enter the KDC server name, and then press [OK].

You can enter a KDC server name using up to 64 characters.

- 11. To change the domain name, press [Change] under "Domain Name".
- 12. Enter the domain name, and then press [OK].

You can enter a domain name using up to 64 characters.

- 13. Press [OK].
- 14. Press [Exit].

15. Press the [User Tools/Counter] key.

Deleting the Realm

This section describes how to delete the programmed Realm.

- 1. Press [System Settings].
- 2. Press [Administrator Tools].
- 3. Press [▼Next] twice.
- 4. Press [Program / Change / Delete Realm].
- 5. Press [Delete].
- 6. Select the realm you want to delete.
- 7. Press [Yes].
- 8. Press [Exit].
- 9. Press the [User Tools/Counter] key.

System Settings on Main and Sub-machines

This section explains the System Settings on the two machines during Connect Copy.

When connect copy is in progress, the [User Tools/Counter] keys of the sub-machines remain disabled. To change the default settings, first press [Connect Copy], which is highlighted on main machine's control screen, then clear the connect copy job, and then make the required changes.

General Features

The following list describes how the default General Features settings on the main and sub-machines will be applied during connect copy.

Program / Change / Delete User Text

 The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Panel Key Sound

 The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Warm-up Beeper

• The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Copy Count Display

- Settings made on the main and sub-machines do not affect the connect copy.
- The copy counter is always displayed as Up (count up).

Function Priority

- Settings made on the main and sub-machines do not affect the connect copy.
- When the Auto Reset time of the main machine has lapsed, Connect Copy will be cancelled.
 After that, the machine switches back to the mode selected in Function Priority upon reaching the System Reset time.

Function Reset Timer

Settings made on the main and sub-machines do not affect the connect copy.

Output: Copier

 The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Output: Document Server

 The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

ADF Original Table Elevation

The main machine applies the setting that has been made on it. Sub-machine settings do not
affect connect copy.

System Status/Job List Display Time

• The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Key Repeat

 The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Z-fold Position

- The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.
- Make the same settings on both machines.

Tray Paper Settings

The following list describes how the default Tray Paper Settings on the main and sub-machines will be applied during connect copy.

Paper Tray Priority: Copier

 The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Printer Bypass Paper Size

• The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Tray Paper Size: Tray 2 - 3

- The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.
- Both the main and sub-machines should have the same paper tray settings. Only paper trays with the same size, orientation and paper type can be used in Connect Copy mode.

Tray paper Size: LCT

- The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.
- Both the main and sub-machines should have the same paper tray settings. Only paper trays with the same size, orientation and paper type can be used in Connect Copy mode.

Tray Paper Size: Interposer Upper Tray

 The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Tray Paper Size: Interposer Lower Tray

 The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Paper Type: Bypass tray

• The bypass tray can only be used with the Covers and Chapter functions.

Paper Type: Tray 2 - 3

- The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.
- Paper size, orientation, and type settings that match those currently made on both the main and sub-machines can be used for connect copy. To get the most from the connect copy function, we recommend you make the same paper settings on both the main and sub-machines.

Paper Type: LCT

- The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.
- Paper size, orientation, and type settings that match those currently made on both the main and sub-machines can be used for connect copy. To get the most from the connect copy function, we recommend you make the same paper settings on both the main and sub-machines.

Front Cover Sheet Tray

 The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Back Cover Sheet Tray

 The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Slip Sheet Tray

 The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Designation Sheet 1 Tray, Designation Sheet 2 Tray

 The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Separation Sheet Tray

 The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Timer Settings

The following list describes how the default Timer Settings on the main and sub-machines will be applied during connect copy.

Auto Off Timer

The main machine applies the setting that has been made on it. Sub-machine settings do not
affect connect copy.

Energy Saver Timer

- Settings made on the main and sub-machines do not affect the connect copy.
- In Connect Copy mode, neither machine will enter Energy Saver modes (Low Power mode, or Energy Saver mode).

Panel Off Timer

- Settings made on the main and sub-machines do not affect the connect copy.
- In Connect Copy mode, neither machine will enter Energy Saver modes (Low Power mode, or Energy Saver mode).

System Auto Reset Timer

- Settings made on the main machine do not affect connect copy. Only sub-machines can be used for interruption copying.
- When the System Reset time has lapsed, Interrupt mode on the sub-machine will be cancelled.

Copier / Document Server Auto Reset Timer

• Settings made on the main and sub-machines do not affect the connect copy.

Set Date

• The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Set Time

 The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Auto Logout Timer

• Settings made on the main and sub-machines do not affect the connect copy.

Weekly Timer Code

• Settings made on the main and sub-machines do not affect the connect copy.

Weekly Timer: Monday - Sunday

- The main machine applies the setting that has been made on it. Sub-machine settings do not
 affect connect copy.
- In Connect Copy mode, Weekly timer settings on the sub-machine will be disabled.

Administrator Tools

The following list describes how the default Administrator Tools settings on the main and sub-machines will be applied during connect copy.

Address Book Management

• Settings made on the main and sub-machines do not affect the connect copy.

Address Book: Edit Title

Settings made on the main and sub-machines do not affect the connect copy.

Address Book: Switch Title

• Settings made on the main and sub-machines do not affect the connect copy.

Display / Print Counter

• Settings made on the main and sub-machines do not affect the connect copy.

Display / Clear / Print Counter per User

Settings made on the main and sub-machines do not affect the connect copy.

User Authentication Management

The main machine applies the setting that has been made on it. Sub-machine settings do not
affect connect copy.

Administrator Authentication Management

• The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

Program / Change Administrator

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Extended Security

• Settings made on the main and sub-machines do not affect the connect copy.

Auto Delete File in Document Server

 The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

Delete All Files in Document Server

The main machine applies the setting that has been made on it. Sub-machine settings do not
affect connect copy.

Program / Change / Delete Realm

• Settings made on the main and sub-machines do not affect the connect copy.

Firmware Version

• Settings made on the main and sub-machines do not affect the connect copy.

Network Security Level

• Settings made on the main and sub-machines do not affect the connect copy.

Auto Erase Memory Setting

• Settings made on the main and sub-machines do not affect the connect copy.

Erase All Memory

• Settings made on the main and sub-machines do not affect the connect copy.

Machine Data Encryption Settings

• Settings made on the main and sub-machines do not affect the connect copy.

3. Copier/Document Server Features

This chapter describes user tools in the Copier / Document Server Features menu. For details on how to access Copier / Document Server Features, see "Accessing User Tools".

General Features

This section describes the user tools in the General Features menu under Copier / Document Server Features.

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

Auto Image Density Priority

You can set whether Auto Image Density is "On" or "Off" when the machine is turned on, reset, or modes are cleared.

The default setting for "Full Color: Photo" is Off.

The default setting for "Full Color: Non-photo" is Off.

The default setting for "B&W: Photo" is Off.

The default setting for "B&W: Non-photo" is **On**.

Original Type Priority

You can select the original type effective when the power is turned on, or modes cleared.

The default setting for "Full Color" is **Text / Photo**.

The default setting for "B&W" is **Text / Photo**.

Original Photo Type Priority

When you select "Text / Photo" or "Photo" in "Original Type Priority", you can change the settings of the selected original type.

