

# Operating Instructions General Settings Guide



- 1 Connecting the Machine
- 2 System Settings
- 3 Copier / Document Server Features
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Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

#### Introduction

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

#### Important

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

#### Notes:

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

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

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

#### Caution:

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

#### Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

- Type 1: 4 copies/minute (A1 □)
- Type 2: 6 copies/minute (A1 □)

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

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

# **Manuals for This Machine**

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

#### ∰Important

- □ Media differ according to manual.
- **D** The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed.
- For details about the functions of RW-3600, refer to the manuals for this option.

#### 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.

#### ✤ General Settings Guide

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

#### Troubleshooting

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

#### Security Reference

This manual is for administrators of the machine. It explains security functions that the administrators can use to protect data from being tampered with, or prevent the machine from unauthorized use.

Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

#### Copy/ Document Server Reference

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

#### Printer Reference

Explains Printer functions and operations.

#### Scanner Reference

Explains Scanner functions and operations.

#### Network Guide

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

#### Other manuals

- Manuals for This Machine
- Safety Information
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- PostScript3 Supplement
- UNIX Supplement
- Manuals for DeskTopBinder Lite DeskTopBinder Lite Setup Guide DeskTopBinder Introduction Guide Auto Document Link Guide

# 🖉 Note

- □ Manuals provided are specific to machine types.
- □ For "UNIX Supplement", please visit our Web site or consult an authorized dealer.
- "PostScript3 Supplement" and "UNIX Supplement" include descriptions of functions and settings that might not be available on this machine.

Product name	General name
DeskTopBinder Lite and DeskTopBinder Pro- fessional <sup>*1</sup>	DeskTopBinder
ScanRouter EX Professional <sup>*1</sup> and ScanRouter EX Enterprise <sup>*1</sup>	the ScanRouter delivery software

\*1 Optional

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# How to Read This Manual

# Symbols

This manual uses the following symbols:

# A WARNING:

Indicates important safety notes.

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

# A CAUTION:

Indicates important safety notes.

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

# Important

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

# 🖉 Note

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

## $\mathcal{P}$ 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 them.

When you select or specify an item on the display panel, it is highlighted like <u>Prozen/Charge</u>. Keys appearing as <u>cannot be used</u>.

## ∰Important

□ 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.

# 🖉 Note

- 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.4 "Quitting User Tools"

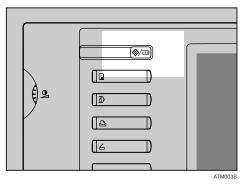
# **Changing Default Settings**

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

# ∰Important

If Administrator Authentication Management is specified, contact your administrator.

# 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 change the Printer Features, press [Printer Features].

To change the Scanner Features, press [Scanner Features].

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

To check the telephone numbers to contact for repairs, or to order consumables, press **[Enquiry]**.

To check the counter, press [Counter].

**3** Select the user tool you want to change.

# Change settings by following instructions on the display, and then press [OK].

# 🖉 Note

□ To cancel changes made to settings and return to the initial display, press the **[User Tools/Counter]** key.

# 

p.35 "System Settings" p.77 "Copier / Document Server Features"

p.99 "Printer Features"

p.109 "Scanner Features"

p.179 "Other User Tools"

# **Quitting User Tools**

This section describes how to end User Tools.

Press the [User Tools/Counter] key.

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# 🖉 Note

□ 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
- Printer Features
- Scanner Features

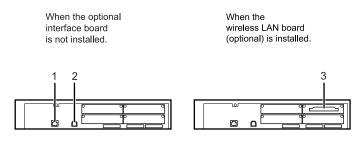
For details, consult your administrator.

# 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 describes how to identify the machine's interface and connect the machine according to the network environment.



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

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

#### 2. USB2.0 port

Port for connecting the USB2.0 interface cable

#### 3. Wireless LAN port (optional)

Port for using the wireless LAN

# 🖉 Note

- You cannot install these two options at the same time: IEEE 802.11b wireless LAN board, Gigabit Ethernet board.
- If the optional GigaBit Ethernet board is installed, only the Ethernet interface and USB interface on the board can be used.

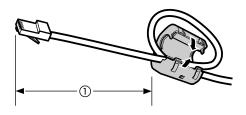
# **Connecting to the Ethernet Interface**

This section describes how to connect 10BASE-T or 100BASE-TX cable to the Ethernet interface.

#### ∰Important

□ If the main power switch is on, turn it off.

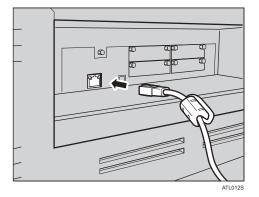
**1** A ferrite core for the Ethernet cable is supplied with this machine. Make a loop in the cable about 4.5 cm (1.8") (1) from the machine end of the cable. Attach the ferrite core.



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**2** Make sure the main power switch of the machine is off.

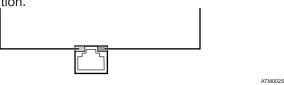
**3** Connect the Ethernet interface cable to the 10BASE-T/100BASE-TX port.



Connect the other end of the Ethernet cable to a network connection device such as a hub.

# **5** Turn on the main power switch of the machine.

Lights up yellow when 100 BASE-TX is in operation. Goes off when 10 BASE-T is in operation. Lights up green when the machine is connected correctly to the network.



# 🖉 Note

□ For details about installing the printer driver, see "Preparing the Machine", Printer Reference.

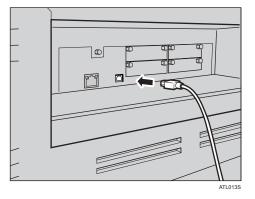
# 

"Turning On the Power", About This Machine "Preparing the Machine", Printer Reference

# **Connecting to the USB Interface**

This section describes how to connect the USB2.0 interface cable to the USB2.0 port.

Connect the USB2.0 interface cable to the USB2.0 port.



# **2** Connect the other end to the USB2.0 port on the host computer.

## 🖉 Note

- □ This machine does not come with a USB interface cable. Make sure you purchase the appropriate cable for the machine and your computer.
- □ The USB2.0 interface board is supported by Windows Me / 2000 / XP, Windows Server 2003, Mac OS X 10.3.3 or higher.
  - For Windows Me: Make sure to install "USB Printing Support". When used with Windows Me, only a speed equal to that of USB1.1 is possible.
  - For Mac OS: When used with Mac OS X 10.3.3 or higher, a transfer speed of USB2.0 is supported.
- □ For details about installing the printer driver, see "Preparing the Machine", Printer Reference.

# ✓ Reference

"Preparing the Machine", Printer Reference

# Connecting to the IEEE 802.11b (Wireless LAN) Interface

This section describes how to connect to the IEEE 802.11b (wireless LAN) interface.

#### 🖉 Note

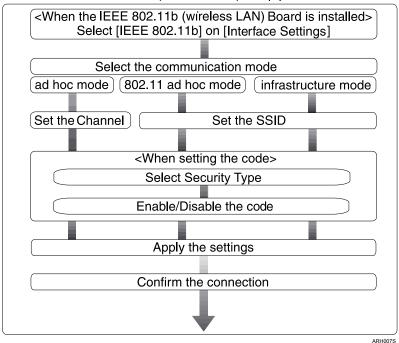
- □ Check the settings of the IPv4 address and subnet mask of this machine.
- □ For details about how to set the IPv4 address and subnet mask from the control panel of the machine, see "Interface Settings".
- Before using this machine with an IEEE 802.11b (Wireless LAN) connection, you must select [IEEE 802.11b] in [LAN Type].