The default setting for "Text / Photo" is **Printed Photo**.

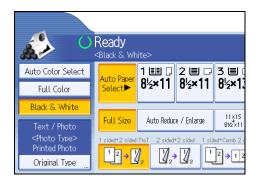
The default setting for "Photo" is Printed Photo.

Original Type Display

You can have the original types shown on the initial display.

The default setting is Display.

If you select [Hide], the display is as below.

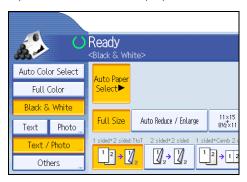


Paper Display

Choose to have the available paper trays and sizes shown on the initial display.

The default setting is **Display**.

If you select [Hide], the display is shown as below. Press [Auto Paper Select] to display paper sizes.



Original Orientation in Duplex Mode

Set the original orientation when making two-sided copies.

The default setting is **Top to Top**.

Copy Orientation in Duplex Mode

Set the copy orientation when making two-sided copies.

The default setting is Top to Top.

Max. Copy Quantity

The maximum copy quantity can be set between 1 and 9999.

The default setting is 9999 sheet(s).

Auto Tray Switching

If you load paper of the same size in two or more trays, the machine automatically shifts to the other when the first tray runs out of paper (when Auto Paper Select is selected). This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.

The default setting is With Image Rotation.

• With Image Rotation

Use to copy when using the Auto Tray Switching function.

• Without Image Rotation

Only copies with Auto Tray Switching if you load paper of the same size and in the same orientation in two or more trays. If the paper is not the same size or in the same orientation, copying is interrupted and the message "Load paper." is displayed.

Off

When a paper tray runs out of paper, copying is interrupted and the message "Load paper." is displayed.

Alert Sound: Original left on Exposure Glass

The beeper (Key tone) sounds if you forget to remove originals after copying.

The default setting is On.

If Panel Key Sound of General Features (System Settings) is [Off], the beeper does not sound irrespective of the "Alert Sound: Original left on Exposure Glass".

Job End Call

Choose whether or not the beeper sounds when copying is complete.

The default setting is On.

If Panel Key Sound of General Features (System Settings) is [On], the machine beeps to notify you that it did not complete a job for reasons such as copying was interrupted, the paper tray ran out of paper, or a paper jam occurred.

Connect Copy Key Display

Specify whether or not to display the key for Connect Copy.

The default setting is On.

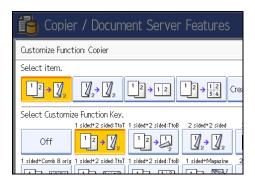
Switch Original Counter Display

Specify the original counter display.

The default setting is Original Sheet Counter.

Customize Function: Copier

You can assign up to six frequently-used functions to Copy Function keys.



The default setting for "Customize Function: Copier 1" is 1 sided → 2 sided:TtoT.

The default setting for "Customize Function: Copier 2" is 2 sided \rightarrow 2 sided.

The default setting for "Customize Function: Copier 3" is 1 sided → Comb 2 orig.

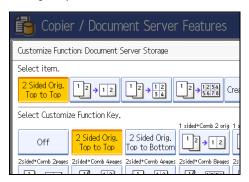
The default setting for "Customize Function: Copier 4" is 1 sided → Comb 4 orig.

The default setting for "Customize Function: Copier 5" is **Create Margin**.

The default setting for "Customize Function: Copier 6" has not been set.

Customize Function: Document Server Storage

You can assign up to six frequently-used functions for scanning documents on the Document Server Storage keys.



The default setting for "Customize Function: Document Server Storage 1" is **2 Sided Orig. Top to Top**.

The default setting for "Customize Function: Document Server Storage 2" is 1 sided → Comb 2 orig.

The default setting for "Customize Function: Document Server Storage 3" is 1 sided > Comb 4 orig.

The default setting for "Customize Function: Document Server Storage 4" is 1 sided → Comb 8 orig.

The default setting for "Customize Function: Document Server Storage 5" is Create Margin.

The default setting for "Customize Function: Document Server Storage 6" has not been set.

Customize Function: Document Server Print

You can assign up to six frequently-used functions for printing stored documents on the Document Server Storage keys.

The default setting for "Customize Function: Document Server Print 1" is **Duplex Print Top to Top**.

The default setting for "Customize Function: Document Server Print 2" is **Duplex Print Top to Bottom**.

The default setting for "Customize Function: Document Server Print 3" is **Booklet**.

The default setting for "Customize Function: Document Server Print 4" is Magazine.

The default setting for "Customize Function: Document Server Print 5" has not been set.

The default setting for "Customize Function: Document Server Print 6" has not been set.

■ Reference

- p.8 "Accessing User Tools"
- p.21 "General Features"

Reproduction Ratio

This section describes the user tools in the Reproduction Ratio menu under Copier / Document Server Features.

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

Shortcut Reduce/Enlarge

You can register up to three frequently used Reduce / Enlarge ratios other than the fixed Reduce / Enlarge ratio and have them shown on the initial display. You can also change registered Reduce / Enlarge ratios.

When you select [User Reduce/Enlarge Ratio], the ratio can be set from 25.0 to 400.0%, using the number keys.

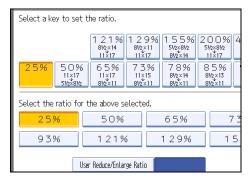
The default setting for "F1" is 71% (Metric version) / 73% (Inch version).

The default setting for "F2" is 141% (Metric version) / 155% (Inch version).

The default setting for "F3" is 93%.

Reproduction Ratio

Specify the enlargement and reduction ratios that appear if [Reduce / Enlarge] is pressed on the copier screen.



- Metric version
 - 25%
 - A3 → A5, 8"×13" → A5 (50%)
 - A3 → 8"×13" (65%)
 - A3 → A4, A4 → A5 (71%)
 - B4JIS → 8"×13" (75%)
 - 8"×13" → A4, B4JIS → 8"×13" (82%)
 - 93%
 - B4JIS → A3 (115%)
 - 8"×13" → A3. A4 → B4JIS (122%)

- A4 → A3, A5 → A4 (141%)
- A5 → A3 (200%)
- 400%
- User R / E Ratio (25-400%)
- Inch version
 - 25%
 - $11"\times17" \rightarrow 5^{1}/_{2}"\times8^{1}/_{2}" (50\%)$
 - 11"×17" → 8¹/₂"×11" (65%)
 - $11"\times15" \rightarrow 8^{1}/_{2}"\times11" (73\%)$
 - $8^{1}/_{2}$ "×14" \rightarrow $8^{1}/_{2}$ "×11" (78%)
 - $8^{1}/_{2}$ "×13" \rightarrow $8^{1}/_{2}$ "×11" (85%)
 - 93%
 - 8¹/₂"×14" → 11"×17" (121%)
 - $8^{1}/_{2}$ "×11" \rightarrow 11"×17" (129%)
 - $5^{1}/_{2}$ "× $8^{1}/_{2}$ " \rightarrow $8^{1}/_{2}$ "×14" (155%)
 - $5^{1}/_{2}$ "× $8^{1}/_{2}$ " \rightarrow 11"×17" (200%)
 - 400%
 - User R / E Ratio (25-400%)

Reduce/Enlarge Ratio Priority

You can set the ratio that has priority when [Reduce / Enlarge] is pressed.

The default setting is 71% (Metric version) / 73% (Inch version).

Ratio for Create Margin

You can set a Reduce / Enlarge ratio when registering Create Margin in a shortcut key.

Enter a ratio using number keys (in the range of 90 to 99%).

The default setting is 93%.

Reference

• p.8 "Accessing User Tools"

Edit

This section describes the user tools in the Edit menu under Copier / Document Server Features.

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

Enter the width of the binding margin with the number keys as follows:

- Metric version: 0-30 mm (in increments of 1 mm)
- Inch version: 0"-1.2" (in increments of 0.1 inch)

Enter the width of the erased margin with the number keys as follows:

- Metric version: 2⁻99 mm (in increments of 1 mm)
- Inch version: 0.1"-3.9" (in increments of 0.1 inch)

An image of approximately 1.5 mm (0.06") will not be displayed as the width of the separation line, when specifying solid or broken lines.

Front Margin: Left / Right

Specify left and right margins on the front side of copies in Margin Adjustment mode.

The default setting is Left, 5 mm (Metric version) / Left, 0.2" (Inch version).

Back Margin: Left / Right

Specify left and right margins on the back side of copies in Margin Adjustment mode.

The default setting is **Right**, 5 mm (Metric version) / **Right**, **0.2"** (Inch version).

Front Margin: Top / Bottom

Specify top and bottom margins on the front side of copies in Margin Adjustment mode.

The default setting is T/B: 0 mm (Metric version) / T/B: 0.0" (Inch version).

Back Margin: Top/Bottom

Specify top and bottom margins on the back side of copies in Margin Adjustment mode.

The default setting is **T/B**: **0 mm** (Metric version) / **T/B**: **0.0"** (Inch version).

1 Sided → 2 Sided Auto Margin: TtoT

In 1 sided to 2 sided Duplex mode, you can specify the margins on the back side.

The margin is set to the same value of "Back Margin: Left/Right".

The default setting is **Right**, **5 mm** (Metric version) / **Right**, **0.2"** (Inch version).

1 Sided → 2 Sided Auto Margin: TtoB

In 1 sided to 2 sided Duplex mode, you can specify the margins on the back side.

The value set for "Back Margin: Top/Bottom" is used.

The default setting is T/B: 0 mm (Metric version) / T/B: 0.0" (Inch version).

Creep Setting for Magazine

Specify the creep binding margin width.

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

Erase Border Width

Specify the width of the erased border margins with this function.

The default setting is 10 mm (Metric version) / 0.4" (Inch version).

Erase Original Shadow in Combine

In Combine mode, you can specify whether to erase a 3 mm, 0.1" boundary margin around all four edges of each original.

The default setting is On.

Erase Center Width

Specify the width of the erased center margins with this function.

The default setting is 10 mm (Metric version) / 0.4" (Inch version).

Front Cover Copy in Combine

You can make a combined copy on the front cover sheet when you select Front Cover mode.

Combine	Not Combined		
1 2 5 6 3 4 7 8	1 2 3 6 7 8		

BBM013

The default setting is Combine.

Copy Order in Combine

You can set the copy order in Combine mode to Left to Right or Top to Bottom.

From Left to Right	From Top to Bottom		
1 2 3 4	1 3 2 4		
1 2 3 4 5 6 7 8	1 3 5 7 2 4 6 8		

GCAH090E

The default setting is From Left to Right.

3

Orientation: Booklet, Magazine

Select the opening orientation of copies made using Booklet or Magazine mode.

The default setting is **Open to Left**.

Copy on Designating Page in Combine

Specify whether to make a combined copy on the inserted slip sheets in Desig./Chapter mode.

The default setting is Combine.

Image Repeat Separation Line

You can select a separation line and color using the Image Repeat function from: None, Solid, Broken A, Broken B, or Crop Marks.

• None



Solid



• Broken A



• Broken B



• Crop Marks



The default setting is **None**.

Separation line color cannot be specified when selecting [None].

In "Black & White", printing will be done in black.

Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06") in width along the separation line.

Double Copies Separation Line

You can select a separation line and color using the Double Copies function from: None, Solid, Broken A, Broken B, or Crop Marks.

None



• Solid



Broken A



• Broken B



• Crop Marks



The default setting is None.

Separation line color cannot be specified when selecting [None].

In "Black & White", printing will be done in black.

Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06") in width along the separation line.

Separation Line in Combine

You can select a separation line and color using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks.

None



• Solid



Broken A



• Broken B



Crop Marks



The default setting is None.

Separation line color cannot be specified when selecting [None].

In "Black & White", printing will be done in black.

Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06") in width along the separation line.

Copy Back Cover

When Copying the back cover, you can specify whether to have the back cover outside (outside page) or inside (inside page).

The default setting is Outside.



• p.8 "Accessing User Tools"

Stamp

This section describes the user tools in the Stamp menu under Copier / Document Server Features.

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

Background Numbering

This section describes the user tools in the Background Numbering menu under Stamp.

Size

You can set the size of the numbers.

The default setting is Normal.

Density

You can set the density of the numbers.

The default setting is Normal.

Stamp Color

You can set the color of the numbers.

The default setting is **Black**.

Preset Stamp

This section describes the user tools in the Preset Stamp menu under Stamp.

Stamp Language

You can select the language of the message printed in Stamp mode.

 English, German, French, Italian, Spanish, Dutch, Portuguese, Polish, Czech, Swedish, Finnish, Hungarian, Norwegian, Danish, Russian, Japanese, Simplified Chinese, Traditional Chinese, Hangul, Catalan, Turkish

The default setting is English.

Stamp Priority

You can select the stamp type given priority when [Preset Stamp] is pressed.

The default setting is COPY.

Stamp Format

Specify how each stamp is printed.

Stamp Position
 Specify where to print the stamp.

5

The default setting is Top Right.

• Adjust Stamp Position

You can adjust the position of the stamp within the available ranges shown below.

• Metric version:

```
"Top Left"-T/B: 4-144mm, L/R: 4-144mm

"Top Center"-T/B: 4-144mm, L/R: 72-72mm

"Top Right"-T/B: 4-144mm, L/R: 4-144mm

"Center Left"-T/B: 72-72mm, L/R: 4-144mm

"Center"-T/B: 72-72mm, L/R: 72-72mm

"Center Right"-T/B: 72-72mm, L/R: 4-144mm

"Bottom Left"-T/B: 4-144mm, L/R: 4-144mm

"Bottom Center"-T/B: 4-144mm, L/R: 72-72mm

"Bottom Right"-T/B: 4-144mm, L/R: 72-72mm
```

• Inch version:

```
"Top Left"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Top Center"-T/B: 0.1"-5.7", L/R: 2.8"-2.8"

"Top Right"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Center Left"-T/B: 2.8"-2.8", L/R: 0.1"-5.7"

"Center"-T/B: 2.8"-2.8", L/R: 2.8"-2.8"

"Center Right"-T/B: 2.8"-2.8", L/R: 0.1"-5.7"

"Bottom Left"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Bottom Center"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"
```

Size

You can set the size of the stamp.