# ✓ Reference

p.50 "Network"

#### Setup Procedure

This section describes how to setup IEEE 802.11b (wireless LAN) interface. Set up IEEE 802.11b (wireless LAN) according to the following procedure:



■ IEEE 802.11b (wireless LAN) setup procedure

## 🖉 Note

- Select [802.11 Ad-hoc Mode] mode when connecting Windows XP as a wireless LAN client using Windows XP standard driver or utilities, or when not using the infrastructure mode.
- □ You can specify either "WEP" or "WPA" to the Security Method.
- □ Specify "WPA", when [Communication Mode] is set to [Infrastructure Mode].
- □ If you select the [WPA] option for Security Method, select one of the following: [WPA-PSK], [WPA], [WPA2-PSK], or [WPA2]. If you select [WPA-PSK] or [WPA2-PSK], enter your PSK.
- □ For details about how to specify wireless LAN settings from the control panel on the machine, see "IEEE 802.11b".
- □ For details about how to specify wireless LAN settings from other than the control panel on the machine, see "Using Utilities to Make Network Settings".
- □ For details about the setting items, see "IEEE 802.11b".

#### 

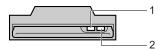
p.26 "Using Utilities to Make Network Settings"

p.53 "IEEE 802.11b"

#### **Checking the Connection**

This section describes how to check the wireless LAN connection. Make sure the LED of the IEEE 802.11b interface unit is lit.

#### \* When using in infrastructure mode

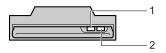


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1. If **[LAN Type]** on the **[Interface Settings]** / **[Network]** screen is not set to **[IEEE 802.11b]**, it does not light, even if the main power is on.

2. If it is connected properly to the network, the LED is green when in infrastructure mode. If the LED is blinking, the machine is searching for devices.

#### When using in ad hoc mode / 802.11 ad hoc mode



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1. If the IEEE 802.11b interface unit is functioning, the LED lights up in orange.

2. If it is connected properly to the network, the LED is green when in ad hoc mode or 802.11 ad hoc mode. If the LED is blinking, the machine is searching for devices. The LED will light after a few seconds.

Print the configuration page to verify settings.

#### 🖉 Note

□ For more information about printing a configuration page, see "Print List".

#### 

p.100 "Printing the Configuration Page"

#### **Checking the Signal**

This section describes how to check the machine's radio wave status.

When using in infrastructure mode, you can check the machine's radio wave status using the control panel.

- ① Press [System Settings].
- Press [Interface Settings].
- 3 Press [IEEE 802.11b].
- ④ Press [Wireless LAN Signal].

The machine's radio wave status appears.

- (5) After checking radio wave status, press [Exit].
- Press the [User Tools/Counter] key to return to the User Tools / Counter / En-quiry menu.

#### 

- p.26 "Using Utilities to Make Network Settings"
- p.53 "IEEE 802.11b"

# **Network Settings**

This section describes the network settings you can change with User Tools (System Settings). Make settings according to functions you want to use and the interface to be connected.

#### ∰Important

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

# **Settings Required to Use the Printer**

This section lists the settings required for using the printer function.

#### Ethernet

This section lists the settings required for using the printer 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 Autoconfigu- ration	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	NCP Delivery Protocol	As required
Interface Settings/Network	NW Frame Type	As required
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	SMB Computer Name	As required
Interface Settings/Network	SMB Work Group	As required
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

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine Name	As required

## 🖉 Note

- □ IPv6 can be used only for the printer function.
- □ For the Effective Protocol setting, check that the protocol you want to use is set to **[Active]**.
- □ **[LAN Type]** is displayed when the wireless LAN board is installed. If Ethernet and IEEE 802.11b (wireless LAN) are both connected, the selected interface has priority.

## ₽ Reference

p.50 "Interface Settings"

#### IEEE 802.11b (wireless LAN)

This section lists the settings required for using the printer function with an IEEE 802.11b (wireless LAN) 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 Autoconfigu- ration	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	NCP Delivery Protocol	As required
Interface Settings/Network	NW Frame Type	As required
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	SMB Computer Name	As required
Interface Settings/Network	SMB Work Group	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
Interface Settings/Network	Machine Name	As required

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Menu	User Tool	Setting Requirements
Interface Settings/ IEEE 802.11b	Communication Mode	Necessary
Interface Settings/ IEEE 802.11b	SSID Setting	As required
Interface Settings/ IEEE 802.11b	Channel	As required

## 🖉 Note

- □ IPv6 can be used only for the printer function.
- □ For the Effective Protocol setting, check that the protocol you want to use is set to **[Active]**.
- □ **[IEEE 802.11b]** and **[LAN Type]** are displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.

## ₽ Reference

# **Settings Required to Use E-mail Function**

This section lists the settings required for sending e-mail.

#### Ethernet

This section lists the settings required for sending e-mail with an Ethernet connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	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	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
File Transfer	SMTP Server	Necessary
File Transfer	SMTP Authentication	As required
File Transfer	POP before SMTP	As required
File Transfer	Reception Protocol	As required
File Transfer	POP3 / IMAP4 Settings	As required
File Transfer	Administrator's E-mail Address	As required
File Transfer	E-mail Communication Port	As required
File Transfer	Program / Change / Delete E-mail Message	As required
File Transfer	Scanner Resend Interval Time	As required
File Transfer	Number of Scanner Resends	As required

# 🖉 Note

- □ For the Effective Protocol setting, check that the protocol you want to use is set to **[Active]**.
- □ **[LAN Type]** is displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.
- □ When POP before SMTP is set to **[On]**, you must also make settings for Reception Protocol and POP3 / IMAP4 Settings.
- □ When setting POP before SMTP to **[On]**, check POP3 port number in E-mail Communication Port.

#### 

- p.50 "Interface Settings"
- p.57 "File Transfer"

#### IEEE 802.11b (wireless LAN)

This section lists the settings required for sending e-mail with an IEEE 802.11b (wireless LAN) connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	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	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/ IEEE 802.11b	Communication Mode	Necessary
Interface Settings/ IEEE 802.11b	SSID Setting	As required
Interface Settings/ IEEE 802.11b	Channel	As required
Interface Settings/ IEEE 802.11b	Security Method	As required

Menu	User Tool	Setting Requirements
Interface Settings/ IEEE 802.11b	Transmission Speed	As required
File Transfer	SMTP Server	Necessary
File Transfer	SMTP Authentication	As required
File Transfer	POP before SMTP	As required
File Transfer	Reception Protocol	As required
File Transfer	POP3 / IMAP4 Settings	As required
File Transfer	Administrator's E-mail Address	As required
File Transfer	E-mail Communication Port	As required
File Transfer	Program / Change / Delete E-mail Message	As required
File Transfer	Scanner Resend Interval Time	As required
File Transfer	Number of Scanner Resends	As required

# 🖉 Note

- □ For the Effective Protocol setting, check that the protocol you want to use is set to **[Active]**.
- □ **[LAN Type]** is displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.
- □ When POP before SMTP is set to **[On]**, you must also make settings for Reception Protocol and POP3 / IMAP4 Settings.
- □ When setting POP before SMTP to **[On]**, check POP3 port number in E-mail Communication Port.