The default setting is 1X.

Density

You can set the pattern used to print the stamp.

Normal

The stamp is printed on the image. You cannot check which parts will overlap.

Lighter

The image can be seen through the stamp.

Lightest

3

The image appears even clearer than in the Lighter setting.

The default setting is Normal.

• Page to Stamp

You can have the stamp printed on the first page or all pages.

The default setting is All Pages.

Stamp Color

Sets the stamp print color.

The default setting is Black.

User Stamp

This section describes the user tools in the User Stamp menu under Stamp.

Program/Delete Stamp

You can register, change, or delete user stamps.

You can register up to four custom stamps with your favorite designs.

For details about how to program the User Stamp, see "User Stamp", Copy / Document Server Reference.

Stamp Format: 1-4

Specify how each registered User Stamps 1 to 4 is printed.

• Stamp Position

Specify where to print the User Stamp.

The default setting is Top Right.

• Adjust Stamp Position

You can adjust the position of the User Stamp within the available ranges shown below.

• Metric version:

```
"Top Left"-T/B: 4-144mm, L/R: 4-144mm
"Top Center"-T/B: 4-144mm, L/R: 72-72mm
"Top Right"-T/B: 4-144mm, L/R: 4-144mm
"Center Left"-T/B: 72-72mm, L/R: 4-144mm
"Center"-T/B: 72-72mm, L/R: 72-72mm
"Center Right"-T/B: 72-72mm, L/R: 4-144mm
"Bottom Left"-T/B: 4-144mm, L/R: 72-72mm
"Bottom Center"-T/B: 4-144mm, L/R: 72-72mm
"Bottom Right"-T/B: 4-144mm, L/R: 72-72mm
```

• Inch version:

```
"Top Left"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Top Center"-T/B: 0.1"-5.7", L/R: 2.8"-2.8"

"Top Right"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Center Left"-T/B: 2.8"-2.8", L/R: 0.1"-5.7"

"Center"-T/B: 2.8"-2.8", L/R: 2.8"-2.8"

"Center Right"-T/B: 2.8"-2.8", L/R: 0.1"-5.7"

"Bottom Left"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Bottom Center"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Bottom Right"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"
```

· Page to Stamp

Sets whether to print the stamp on all pages or only the first page.

The default setting is All Pages.

Stamp Color: 1-4

Sets the color registered in User Stamp color (1 to 4).

The default setting is **Black**.

Date Stamp

This section describes the user tools in the Date Stamp menu under Stamp.

Format

You can select the date format for Date Stamp mode.

The default setting is DD / MM / YYYY (Metric version) / MM / DD / YYYY (Inch version).

Font

You can select the Date Stamp font.

The default setting is Font 1.

Size

You can set the Date Stamp size.

The default setting is Auto.

Superimpose

You can have the Date Stamp printed in white when it overlaps black parts of the image.

The default setting is Off.

Stamp Color

Sets the selected priority color when printing the date.

The default setting is **Black**.

Stamp Setting

Specify how Date Stamp is printed.

Stamp Position

Specify where to print the Date Stamp.

The default setting is Top Left.

• Adjust Stamp Position

You can adjust the position of the Date Stamp within the available ranges shown below.

Metric version:

```
"Top Left"-T/B: 4-144mm, L/R: 4-144mm

"Top Center"-T/B: 4-144mm, L/R: 72-72mm

"Top Right"-T/B: 4-144mm, L/R: 4-144mm

"Bottom Left"-T/B: 4-144mm, L/R: 4-144mm

"Bottom Center"-T/B: 4-144mm, L/R: 72-72mm

"Bottom Right"-T/B: 4-144mm, L/R: 4-144mm
```

Inch version:

```
"Top Left"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Top Center"-T/B: 0.1"-5.7", L/R: 2.8"-2.8"

"Top Right"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Bottom Left"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Bottom Center"-T/B: 0.1"-5.7", L/R: 2.8"-2.8"

"Bottom Right"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"
```

• Page to Stamp

Sets whether to print the stamp on all pages or only the first page.

The default setting is All Pages.

Page Numbering

This section describes the user tools in the Page Numbering menu under Stamp.

Stamp Format

You can select the page number format given priority when [Page Numbering] is pressed.

The default setting is P1, P2....

Font

You can select the page number printed in Page Numbering mode.

The default setting is Font 1.

Size

You can set the size of the stamp printed in Page Numbering mode.

The default setting is Auto.

Duplex Back Page Stamping Position

You can set the position of the duplex back page number printed in Duplex mode.

The default setting is Opposite Position.

Page Numbering in Combine

You can set page numbering when using the Combine function and the Page Numbering function together.

The default setting is Per Original.

Stamp on Designating Slip Sheet

You can select to print the page number onto slip sheets when using the Designate function set to "Copy" and the Page Numbering function together.

The default setting is Off.

Stamp Position

Specify how each of stamp is printed.

• Stamp Position

Specify where to print the stamp.

• Adjust Stamp Position

You can adjust the position of the stamp within the available ranges shown below.

Metric version:

```
"Top Left"-T/B: 4-144mm, L/R: 4-144mm

"Top Center"-T/B: 4-144mm, L/R: 72-72mm

"Top Right"-T/B: 4-144mm, L/R: 4-144mm

"Bottom Left"-T/B: 4-144mm, L/R: 4-144mm

"Bottom Center"-T/B: 4-144mm, L/R: 72-72mm

"Bottom Right"-T/B: 4-144mm, L/R: 4-144mm
```

• Inch version:

```
"Top Left"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Top Center"-T/B: 0.1"-5.7", L/R: 2.8"-2.8"

"Top Right"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Bottom Left"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Bottom Center"-T/B: 0.1"-5.7", L/R: 2.8"-2.8"
```

"Bottom Right"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

Superimpose

You can have page numbers printed in white when they overlap black parts of the image.

The default setting is Off.

Stamp Color

Sets the selected priority color when printing the page number.

The default setting is **Black**.

Page Numbering Initial Letter

You can select the page numbering initial letter between "P1, P2.../P.1, P.2..." and "S1, S2.../S.1, S.2...".

The default setting is P1,P2.../P.1,P.2....

Stamp Text

This section describes the user tools in the Stamp Text menu under Stamp.

Font

You can select the Stamp Text font.

The default setting is Font 1.

Size

You can set the Stamp Text size.

The default setting is Auto.

Superimpose

You can have the Stamp Text printed in white when it overlaps black parts of the image.

The default setting is Off.

Stamp Color

Sets the selected priority color when printing the text.

Stamp Setting

Specify how Date Stamp is printed.

• Stamp Position

Specify where to print the Date Stamp.

The default setting is Top Right.

• Stamp Position

You can adjust the position of the Date Stamp within the available ranges shown below.

· Metric version:

```
"Top Left"-T/B: 4-144mm, L/R: 4-144mm

"Top Center"-T/B: 4-144mm, L/R: 72-72mm

"Top Right"-T/B: 4-144mm, L/R: 4-144mm

"Bottom Left"-T/B: 4-144mm, L/R: 4-144mm

"Bottom Center"-T/B: 4-144mm, L/R: 72-72mm
```

"Bottom Right"⁻T/B: 4-144mm, L/R: 4-144mm

• Inch version:

Page to Stamp

Sets whether to print the stamp on all pages or only the first page.