# 

p.50 "Interface Settings"

p.57 "File Transfer"

# Settings Required to Use Scan to Folder Function

This section lists the settings required for sending files.

#### Ethernet

This section lists the settings required for sending files with an Ethernet connection. For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	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	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
File Transfer	Default User Name / Password (Send)	As required
File Transfer	Scanner Resend Interval Time	As required
File Transfer	Number of Scanner Resends	As required

#### 🖉 Note

- □ For the Effective Protocol setting, check that the protocol you want to use is set to **[Active]**.
- □ **[LAN Type]** is displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.

# ₽ Reference

- p.50 "Interface Settings"
- p.57 "File Transfer"

#### IEEE 802.11b (wireless LAN)

This section lists the settings required for sending files with an IEEE 802.11b (wireless LAN) connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	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	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/ IEEE 802.11b	Communication Mode	Necessary
Interface Settings/ IEEE 802.11b	SSID Setting	As required
Interface Settings/ IEEE 802.11b	Channel	As required
Interface Settings/ IEEE 802.11b	Security Method	As required
Interface Settings/ IEEE 802.11b	Transmission Speed	As required
File Transfer	Default User Name / Password (Send)	As required
File Transfer	Scanner Resend Interval Time	As required
File Transfer	Number of Scanner Resends	As required

#### 🖉 Note

- □ For the Effective Protocol setting, check that the protocol you want to use is set to **[Active]**.
- □ **[IEEE 802.11b]** and **[LAN Type]** are displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.

# ✓ Reference

p.50 "Interface Settings" p.57 "File Transfer"

# Settings Required to Use the Network Delivery Scanner

This section lists the settings required for delivering data to network.

#### Ethernet

This section lists the settings required for delivering data to network with an Ethernet connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	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	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
File Transfer	Delivery Option	As required
File Transfer	Scanner Resend Interval Time	As required
File Transfer	Number of Scanner Resends	As required

## 🖉 Note

- □ For the Effective Protocol setting, check that the protocol you want to use is set to **[Active]**.
- □ **[LAN Type]** is displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.
- □ If Delivery Option is set to **[On]**, check that IPv4 Address is specified.

## 

- p.50 "Interface Settings"
- p.57 "File Transfer"

#### IEEE 802.11b (wireless LAN)

This section lists the settings required for delivering data to network with an IEEE 802.11b (wireless LAN) connection.

For details about how to specify the settings, see "Interface Settings" and "File Transfer".

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	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	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface/Settings/ IEEE 802.11b	Communication Mode	Necessary
Interface/Settings/ IEEE 802.11b	SSID Setting	As required
Interface/Settings/ IEEE 802.11b	Channel	As required
Interface/Settings/ IEEE 802.11b	Security Method	As required
Interface/Settings/ IEEE 802.11b	Transmission Speed	As required
File Transfer	Delivery Option	As required
File Transfer	Scanner Resend Interval Time	As required
File Transfer	Number of Scanner Resends	As required

#### Note

- □ For the Effective Protocol setting, check that the protocol you want to use is set to **[Active]**.
- □ **[IEEE 802.11b]** and **[LAN Type]** are displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.
- □ If Delivery Option is set to **[On]**, check that IPv4 Address is specified.

## Reference

p.50 "Interface Settings" p.57 "File Transfer"

# Settings Required to Use Network TWAIN Scanner

This section lists the settings required for using TWAIN Scanner under the network environment.

#### Ethernet

This section lists the settings required for using network TWAIN Scanner with an Ethernet connection.

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	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	LAN Type	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

For details about how to specify the settings, see "Interface Settings".

# 🖉 Note

- □ For the Effective Protocol setting, check that the protocol you want to use is set to **[Active]**.
- □ **[LAN Type]** is displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.

## 

#### IEEE 802.11b (wireless LAN)

This section lists the settings required for using network TWAIN Scanner with an IEEE 802.11b (wireless LAN) 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	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	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/ IEEE 802.11b	Communication Mode	Necessary
Interface Settings/ IEEE 802.11b	SSID Setting	As required
Interface Settings/ IEEE 802.11b	Channel	As required
Interface Settings/ IEEE 802.11b	Security Method	As required
Interface Settings/ IEEE 802.11b	Transmission Speed	As required

# 🖉 Note

- □ For the Effective Protocol setting, check that the protocol you want to use is set to **[Active]**.
- □ **[IEEE 802.11b]** and **[LAN Type]** are displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.

## ₽ Reference

# **Settings Required to Use Document Server**

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

#### Ethernet

This section lists the settings required for using Document Server function with the Ethernet connection.

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	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	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required

For details about how to specify the settings, see "Interface Settings".

# 🖉 Note

- □ For the Effective Protocol setting, check that the protocol you want to use is set to **[Active]**.
- □ **[LAN Type]** is displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.

## 

#### IEEE 802.11b (wireless LAN)

This section lists the settings required for using Document Server function with an IEEE 802.11b (wireless LAN) 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	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	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/ IEEE 802.11b	Communication Mode	Necessary
Interface Settings/ IEEE 802.11b	SSID Setting	As required
Interface Settings/ IEEE 802.11b	Channel	As required
Interface Settings/ IEEE 802.11b	Security Method	As required
Interface Settings/ IEEE 802.11b	Transmission Speed	As required

# 🖉 Note

- □ For the Effective Protocol setting, check that the protocol you want to use is set to **[Active]**.
- □ **[IEEE 802.11b]** and **[LAN Type]** are displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN (IEEE 802.11b) are connected, the selected interface takes precedence.

# 

# **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, SmartDeviceMonitor for Admin, and telnet.

## 🖉 Note

- For details about using Web Image Monitor, see "Using Web Image Monitor", Network Guide.
- □ For details about using SmartDeviceMonitor for Admin, see "Using SmartDeviceMonitor for Admin", Network Guide.
- □ For Details about using telnet, see "Remote Maintenance", Network Guide.

#### 

"Using Web Image Monitor", Network Guide

- "Using SmartDeviceMonitor for Admin", Network Guide
- "Remote Maintenance by telnet", Network Guide

#### Interface Settings

This section describes how to make Interface settings using utilities.

Change settings by using Web Image Monitor, SmartDeviceMonitor for Admin, and telnet.