The default setting is All Pages.

Input/Output

This section describes the user tools in the Input/Output menu under Copier / Document Server Features. Default settings are shown in **bold type**.

Switch to Batch

You can select to have Batch mode or SADF mode displayed when you press [Special Original]. The default setting is **Batch**.

SADF Auto Reset

In SADF mode, an original must be set within a specified time after the previous original has been fed.

The default setting is 5 second(s).

You can adjust this time from 3 to 99 seconds in increments of 1 second.

Rotate Sort: Auto Paper Continue

Specify to continue copying when paper of the required orientation has run out during rotate sort.

The default setting is Off.

On

Copying continues using copy paper of a different orientation. The copy job will finish even if you have left the machine.

Off

When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. After you have loaded paper, the machine will continue copying.

Copy Eject Face Method in Glass Mode

You can specify the way in which copies are delivered when copying an original placed on the exposure glass.

The default setting is Face Up.

Copy Eject Face Method in Bypass Mode

You can specify the way in which copies are delivered when copying in bypass mode.

The default setting is Face Up.

Memory Full Auto Scan Restart

When memory becomes full while scanning originals, the machine can make copies of scanned originals first, and then automatically proceed scanning remaining originals.

The default setting is Off.

On

You can leave the machine unattended to make copies, but sorted pages will not be sequential.

Off

When memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray.

Insert Separation Sheet

You can specify the number of copy pages for inserting the separation sheet from 1 to 999 pages in increments of 1 page.

The default setting is 1 set(s).

Letterhead Setting

If you select [Yes] in this function, the machine rotates the image correctly.

The default setting is **No**.

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

Staple Position

Specify which Top 2 staples or Bottom shown on the initial display with priority.

The optional Finisher SR4010, Finisher SR4020, Finisher SR5000 is required to use this function.

• When the Finisher SR4010 is installed:

The default setting for "Staple Position 1" is Top 1.

The default setting for "Staple Position 2" is Slant.

The default setting for "Staple Position 3" is Left 2.

The default setting for "Staple Position 4" is **Top 2**.

• When the Finisher SR4020 is installed:

The default setting for "Staple Position 1" is **Top 1**.

The default setting for "Staple Position 2" is **Center**.

The default setting for "Staple Position 3" is Left 2.

The default setting for "Staple Position 4" is **Top 2**.

• When the Finisher SR5000 is installed:

The default setting for "Staple Position 1" is **Top 1**.

The default setting for "Staple Position 2" is Slant.

The default setting for "Staple Position 3" is Left 2.

The default setting for "Staple Position 4" is Top 2.

Punch Type

Specify which punch type (2 holes or 3 holes) has priority to be shown on the initial display.

The optional finisher is required to use this function.

The default setting for "Punch Type 1" is 2 Holes Left.

The default setting for "Punch Type 2" is **2 Holes Top**.

Simplified Screen: Finishing Types

You can select which key is displayed with higher priority for "Finishing Types" on the Simplified Screen.

The default setting for "Simplified Screen: Finishing Types 1" has not been set.

The default setting for "Simplified Screen: Finishing Types 2" has not been set.

The default setting for "Simplified Screen: Finishing Types 3" has not been set.

Reference

• p.8 "Accessing User Tools"

Adjust Color Image

This section describes the user tools in the Adjust Color Image menu under Copier/Document Server Features.

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

Background Density of ADS (Full Color)

The background density is adjusted to skip the texture and copy. You can adjust the background density up to 5 levels when in Full Color.

The default setting is the middle of 5 adjustment levels.

Color Sensitivity

You can adjust the color specified to convert in "Color Convert" and the color specified for "Erase Color", in 5 levels.

The default setting is the middle of 5 adjustment levels.

When the color width has been set to "Wider", and the color to be deleted, for example is red, all the colors that are close to magenta and orange are deleted. If it's set to "Narrower" the color red will be deleted.

A.C.S. Sensitivity

This 5-step setting determines the level of the standard used for discriminating between black & white originals and full color originals when "Auto Color Select" is selected.

The default setting is the middle of 5 adjustment levels.

A.C.S. Priority

This setting determines the copy priority between "Black & White" and "Full Color" when "Auto Color Select" is selected.

The default setting is Full Color.

Inkjet Output Type

When copying inkjet paper documents, specify the final image quality appropriate to the color of the document.

This setting is effective after you select [Inkjet Output] under [Others] (copier function screen).

The default setting is Inkjet Output 1.

When copying paper documents printed on a regular color inkjet printer, select [Inkjet Output 1].

Increase image redness, select [Inkjet Output 2].

Increase image blueness, select [Inkjet Output 3].

■ Reference

• p.8 "Accessing User Tools"

Settings for the Document Server

This section describes user tool settings for the Document Server.

For details, see "System Settings", and "Copier/Document Server Features".

Copier/Document Server Features

Heading	ltem	Default
General Features	Customize Function: Document Server Storage	2 Sided Orig. Top to Top
General Features	Customize Function: Document Server Storage	1 sided → Comb 2 orig
General Features	Customize Function: Document Server Storage	1 sided → Comb 4 orig
General Features	Customize Function: Document Server Storage	1 sided → Comb 8 orig
General Features	Customize Function: Document Server Storage	Create Margin
General Features	Customize Function: Document Server Storage	-
General Features	Customize Function: Document Server Print	Duplex Print Top to Top
General Features	Customize Function: Document Server Print	Duplex Print Top to Bottom
General Features	Customize Function: Document Server Print	Booklet
General Features	Customize Function: Document Server Print	Magazine
General Features	Customize Function: Document Server Print	-
General Features	Customize Function: Document Server Print	-

System Settings

Heading	ltems	Default
General Features	Warm-up Beeper	On
General Features	Copy Count Display	Up
General Features	Output: Document Server	Copy Tray
Tray Paper Settings	Paper Tray Priority: Copier	Tray 1
Tray Paper Settings	Front Cover Sheet Tray	Off
Tray Paper Settings	Back Cover Sheet Tray	Off
Tray paper Settings	Slip Sheet Tray	Off
Tray paper Settings	Designation Sheet 1 Tray, Designation Sheet 2 tray	Off
Tray paper Settings	Separation Sheet Tray	Off
Timer Settings	Copier / Document Server Auto Reset Timer	60 second(s)
Administrator Tools	Auto Delete File in Document Server	3 day(s)
Administrator Tools	Delete All Files in Document Server	-

■ Reference

- p.21 "System Settings"
- p.57 "Copier/Document Server Features"

Copier/Document Server Features on Main and Sub-machines

This section explains the Copier/Document Server Features on the two machines during Connect Copy.

While connect copy is under way, the [User Tools/Counter] keys of the sub-machines remain disabled. To change the default settings, first press [Connect Copy], which is highlighted on main machine's control screen, then clear the connect copy job, and then make the required changes.

General Features

The following list describes how the default General Features settings on the main and sub-machines will be applied during connect copy.

Auto Image Density Priority

• The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

Original Type Priority

• The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

Original Photo Type Priority

The main machine applies the setting that has been made on it. Sub-machine settings do not
affect connect copy.

Original Type Display

The main machine applies the setting that has been made on it. Sub-machine settings do not
affect connect copy.

Paper Display

The main machine applies the setting that has been made on it. Sub-machine settings do not
affect connect copy.

Original Orientation in Duplex Mode

• The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

Copy Orientation in Duplex Mode

The main machine applies the setting that has been made on it. Sub-machine settings do not
affect connect copy.

Max. Copy Quantity

The main machine applies the setting that has been made on it. Sub-machine settings do not
affect connect copy.

Auto Tray Switching

 The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Alert Sound: Original Left on Exposure Glass

• The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

Job End Call

- The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.
- When [On] is selected, only the main machine beeper sounds.

Connect Copy Key Display

 The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

Switch Original Counter Display

• The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

Customize Function: Copier

The main machine applies the setting that has been made on it. Sub-machine settings do not
affect connect copy.

Customize Function: Document Server Storage

• The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

Customize Function: Document Server Print

The main machine applies the setting that has been made on it. Sub-machine settings do not
affect connect copy.

Reproduction Ratio

The following list describes how the default Reproduction Ratio settings on the main and sub-machines will be applied during connect copy.

Shortcut Reduce / Enlarge

The main machine applies the setting that has been made on it. Sub-machine settings do not
affect connect copy.

Reproduction Ratio

The main machine applies the setting that has been made on it. Sub-machine settings do not
affect connect copy.

Reduce / Enlarge Ratio Priority

The main machine applies the setting that has been made on it. Sub-machine settings do not
affect connect copy.

Ratio for Create Margin

The main machine applies the setting that has been made on it. Sub-machine settings do not
affect connect copy.

Edit

The following list describes how the default Edit settings on the main and sub-machines will be applied during connect copy.

Front Margin: Left / Right

- The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.
- · Settings made on the main machine are applied.

Back Margin: Left / Right

- The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.
- · Settings made on the main machine are applied.

Front Margin: Top / Bottom

- The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.
- Settings made on the main machine are applied.

Back Margin: Top / Bottom

- The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.
- Settings made on the main machine are applied.

1 Sided → 2 Sided Auto Margin: TtoT

- The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.
- Settings made on the main machine are applied.

1 Sided → 2 Sided Auto Margin: TtoB

- The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.
- Settings made on the main machine are applied.

Creep Setting for Magazine

- The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.
- Settings made on the main machine are applied.

Erase Border Width

- The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.
- Settings made on the main machine are applied.

Erase Original Shadow in Combine

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Erase Center Width

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Front Cover Copy in Combine

• The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Copy Order in Combine

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Orientation: Booklet, Magazine

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Copy on Designating Page in Combine

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Image Repeat Separation Line

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Double Copies Separation Line

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Separation Line in Combine

3

Copy Back Cover

- The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.
- · Settings made on the main machine are applied.

Stamp

The following list describes how the default Stamp settings on the main and sub-machines will be applied during connect copy.

Background Numbering

Size

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Density

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Stamp Color

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Preset Stamp

Stamp Language

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Stamp Priority

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Stamp Format

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Stamp Color

User Stamp

Program / Delete Stamp

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Stamp Format: 1-4

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Stamp Color: 1-4

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Date Stamp

Format

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Font

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Size

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Superimpose

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Stamp Color

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Stamp Setting

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Page Numbering

Stamp Format

Font

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Size

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Duplex Back Page Stamping Position

• The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Page Numbering in Combine

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Stamp on Designating Slip Sheet

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Stamp Position

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Superimpose

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Stamp Color

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Page Numbering Initial Letter

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Stamp Text

Font

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Size

Superimpose

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Stamp Color

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Stamp Setting

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Input/Output

The following list describes how the default Input/Output settings on the main and sub-machines will be applied during connect copy.

Switch to Batch

• Settings made on the main and sub-machines do not affect the connect copy.

SADF Auto Reset

The main machine applies the setting that has been made on it. Sub-machine settings do not
affect connect copy.

Rotate Sort: Auto Paper Continue

- The main machine applies the setting that has been made on it. Sub-machine settings do not
 affect connect copy.
- This function is effective when Auto Tray Switching in User Tools (System Settings) is set to "On (Rotate)".

Copy Eject Face Method in Glass Mode

• Settings made on the main and sub-machines do not affect the connect copy.

Copy Eject Face Method in Bypass Mode

• Settings made on the main and sub-machines do not affect the connect copy.

Memory Full Auto Scan Restart

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Insert Separation Sheet

Letterhead Setting

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Staple Position

The main machine applies the setting that has been made on it. Sub-machine settings do not
affect connect copy.

Punch Type

• The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Simplified Screen: Finishing Types

- Settings made on the main and sub-machines do not affect the connect copy.
- The connect copy function is not available from the simple display.

Adjust Color Image

The following list describes how the default Adjust Color Image settings on the main and sub-machines will be applied during connect copy.

Background Density of ADS (Full Color)

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Color Sensitivity

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

A.C.S. Sensitivity

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

A.C.S. Priority

 The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Inkjet Output Type

4. Registering Addresses and Users

This chapter describes how to register destinations and users in the Address Book. For details on how to access System Settings, see "Accessing User Tools".

Address Book

This section describes Address Book settings.

Registering information such as the names of users in the Address Book allows you to manage them easily.



- Address Book data is stored on the hard disk. It can be lost if there is some kind of hard disk failure.
- The manufacturer shall not be held responsible for any damages resulting in data loss.

You can register and manage the following items in the Address Book:

Names

You can register the name of the user and the key display. This is the basic information required for managing users of the machine.



Auth. Info

You can register user codes in order to restrict particular functions to certain users, and to check their use of each function. You can also register login user names and login passwords.





 You can also use Web Image Monitor to register names in the Address Book. For details about using Web Image Monitor, see Web Image Monitor Help.

Managing names in the Address Book

By registering a name and key display beforehand, you can specify destinations simply by selecting the name key.

■ Reference

• p.95 "Registering Names"

Managing users and machine usage

Register user codes to limit users to the following functions and check their use of each function:

- Copier
- Document Server

Reference

• p.98 "Authentication Information"

4

Registering Names

Register user information including their names.

You can register up to 2000 names.

Registering Names

This section describes how to register names.

1. Press [System Settings].



- 2. Press [Administrator Tools].
- 3. Press [Address Book Management].
- 4. Check that [Program / Change] is selected.
- 5. Press [New Program].
- 6. Press [Change] on the right of the Name.

The name entry display appears.

- 7. Enter the name, and then press [OK].
- 8. Press the key for the classification you want to use under "Select Title".



The keys you can select are as follows:

 [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]: Added to the list of items in the selected title.

You can select [Frequent] and one more page for each title.

- 9. Press [OK].
- 10. Press [Exit].
- 11. Press the [User Tools/Counter] key.



 The name can be used for documents in the Document Server. For details about the Document Server, see "Using the Document Server", Copy/ Document Server Reference.

Changing a Registered Name

This section describes how to change a name.