#### ♦ [Network] $\rightarrow$ [Machine IPv4 Address] $\rightarrow$ [Auto-Obtain (DHCP)]

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

#### ♦ [Network] $\rightarrow$ [DNS Configuration] $\rightarrow$ [Auto-Obtain (DHCP)]

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

#### ♦ [Network] $\rightarrow$ [Domain Name] $\rightarrow$ [Auto-Obtain (DHCP)]

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

#### ♦ [Network] $\rightarrow$ [Domain Name] $\rightarrow$ [Specify] $\rightarrow$ [Domain Name]

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

#### ♦ [Network] $\rightarrow$ [WINS Configuration] $\rightarrow$ [On] $\rightarrow$ "Primary WINS Server"

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

#### ♦ [Network] $\rightarrow$ [WINS Configuration] $\rightarrow$ [On] $\rightarrow$ "Secondary WINS Server"

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

#### ♦ [Network] $\rightarrow$ [WINS Configuration] $\rightarrow$ [On] $\rightarrow$ "Scope ID"

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

#### ♦ [Network] $\rightarrow$ [WINS Configuration] $\rightarrow$ [Off]

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

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

- Web Image Monitor: Cannot be used for specifying the setting.
- SmartDeviceMonitor for Admin: You can specify the TCP/IP settings if SmartDeviceMonitor for Admin is communicating with the machine using IPX/SPX.
- telnet: Can be used for specifying the setting.

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

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

#### ♦ [Network] $\rightarrow$ [Effective Protocol] $\rightarrow$ "NetWare"

- Web Image Monitor: Can be used for specifying the setting.
- SmartDeviceMonitor for Admin: You can specify the IPX/SPX settings if SmartDeviceMonitor for Admin is communicating with the machine using TCP/IP.
- telnet: Can be used for specifying the setting.

#### ♦ [Network] $\rightarrow$ [Effective Protocol] $\rightarrow$ "SMB"

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

# ♦ [Network] → [Effective Protocol] → "AppleTalk"

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

# ♦ [Network] $\rightarrow$ [NCP Delivery Protocol] $\rightarrow$ [IPX Priority]

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

# ♦ [Network] $\rightarrow$ [NCP Delivery Protocol] $\rightarrow$ [TCP / IP Priority]

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

# ♦ [Network] $\rightarrow$ [NCP Delivery Protocol] $\rightarrow$ [IPX Only]

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

# ♦ [Network] $\rightarrow$ [NCP Delivery Protocol] $\rightarrow$ [TCP / IP Only]

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

#### ♦ [Network] $\rightarrow$ [NW Frame Type] $\rightarrow$ [Auto Select]

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

# ♦ [Network] $\rightarrow$ [NW Frame Type] $\rightarrow$ [Ethernet II]

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

# ♦ [Network] $\rightarrow$ [NW Frame Type] $\rightarrow$ [Ethernet 802.2]

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

1

# ♦ [Network] $\rightarrow$ [NW Frame Type] $\rightarrow$ [Ethernet 802.3]

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

# ♦ [Network] $\rightarrow$ [NW Frame Type] $\rightarrow$ [Ethernet SNAP]

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

# ♦ [Network] → [SMB Computer Name]

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

# ♦ [Network] → [SMB Work Group]

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

# ♦ [Network] → [LAN Type] → [Ethernet]

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

# ♦ [Network] $\rightarrow$ [LAN Type] $\rightarrow$ [IEEE 802.11b]

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

# ♦ [Network] → [Ping Command]

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

# ♦ [Network] → [Permit SNMPv3 Communication] → [Encryption / Clear Text]

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

# ♦ [Network] → [Permit SSL / TLS Communication] → [Ciphertext / Clear Text]

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

# ♦ [IEEE 802.11b] $\rightarrow$ [Communication Mode] $\rightarrow$ [802.11 Ad-hoc Mode]

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

# ♦ [IEEE 802.11b] $\rightarrow$ [Communication Mode] $\rightarrow$ [Ad-hoc Mode]

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

# ♦ [IEEE 802.11b] $\rightarrow$ [Communication Mode] $\rightarrow$ [Infrastructure Mode]

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

# ♦ [IEEE 802.11b] $\rightarrow$ [SSID Setting]

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

# ♦ [IEEE 802.11b] → [Channel]

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

# ♦ [IEEE 802.11b] → [Security Method]

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

# ♦ [IEEE 802.11b] → [Transmission Speed]

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

### File Transfer

Change settings by using Web Image Monitor, SmartDeviceMonitor for Admin, and telnet.

# ♦ [File Transfer] $\rightarrow$ [SMTP Server]

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

#### ♦ [File Transfer] $\rightarrow$ [Reception Protocol] $\rightarrow$ [POP3]

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

# ♦ [File Transfer] $\rightarrow$ [Reception Protocol] $\rightarrow$ [IMAP4]

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

#### ♦ [File Transfer] $\rightarrow$ [Reception Protocol] $\rightarrow$ [SMTP]

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

1

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

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

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

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

# ♦ [File Transfer] $\rightarrow$ [Default User Name / Password (Send)]

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

# ✤ [File Transfer] → [Scanner Resend Interval Time]

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

# ♦ [File Transfer] → [Number of Scanner Resends]

- Web Image Monitor: Cannot be used for specifying the setting.
- SmartDeviceMonitor for Admin: Cannot 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.
- 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**.

#### Print Priority

Print Priority is given to the mode selected.

The default setting is **Display Mode**.

When **[Interleave]** is selected, the current print job will be interrupted after a maximum of five sheets.

#### 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).

The Function Reset Timer setting is ignored if Interleave is set for Print Priority.

#### Interleave Print

You can set the timing for changing modes when **[Print Priority]** has been set to **[Interleave]**.

The default setting is **10 sheet(s)**.

You can set the number from 1 to 20 sheets using the number keys.

#### Output: Document Server

Specify a tray to which documents are delivered. The default setting is **Upper Paper Exit**.

#### Output: Printer

Specify a tray to which documents are delivered. The default setting is **Upper Paper Exit**.

### Original Feed Delay 1

Specify the duration of delay before an original is fed into the machine after being set. If originals frequently feed in slanted, or you are using special originals, set the delay accordingly.

The default setting is **1 second(s)**.

The time can be set from 0 to 5 seconds.

# Original Feed Delay 2

Specify the duration of the pause immediately after originals are first fed into the machine. If originals frequently feed in slanted, or you are using special originals, set the delay accordingly.

The default setting is **1 second(s)**.

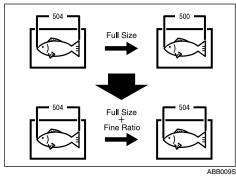
The time can be set from 1 to 5 seconds.

#### Feed Start Method

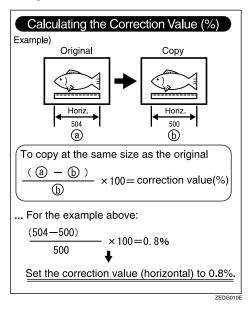
Specify whether feeding starts automatically or after pressing the **[Start]** Key. The default setting is **Auto**.

#### Fine Ratio Adjustment: Copier

Depending on paper type, environment, and humidity, copy paper can expand or shrink slightly. This means that the size of the copy and the original do not match. if this happens, specify the vertical and horizontal correction ratio. You can specify this setting for each paper type (plain, translucent, film and recycled paper)



The default setting is Vertical: 0.0% / Horizontal: 0.0%. Specify the ratio between -1.0% and 1.0% (in 0.1% increments) To set the Fine Ratio setting, measure the length of the original and the copy image to calculate the ratio.