1. Press [System Settings].



- 2. Press [Administrator Tools].
- 3. Press [Address Book Management].
- 4. Check that [Program / Change] is selected.
- 5. Select the registered name you want to change. Press the name key, or enter the registered number using the number keys.
- 6. To change the name or key display, press [Change] on the right of the "Name" or "Key Display".
- 7. Enter the name or key display, and then press [OK].
- 8. To change the title, press the key for the classification you want to use from "Select Title".
- 9. To change the registration number, press [Change] under "Registration No.".
- 10. Enter a new registration number using the number keys, and then press the [#] key.

- 11. Press [OK].
- 12. Press [Exit].
- 13. Press the [User Tools/Counter] key.



• You can search by the registered name.

Deleting a Registered Name

This section describes how to delete a name.

1. Press [System Settings].



- 2. Press [Administrator Tools].
- 3. Press [Address Book Management].
- 4. Press [Delete].
- 5. Select the name you want to delete.

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

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

Authentication Information

Following describes the procedure for authenticating a user code.



 The functions associated with each user code are the same. If you change or delete user codes, management data and limits associated with that code become invalid.

Register user codes to limit users to the following functions and check their use of each function:

- Copier
- Document Server



• You can register up to 500 user codes.

Reference

p.43 "Administrator Tools"

Registering a User Code

This section describes how to register a user code.

1. Press [System Settings].



- 2. Press [Administrator Tools].
- 3. Press [Address Book Management].
- 4. Check that [Program / Change] is selected.
- 5. Press the name whose code is to be registered, or enter the registered number using the number key.

You can search by the registered name.

6. Press [Auth. Info].

7. Enter the user code using the number keys, and then press the [#] key.



If you make a mistake, press [Clear] or the [Clear/Stop] key.

- 8. Press [▼Next] twice.
- 9. Select the functions to be used with the user code from "Available Functions".
- 10. Press [OK].
- 11. Press [Exit].
- 12. Press the [User Tools/Counter] key.
- UNote
 - You can enter a one-to eight-digit user code.
 - To register the name, see "Registering Names".

Reference

• p.95 "Registering Names"

Changing a User Code

This section describes how to change a user code.



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



- 2. Press [Administrator Tools].
- 3. Press [Address Book Management].
- 4. Check that [Program / Change] is selected.
- 5. Select the user whose user code you want to change.

Press the name key, or enter the registered number using the number keys. You can search by the registered name.

- 6. Press [Auth. Info].
- 7. Press [Change], and then enter the new user code using the number keys.



- 8. Press the [#] key.
- 9. To change the available functions, press [Auth. Info], and then press [▼Next] twice.
- 10. Press the key to select the functions to enable them.

Press the key to highlight it, and then the function is enabled. To cancel a selection, press the highlighted key.

- 11. Press [OK].
- 12. Press [Exit].
- 13. Press the [User Tools/Counter] key.



• To change the name, key display and title, see "Changing a Registered Name".

Reference

• p.96 "Changing a Registered Name"

Deleting a User Code

This section describes how to delete a user code.



- After clearing the user code, the counter is automatically cleared.
- 1. Press [System Settings].



- 2. Press [Administrator Tools].
- 3. Press [Address Book Management].
- 4. Press [Program / Change].
- 5. Select the name whose code is to be deleted.

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

You can search by the registered name.

6. Press [Auth. Info].



- 8. Press [OK].
- 9. Press [Exit].
- 10. Press the [User Tools/Counter] key.



• To delete a name from the Address Book entirely, see "Deleting a Registered Name".

Reference

• p.97 "Deleting a Registered Name"

Displaying the Counter for Each User

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

1. Press [System Settings].



- 2. Press [Administrator Tools].
- 3. Press [Display / Clear / Print Counter per User].
- 4. Select the function usage you want to print from [Copier Counter].

Counters for individual function usage under each user code appear.

4

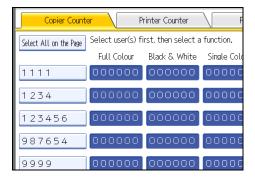
Printing the Counter for Each User

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

1. Press [System Settings].

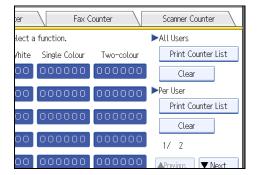


- 2. Press [Administrator Tools].
- 3. Press [Display / Clear / Print Counter per User].
- 4. Select a user code from the left side of the display.



Press [Select All on the Page] to select all user codes on the page.

5. Press [Print Counter List] under "Per User".



Enter the user code, and then press the [#] key if the user code is registered.

- Prints].
- 7. Press [Print].

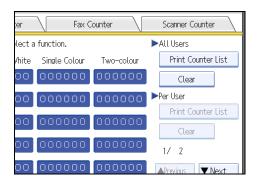
Printing the Counter for All Users

This section describes how to print the counter for all users.

1. Press [System Settings].



- 2. Press [Administrator Tools].
- 3. Press [Display / Clear / Print Counter per User].
- 4. Press [Print Counter List] under "All Users".



Enter the user code, and then press the [#] key if the user code is registered.

Select the function usage you want to print from [Copier Counter], [Print Counter], and [Total Prints].

6. Select the function usage you want to print from [Copier Counter], [Print Counter], and [Total

6. Press [Print].

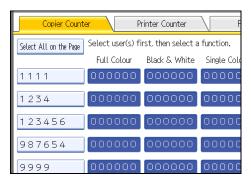
Clearing the Number of Prints

This section describes how to clear the counter.

1. Press [System Settings].



- 2. Press [Administrator Tools].
- 3. Press [Display / Clear / Print Counter per User].
- 4. Select the user code to clear.
- To clear the number of prints made under a user code, select the user code from the left side of the display.



Press [Select All on the Page] to select all user codes on the page.

- 6. Press [Clear] under "Per User".
- 7. Select the function usage you want to clear from [Copier Counter], and [Total Counter].
- 8. Press [OK].
- 9. To clear the number of prints for all user codes, press [Clear] under "All Users".
- 10. Select the function usage you want to clear from [Copier Counter], and [Total Counter].
- 11. Press [OK].
- 12. Press [Exit].
- 13. Press the [User Tools/Counter] key.

5. Other User Tools

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

Maintenance

This section describes the user tools in Maintenance.

[Maintenance] allows color drift and gradient correction.

Auto Color Calibration

If a certain color is strong or the color of the copy differs from the original, adjust the yellow, magenta, cyan and black balance.

Color Registration

If the color documents show registration shifting, perform automatic color registration.



 For details about "Auto Color Calibration" and "Color Registration", see "Maintenance", Troubleshooting.

Reference

• p.8 "Accessing User Tools"

Changing the Display Language

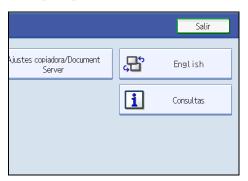
You can change the language used on the display. English is set as default.

1. Press [Español].



The language is changed to Spanish.

2. Press [Salir].



The menu appears in Spanish.

Reference

• p.8 "Accessing User Tools"

5

5

Inquiry

The inquiry function lets you check the telephone numbers to contact for repairs, or ordering consumables such as toner. Be sure to contact your service engineer to verify the following:

Consumables

- Telephone No. to order
- Toner
- Staple
- Staple (Center)
- TX Stamp Name

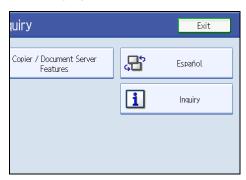
Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

Sales Representative

• Telephone No.