#### Fine Ratio Adjustment: Printer

Specify the fine ratio when the optional printer is installed. Depending on paper type, environment, and humidity, copy paper can expand or shrink slightly. This means that the size of the copy and the original do not match. When the horizontal ratios are almost the same and there are differences between the vertical ratios, you can specify the vertical correction ratio. You can make this setting for each paper type (plain, translucent, film and recycled paper).

The default setting is **0.0%**.

Specify the ratio between –1.0% and 1.0% (in 0.1% increments). For details about how to set the fine ratio, see "Fine Ratio Adjustment: Copier".

#### Adjust Scan Position

You can adjust the position of the scan area. The default setting is **0**. Specify the scan position between -10 and +10 (in 1 increments).

#### System Status/Job List Display Time

Specify how long to display the System Status and Job List display for. The default setting is **On**, **15 second(s)**.

By selecting **[On]**, you can specify a display time between 10 and 999 seconds.

#### Key Repeat

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

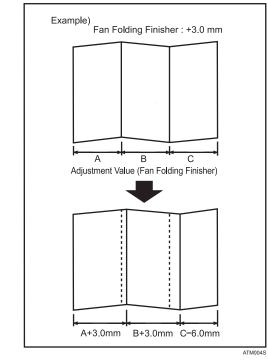
The default setting is **Normal**.

### Fold Width Fine Adjustment

Adjusts the fan fold width.

"Adjustment Value (Fan Folding Finisher)" adjusts the Fan Fold width (shown as A, B, and C in the figure below).

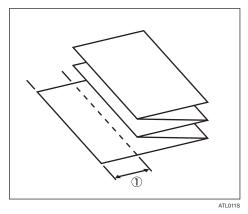
This menu appears only when the folding finisher is installed.



The default setting is **0.0 mm** (Metric version) / **0.00''** (Inch version). Enter a value in 0.5 mm units in the ranging from -6.0 mm (-0.24'') to 6.0 mm (0.24'').

#### Margin Fold Margin Adjustment

Adjusts the margin width ((1) in the figure below) when **[Fan Fold 210mm (Mar-gin Fold)]** is selected.



This menu appears only when the folding finisher is installed. The default setting is 40 mm (Metric version) / 1.50" (Inch version). Use the number keys to enter a value in 1 mm units in the ranging from 35 mm (1.00") to 40 mm (1.50").

# Reference

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"Function Compatibility", Copy/Document Server Reference

# **Output tray settings**

When the folding finisher is installed and a folding option is selected, either the lower paper exit or the folding finisher will be used for paper output, regardless of the current paper exit setting.

If the folding finisher is used for paper output, the tray used will differ, depending on the fold type selected.

# **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**.

# Important

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**.

When optional cut paper tray is installed, the default setting will be the cut paper tray.

When optional paper roll tray or optional cut paper tray is installed, **[Tray 2]** is displayed.

When optional two paper rolls tray and cut paper tray are installed, **[Tray 3]** is displayed.

#### Paper Tray Priority: Printer

Specify the tray to supply paper for output.

The default setting is **Tray 1**.

When optional paper roll tray or optional cut paper tray is installed, **[Tray 2]** is displayed.

When optional two paper rolls tray and cut paper tray are installed, **[Tray 3]** is displayed.

#### Tray Paper Size: Tray 1

Select the size of the paper loaded in the paper tray. Metric version:

- A Series: A0 Width (841 mm), A1 Width (594 mm), A2 Width (420 mm), A3 Width (297 mm), A4 Width (210 mm)
- JIS B Series: B1 JIS Width (728 mm), B2 JIS Width (515 mm), B3 JIS Width (364 mm), B4 JIS Width (257 mm)
- Others: 880 mm, 800 mm, 707 mm, 660 mm, 625mm, 620mm, 440 mm

Inch version:

- Engineering: 34 inch, 22 inch, 17 inch, 11 inch, 8<sup>1</sup>/<sub>2</sub> inch
- Architecture: 36 inch / 914 mm, 24 inch, 18 inch, 12 inch, 9 inch
- Others:

30 inch

The default setting is **A0 Width (841 mm)** (Metric version) / **36 inch / 914 mm** (Inch version).

#### Tray Paper Size: Tray 2

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

- When two paper rolls tray is installed Metric version:
  - A Series: A0 Width (841 mm), A1 Width (594 mm), A2 Width (420 mm), A3 Width (297 mm), A4 Width (210 mm)
  - JIS B Series: B1 JIS Width (728 mm), B2 JIS Width (515 mm), B3 JIS Width (364 mm), B4 JIS Width (257 mm)
  - Others:

880 mm, 800 mm, 707 mm, 660 mm, 625 mm, 620 mm, 440 mm Inch version:

- Engineering: 34 inch, 22 inch, 17 inch, 11 inch, 8<sup>1</sup>/<sub>2</sub> inch
- Architecture: 36 inch/914 mm, 24 inch, 18 inch, 12 inch, 9 inch
- Others: 30 inch

The default setting is **A2 Width (420 mm)** (Metric version) / **18 inch** (Inch version).

• When paper roll tray and cut paper tray are installed A3 D, B4 JIS D, A4 D, 12" × 18" D, 11" × 17" D, 8<sup>1</sup>/<sub>2</sub>" × 14" D, 8<sup>1</sup>/<sub>2</sub>" × 13" D, 8<sup>1</sup>/<sub>2</sub>" × 11" D

The default setting is  $A4 \square$  (Metric version) /  $12" \times 18" \square$  (Inch version).

#### Tray Paper Size: Tray 3

Select the size of the paper loaded in the paper tray. A3  $\square$ , B4 JIS  $\square$ , A4  $\square$ , 12" × 18"  $\square$ , 11" × 17"  $\square$ , 8<sup>1</sup>/<sub>2</sub>" × 14"  $\square$ , 8<sup>1</sup>/<sub>2</sub>" × 13"  $\square$ , 8<sup>1</sup>/<sub>2</sub>" × 11"  $\square$ The default setting is A4  $\square$  (Metric version) / 12" × 18"  $\square$  (Inch version).

#### Printer Bypass Paper Size

Specify the size of the paper in the paper bypass when printing data from the computer.

A0 , B1 JIS , A1 , A1 , B2 JIS , B2 JIS , A2 , A2 , B3 JIS , B3 JIS , A3 , A3 , A3 , B4 JIS , B4 JIS , A4 , 36" × 48" , 34" × 44" , 30" × 42" , 24" × 36" , 24" × 36" , 22" × 34" , 22" × 34" , 18" × 24" , 18" × 24" , 18" × 24" , 18" × 24" , 18" × 24" , 18" × 24" , 18" × 24" , 11" × 17" , 11" × 17" , 9" × 12" , 81/2" × 14" , 81/2" × 11" , Custom Size

You can specify a custom size of between 257.0 - 2000.0 mm (10.12" - 78.74") vertically, and between 210.0 - 914.4 mm (8.27" - 36.00") horizontally.

#### Paper Type: Paper Bypass

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

• The paper types you can set for the paper bypass are as follows: No Display, Recycled Paper, Translucent Paper, Film

The default setting is **No Display**.

#### ✤ Paper Type: Tray 1–3

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 bypass are as follows: No Display, Recycled Paper, Translucent Paper, Film

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

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

A **1** mark appears next to the paper tray if **[No]** is selected in Auto Paper Select.

When cut paper tray is installed, you cannot select **[Translucent Paper]** and **[Film]**.

#### Paper Thickness: Paper Tray

Specify the thickness of paper loaded in the paper trays. If the copy image blurs or the translucent paper loosens, changing the paper thickness level may improve results. The default setting for "Plain Paper" is **3**. The default setting for "Recycled Paper" is **3**. The default setting for "Translucent Paper" is **2**. The default setting for "Film" is **3**. Refer to the chart below when selecting the mode for the paper thickness.

Thickness Paper type	1	2	3	4	5
Plain Paper	110 g/m <sup>2</sup>	90 g/m <sup>2</sup>	70 g/m <sup>2</sup>	60 g/m <sup>2</sup>	50 g/m <sup>2</sup>
	(29.3 lb)	(23.9 lb)	(18.6 lb)	(15.9 lb)	(13.3 lb)
Recycled	110 g/m <sup>2</sup>	90 g/m <sup>2</sup>	70 g/m <sup>2</sup>	60 g/m <sup>2</sup>	50 g/m <sup>2</sup>
Paper	(29.3 lb)	(23.9 lb)	(18.6 lb)	(15.9 lb)	(13.3 lb)
Translucent	70–90 g/m <sup>2</sup>	70–80 g/m <sup>2</sup>	70–80 g/m <sup>2</sup>	50–70 g/m <sup>2</sup>	Hemmed
Paper	(18.6–23.9 lb)	(18.6–21.3 lb)	(18.6–21.3 lb)	(13.3–18.6 lb)	paper
Film	0.07–0.095 mm (2.8–3.7 Mil)	0.07–0.095 mm (2.8–3.7 Mil)	0.07–0.095 mm (2.8–3.7 Mil)	0.07–0.095 mm (2.8–3.7 Mil)	—

When Plain Paper is used for printing in a low-temperature environment (temperature 10 °C, humidity 15%), change the thickness level from 3 to 2. If the paper becomes loose when **[Translucent Paper]** is selected with a thickness level of 2, change the thickness level to 1.

These settings do not apply for hemmed paper.

Depending on paper type, operating conditions (low temperature and humidity), and paper feeding settings (multiple copies on paper of 542 mm, 22" width or less), toner fusing conditions vary. To improve toner fusing, change the thickness level to  $3 \rightarrow 2 \rightarrow 1$ .

When using thin, soft, or limp paper, toner fusing may appear wrinkled or the image may be blurred. If this happens, change the thickness level to  $3 \rightarrow 4 \rightarrow 5$ .

When level 1 or 2 are selected for translucent paper, and you change the paper type from plain or film to translucent, it may take longer for the machine to get ready for copying (up to two minutes).

When level 1 or 2 are selected for translucent paper, and you make copies on paper of size A1 or above continuously, the interval between each copying may take longer. Even if you make copy on one sheet only, it may takes 1 minute until the next copy job starts.

#### Paper Thickness: Paper Bypass

Specify the thickness of paper placed in the paper bypass.

If the copy image blurs or the translucent paper becomes loose, changing the paper thickness level may improve the situation.

The default setting for "Plain Paper" is 3.

The default setting for "Recycled Paper" is 3.

The default setting for "Translucent Paper" is 2.

The default setting for "Film" is 3.

For information on the available settings, see the table titled "Paper Thickness: Paper Tray."

#### Paper Volume

Specify the initial remaining volume of roll paper to be displayed for each paper tray.

The system monitors the amount of paper used, and automatically determines the remaining volume, based on the specified initial remaining volume.

We recommend that you specify an appropriate remaining volume each time a paper tray is loaded.

Select "New (Full)" when a paper tray is loaded with a new 150 m roll of paper.

Select item, then press [OK].			
Paper Roll 1	Paper Roll 2		

The default setting is **New (Full)**.

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# **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 14 min.

The time can be set between 10 seconds and 240 minutes, using the number keys.

The machine takes about 2 minutes to reach operation readiness after turning the power on or leaving sleep mode.

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 default setting is **7 min.**.

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

#### 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.

The warm up time for making a copy from standby mode is 3 seconds for Panel off Level 1 and 15 seconds for Panel off Level 2.

#### The default setting is On, 1 min..

The time can be set between 10 seconds and 240 minutes, using the number keys.

#### 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 default setting is **On**, **60 second(s)**.

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

#### Copier / Document Server Auto Reset Timer

Specifies the time to elapse before copier and Document Server modes reset. The default setting is **On**, **60 second(s)**.

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

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

#### Printer Auto Reset Timer

Specifies the time to elapse before the printer function resets. The default setting is **On**, **60 second(s)**. The time can be set from 10 to 999 seconds, using the number keys.

#### Scanner Auto Reset Timer

Specifies the time to elapse before the scanner function resets. The default setting is **On**, **60 second(s)**.

The time can be set from 10 to 999 seconds, using the number keys. If **[Off]** is selected, the machine will not automatically switch to the user code entry screen.

#### 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 default setting is **Off**.

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

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# **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

Before using this machine in the network environment, you must specify the IPv4 address and subnet mask.

The default setting is Auto-Obtain (DHCP).

When you select **[Specify]**, enter the IPv4 address and subnet mask as "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

Specify 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"("x" indicates a number).

#### DDNS Configuration

Specify the DDNS settings. The default setting is **Active**.

#### 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**. The default setting for "NetWare" is **Active**. The default setting for "SMB" is **Active**. The default setting for "AppleTalk" is **Active**.

#### NCP Delivery Protocol

Select the protocol for NCP delivery.

The default setting is **TCP / IP Priority**.

If you select "IPX Only" or "TCP / IP Only", you cannot switch the protocol even if you cannot connect with it. If "NetWare" in **[Effective Protocol]** is set to "Inactive", you can only use TCP/IP.

#### NW Frame Type

Select the frame type when you use NetWare. The default setting is **Auto Select**.

#### SMB Computer Name

Specify the SMB computer name. Enter the computer name using up to 15 characters. "\*+,/:;<>=?[\]|. and spaces cannot be entered. Do not set a computer name starting with RNP and rnp. Use uppercase letters for alphabets. 2

#### SMB Work Group

Specify the SMB work group. Enter the computer name using up to 15 characters. "\*+,/:;<>=?[\]|. and spaces cannot be entered. Use uppercase letters for alphabet.

#### Ethernet Speed

Set the access speed for networks.

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

#### The default setting is **Auto Select**.

	Machine				
Router/HUB	10Mbps Half Duplex	10Mbps Full Duplex	100Mbps Half Duplex	100MbpsFull Duplex	Auto Select
10Mbps Half Duplex	0	-	-	-	0
10Mbps Full Duplex	-	0	-	-	-
100Mbps Half Duplex	-	-	0	-	0
100MbpsFull Duplex	-	-	-	0	-
Auto Select	0	-	0	-	0

# LAN Type

When you have installed the IEEE 802.11b interface unit, select the method of connection.

The default setting is **Ethernet**.

**[LAN Type]** is displayed when wireless LAN board is installed. If Ethernet and IEEE 802.11b (wireless LAN) are both connected, the selected interface has priority.

# 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 "Effective".
- 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.