1. Press [Inquiry].



Inquiry information appears.

2. Press [Print Inquiry List].



3. Press the [Start] key.

Inquiry information prints out.

4. Press [Exit] twice.

■ Reference

• p.8 "Accessing User Tools"

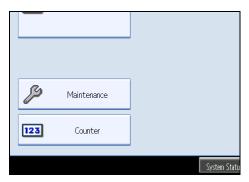
5

Counter

Displaying the Total Counter

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

1. Press [Counter].



2. To print a counter list, press [Print Counter List].



3. Press the [Start] key.

A counter list prints out.



• p.8 "Accessing User Tools"

6. Appendix

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31

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INDEX

		Connecting to the Ethernet Interface
10111001114		Connecting to the Interfaces1
1 Sided 2 Sided Auto Margin TtoB		Copier/Document Server Auto Reset Timer34
1 Sided 2 Sided Auto Margin TtoT	64	Copy Back Cover69
A		Copy Count Display22
A.C.S. Priority	81	Copy Eject Face Method in Bypass Mode78
A.C.S. Sensitivity		Copy Eject Face Method in Glass Mode78
Accessing User Tools		Copy on Designating Page in Combine66
Address Book		Copy Order in Combine65
Address Book Edit Title		Copy Orientation in Duplex Mode58
Address Book Management		Copyrights113
Address Book Switch Title		Counter11
ADF Original Table Elevation		Creep Setting for Magazine65
Adjust Color Image		Customize Function Copier59
Administrator Authentication Management		Customize Function Document Server Print60
Administrator Tools		Customize Function Document Server Storage
Administrator's E-mail Address		60
Alert Sound Original left on Exposure Glass		D
AOF (Always On)		Date Stamp
Authentication Information		•
Auto Color Calibration		DDNS Configuration37 Delete All Files in Document Server40
Auto Delete File in Document Server		
Auto Erase Memory Setting		Deleting a Registered Name
Auto Image Density Priority		Deleting a User Code
Auto Logout Timer		Density / (Background Numbering)70
Auto Off Timer		Designation Sheet 1 Tray
		Designation Sheet 2 Tray
Auto Tray Switching	30	Display / Clear / Print Counter per User4
В		Display / Print Counter44
Back Cover Sheet Tray	31	Display Panel
Back Margin Left / Right		Displaying the Counter for Each User102
Back Margin Top/Bottom		Displaying the Total Counter11
Background Density of ADS (Full Color)		DNS Configuration
Background Numbering		Domain Name37
5		Double Copies Separation Line
С		Double Feed Detect
Changing a Registered Name	96	Duplex Back Page Stamping Position (Page Numbering)7
Changing a User Code	99	TNUMBering/
Changing the Display Language	108	E
Clearing the Number of Prints	104	E-mail Communication Port42
Color Registration	107	E-mail Reception Interval
Color Sensitivity		E-mail Storage in Server
Connect Copy Key Display		Edit64

Effective Protocol	37	K	
Energy Saver Timer	34	K. D	0.0
Erase All Memory	46	Key Repeat	23
Erase Border Width	65	L	
Erase Center Width	65	Letterhead Setting	79
Erase Original Shadow in Combine	65	•	
Ethernet Speed	37	M	
Extended Security	45	Machine Data Encryption Settings	46
F		Machine IPv4 Address	36
		Machine IPv6 Address	36
File Transfer		Machine Name	38
Firmware Version		Maintenance	107
Font		Managing names in the Address Book	94
Font / (Date Stamp)		Managing users and machine usage	94
Font / (Page Numbering)		Max. Copy Quantity	58
Format / (Date Stamp)		Max. Reception E-mail Size	42
Front Cover Copy in Combine		Memory Full Auto Scan Restart	78
Front Cover Sheet Tray		N	
Front Margin Left / Right			
Front Margin Top / Bottom		Network	
Function Priority		Network Security Level	46
Function Reset Timer	22	0	
G		Orientation Booklet, Magazine	66
General Features	57	Original Orientation in Duplex Mode	
General Features/System Settings		Original Photo Type Priority	
		Original Type Display	
<u>H</u>		Original Type Priority	
Host Name	38	Output Copier	
T. Committee of the Com		Output Document Server	
		Output tray settings	
Image Repeat Separation Line		_	
Inkjet Output Type		P	
Input/Output		Page Numbering	72
Inquiry		Page Numbering in Combine (Page Numb	ering).
Insert Separation Sheet	79		75
Interface Settings	36	Page Numbering Initial Letter	
IPSec		Panel key Sound	
IPv4 Gateway Address		Panel Off Timer	
IPv6 Gateway Address		Paper Display	58
IPv6 Stateless Address Autoconfiguration	36	Paper Tray Priority Copier	25
J		Paper Type	28
		Paper Type Bypass Tray	27
Job End Call	59	Paper Type Detect	31

Paper Type LCT29, 30	Stamp Format / (Preset Stamp)70
Permit SNMPv3 Communication38	Stamp Format 1-4 / (User Stamp)72
Permit SSL / TLS Communication38	Stamp Language / (Preset Stamp)70
Ping Command38	Stamp Position (Page Numbering)75
POP before SMTP40	Stamp Position on Designating Page (Page
POP3 / IMAP4 Settings41	Numbering)
Preset Stamp	Stamp Priority70
Print List	Stamp Setting76
Printing the Counter for All Users104	Stamp Setting / (Date Stamp)74
Printing the Counter for Each User103	Stamp Text
Program / Change / Delete Realm46	Staple Position79
Program / Change / Delete User Text21	Superimpose76
Program / Change Administrator45	Superimpose (Page Numbering)76
Program/Delete Stamp / (User Stamp)72	Superimpose / (Date Stamp)73
Programming the Realm	Switch Original Counter Display59
Punch Type79	Switch to Batch78
7 onen 19pe	System Auto Reset Timer34
R	System Settings on Main and Sub-machines50
Ratio for Create Margin63	System Settings/General Features21
Reception Protocol41	T
Reduce/Enlarge Ratio Priority63	
Registering a User Code98	Timer Settings34
Registering Names95	Tray Paper Settings25
Reproduction Ratio62	Tray Paper Size Interposer Lower Tray27
Rotate Sort Auto Paper Continue78	Tray Paper Size Interposer Upper Tray26
S	Tray Paper Size LCT25
	Tray Paper Size Tray 225
SADF Auto Reset78	Tray Paper Size Tray 325
Separation Line in Combine68	U
Separation Sheet Tray31	II. A il. e e AA
Set Date35	User Authentication Management
Set Time35	User Stamp72
Shortcut Reduce/Enlarge62	W
Simplified Screen Finishing Types80	Warm-Up Beeper22
Size76	Weekly Timer35
Size (Background Numbering)70	Weekly Timer Code35
Size / (Date Stamp)73	WINS Configuration37
Size / (Page Numbering)75	
Slip Sheet Tray31	Z
SMTP Authentication40	Z-fold Position23
SMTP Server40	
Stamp	
Stamp Color70, 72, 73, 76	

Stamp Format / (Page Numbering).....74

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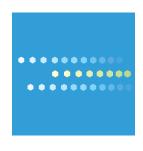
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