2

#### Permit SNMPv3 Communication

Set the encrypted communication of SNMPv3. The default setting is **Encryption / Clear Text**. 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 / Clear Text**. 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.

# IEEE 802.11b

This section describes the user tools in the IEEE 802.11b menu under Interface Settings.

**[IEEE 802.11b]** is displayed when this machine is installed with the wireless LAN interface board.

Be sure to make all settings simultaneously.

#### Communication Mode

Specifies the communication mode of the wireless LAN. The default setting is **802.11 Ad-hoc Mode**.

#### SSID Setting

Specifies SSID to distinguish the access point in infrastructure mode or 802.11 ad hoc mode.

The characters that can be used are ASCII 0x20-0x7e (32 bytes).

If blank is specified in 802.11b ad hoc mode or ad hoc mode, "ASSID" appears.

#### Channel

Specifies a channel when you select 802.11b ad hoc mode or ad hoc mode. The default setting is **11**.

The following channels are available:

- Metric version: 1-14
- Inch version: 1-11

#### Security Method

Specifies the encryption of the IEEE 802.11b (wireless LAN). The default setting is **Off**.

If you select **[WEP]**, always enter WEP key. If you select **[WPA]**, specify the encryption and authentication methods.

Specify "WPA", when [Communication Mode] is set to [Infrastructure Mode].

#### • WEP

If you select "WEP", enter WEP key.

When using 64 bit WEP, up to 10 characters can be used for hexadecimal and up to five characters for ASCII. When using 128 bit WEP, up to 26 characters can be used for hexadecimal and up to 13 characters for ASCII. The number of characters that can be entered is limited to 10 or 26 for hexadecimal and 5 or 13 for ASCII.

- WPA
  - WPA Encryption Method Select either "TKIP" or "CCMP(AES)".
  - WPA Authent. Method Select either "WPA-PSK", "WPA", "WPA2-PSK" or "WPA2". If you select "WPA-PSK" or "WPA2–PSK", enter the pre-shared key (PSK) of 8- 63 characters in ASCII code.

#### Wireless LAN Signal

When using in infrastructure mode, you can check the machine's radio wave status using the control panel.

Radio wave status is displayed when you press [Wireless LAN Signal].

#### Transmission Speed

Specifies the communication speed of the IEEE 802.11b (wireless LAN). The default setting is **Auto Select**.

#### Restore Factory Defaults

You can return the IEEE 802.11b (wireless LAN) settings to their defaults.

# Reference

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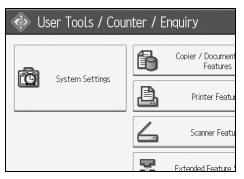
# **Print List**

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.

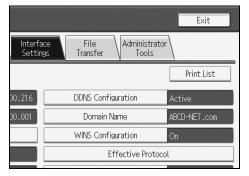
# Press [System Settings].



# **2** Press [Interface Settings].

Settings					
y Paper ttings	Timer Settings	Interfa Setting		File Transfer	Administ
hange / Delete User Text			Interleave Print		
ound	Off				
eeper	On				
Pisplay Up			Output: Printer		
ority	Copier		Original Feed Delay 1		

# B Press [Print List].



# Press the [Start] key.

The configuration page is printed.

# **5** Press [Exit].

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

# File Transfer

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

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

#### Delivery Option

Enables or disables sending stored or scanned documents to the ScanRouter delivery server.

The default setting is Off.

Specify this option when selecting whether or not to use the ScanRouter delivery software. If you do, you will have to preregister I/O devices in the ScanRouter delivery software.

#### Capture Server IPv4 Address

Specify the capture server IPv4 address.

This setting appears when the media link board is installed, and that the capture function is being used by the ScanRouter delivery software.

#### 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.

#### 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, e-mail address, 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 DI-GEST-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, e-mail address 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.
- E-mail Address Enter the E-mail Address using up to 128 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 Reception Protocol for E-mail Notification function. The default setting is **POP3**.

#### POP3 / IMAP4 Settings

Specify the POP3/IMAP4 server name for E-mail Notification function. 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.

On e-mailed scanned documents, if the sender is not specified this appears as the sender's address.

When sending e-mail, administrator's e-mail address will appear as the sender's address under the following conditions:

- The sender has not been specified and the machine's e-mail address has not been registered.
- The specified sender is not registered in the machine's address book and the machine's e-mail address has not been registered.

When conducting SMTP authentication for the transmitted files under the email function, the Administrator's E-mail Address will appear in the "From:" box. If you have specified the user name and e-mail address in **[SMTP Authentication]**, make sure to specify this setting.

Enter up to 128 characters.

On e-mailed scanned documents, if **[Auto Specify Sender Name]** is **[Off]**, specify the sender.

#### E-mail Communication Port

Specify the port numbers for receiving e-mails. 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.

The default setting for SMTP is 25.

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 for E-mail Notification function 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 for receiving e-mails. 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**.

#### Default User Name / Password (Send)

Specify the user name and password required when sending scan files directly to a shared folder on a computer running Windows, to an FTP server, or to a NetWare server.

Enter in up to 64 characters.

#### Program / Change / Delete E-mail Message

You can program, change, or delete the e-mail message used when sending a scan file as an attachment.

Program / Change:

- ① Press [System Settings].
- Press [File Transfer].
- ③ Press [Program / Change / Delete E-mail Message].
- ④ Check that [Program / Change] is selected.
- 5 Press [Not Programmed].
- 6 Press [Change].
- Enter a name, and then press [OK].Enter the name using up to 20 characters.
- ⑧ Press [Edit]. To start a new line, press [OK] to return to the e-mail message screen, and then press [▼Next] in "Select Line to Edit:".
- Enter the text, and then press [OK].
   Enter up to five lines of text. Each line can consist of up to 80 characters.
- 1 Press [OK].
- 1) Press [Exit].
- Press the [User Tools/Counter] key.

#### Delete:

- ① Press [System Settings].
- Press [File Transfer].
- ③ Press [Program / Change / Delete E-mail Message].
- ④ Press [Delete].
- Select the e-mail message to delete. The confirmation message about deleting appears.
- 6 Press **[Yes]**.

#### Auto Specify Sender Name

Set whether or not to specify the name of the sender when sending e-mail. The default setting is **Off**.

• On

If you select **[On]**, the specified e-mail address will appear in the "From:" box. If you do not specify the sender's address, the administrator's e-mail address will appear in the "From:" box.

If you do not specify the sender when sending a file by e-mail, or if the specified e-mail address is not registered in the machine's address book, the machine's e-mail address will appear in the "From:" box. If the machine does not have an e-mail address, the administrator's e-mail address will appear in the "From:" box.

• Off

If you select **[Off]**, the specified e-mail address will appear in the "From:" box, but you cannot send e-mail without specifying the sender's e-mail address.

#### Scanner Resend Interval Time

Specifies the interval the machine waits before resending a scan file, if it cannot be sent to the delivery server or mail server.

The default setting is **300 second(s)**.

The interval time can be set from 60 to 900 seconds in one second increments, using the number keys.

This setting is for the scanner function.

#### Number of Scanner Resends

Sets a maximum number of times a scan file is resent to the delivery server or mail server.

The default setting is **On**, **3 time(s)**.

If **[On]** is selected, the number of times can be set from 1 to 99. This setting is for the scanner function.

This setting is for the scanner function.

# 

p.3 "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 to be used when sending e-mail, sending files to folders, or accessing an LDAP server.

• Protection

You can register a protection code.

• E-mail

You can register an e-mail address.

- Folder You can register the protocol, path, port number, and server name.
- Add to Group You can put names registered in the Address Book into a group.
- 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 or SmartDeviceMonitor for Admin.

# Address Book: Program / Change / Delete Group

Names registered in the Address Book can be added into a group. You can then easily manage the names registered in each group.

- Program / Change You can register and change groups.
  - Names

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

- Programmed User/Group You can check the names or groups registered in each group.
- Protection You can register a protection code.
- Add to Group You can put groups registered in the Address Book into a group.
- Delete

You can delete a group from the Address Book.

You can register up to 100 groups.

You can also register and manage groups in the Address Book using Web Image Monitor or SmartDeviceMonitor for Admin.

Use SmartDeviceMonitor for Admin provided with the printer scanner unit.

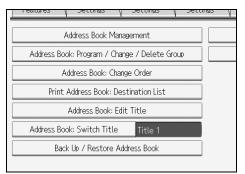
### \* Address Book: Change Order

Changes the order of registered names.

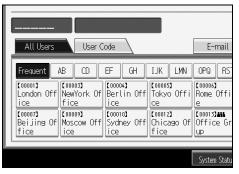
You can rearrange the order of items on the same page, but you cannot move items to another page.

For example, you cannot move an item from "PLANNING" (**[OPQ]**) to "DAI-LY" (**[CD]**).

- ① Press [System Settings].
- ② Press [Administrator Tools].
- ③ Press [Address Book: Change Order].



④ Press the name key to be moved.



You can select a name using the number keys.

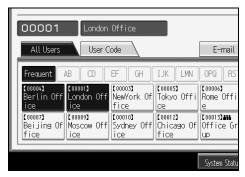
(5) Press the name key in the place you want to move it to.

All Users	User C	iode		E-mail
[00001]	AB CD [00003] NewYork Of fice	EF GH Counda Berlin Off ice	IJK LMN Tokyo Offi ce	OPQ RS <sup>*</sup> Rome Offi e
[00007] Beijing Of fice	[00009] Moscow Off ice	[00010] Sydney Off ice	[00012] Chicago Of fice	【00013】### Office Gr up
				System Statu

The user key is moved to the selected position, and the user key currently at the selected position is moved forward or backward.

If you move the selected user key forward, the user key currently at the selected position is moved backward.

If you move the selected user key backward, the user key currently at the selected position is moved forward.



You can also select a name using the number keys.

#### Print Address Book: Destination List

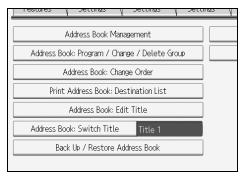
You can print the destination list registered in the Address Book.

- Print in Title 1 Order Prints the Address Book in Title 1 order.
- Print in Title 2 Order Prints the Address Book in Title 2 order.
- Print in Title 3 Order Prints the Address Book in Title 3 order.
- Print Group Dial List Prints the group Address Book.
- 1) Press [System Settings].
- 2 Press [Administrator Tools].
- ③ Press [Print Address Book: Destination List].
- ④ Select the print format.
- ⑤ Press the [Start] key. The list prints out.

#### \* Address Book: Edit Title

You can edit the title to easily find a user.

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



④ Press the title key you want to change.

Frequent	AB	CD	EF	GH	IJĸ
Frequent	1	2	3	4	5
Frequent	-	1	í	2	
	Frequent	Frequent AB Frequent 1	Frequent AB CD Frequent 1 2	Frequent AB CD EF Frequent 1 2 3	Frequent AB CD EF GH Frequent 1 2 3 4

- 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**.

#### Back Up / Restore Address Book

You can back up the machine's address book to external storage or restore the backup copy from the external storage.

You can use the built-in SD card device for backing up data. For details about using SD cards, contact your local service representative.

• Back Up

You can back up the machine's address book to external storage.

- Restore You can restore the backup copy of the address book from external storage.
- Format You can format the external storage.
- Obtain Media Info The free space and occupied space of the external storage are displayed.

#### 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, Send Total, Printer, Scanner Send).
- 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 the all 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.

Using the Printer PC Control function, you can obtain a log of prints corresponding to the codes entered using the printer driver.

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

- Copier
- Printer
- GL/2TIFF
- Printer: PC Control
- Document Server
- Scanner
- Basic Auth.
- Windows Auth.
- LDAP Auth.
- Integration Svr. Auth.
- Off

#### Enhanced Authentication Management

For details about this function, consult your administrator.

#### Administrator Authentication Management

For details about this function, consult your administrator.

#### Program / Change Administrator

For details about this function, consult your administrator.

#### Key Counter Management

Specify that functions you want to manage with the key counter.

#### 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 **[On]**, 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].

#### Program / Change / Delete LDAP Server

Program the LDAP server to find up e-mail destinations in the LDAP server Address Book directly. This function is possible when sending scan files by email using the scanner function.

To start an LDAP search, make sure that the items listed below are set. For other items, check your environment and make any necessary changes.

- Server Name
- Search Base
- Port Number
- Search Conditions
- Authentication

To use the LDAP server in Administrator Tools, select **[On]** under LDAP server. This function supports LDAP Version 2.0 and 3.0. Ver 2.0 does not support High Security authentication.

#### LDAP Search

Specify whether or not to use the LDAP server for searching. The default setting is **Off**. If you select **[Off]**, the LDAP server list will not appear on the search display.

#### AOF (Always On)

Specify whether or not to use Auto Off. The default setting is **On**.

#### 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.

#### ✤ Delete All Logs

For details about this function, consult your administrator.

#### Transfer Log Setting

For details about this function, consult your administrator.

#### Fixed USB Port

Specify whether or not to fix the USB port. The default setting is **Off**.

If a PC with the printer driver installed is connected to another device of the same model through the USB interface, selecting **[On]** for this option eliminates the need for additional installation of the driver to the PC.

#### 

p.3 "Accessing User Tools"

p.115 "Address Book"

p.130 "Printing the Counter for Each User"

p.182 "Counter"

## Programming the LDAP server

This section describes how to specify the LDAP server settings.

## To program / change the LDAP server

This section describes how to program / change the LDAP server.

Press [System Settings].

**2** Press [Administrator Tools].

Press [▼Next] twice.

Press [Program / Change / Delete LDAP Server].

**5** Check that [Program / Change] is selected.

**6** Select the LDAP server you want to program or change. When programming the server, select [Not Programmed].

**2** Set each item as necessary.

### Bress [OK] after setting each item.

For details about LDAP server, see "Programming the LDAP server".

**9** Press [Exit].

#### Reference

p.70 "Programming the LDAP server"

## To enter an identification name

This section describes how to enter a identification name.

## Press [Change] under "Name".

Register a name for the LDAP server that will appear on the server selection screen of the LDAP search operation.



## **2** Enter the server's identification name.

Press [OK].

## To enter a server name

This section describes how to enter a server name.

#### Press [Change] under "Server Name".

Register the LDAP server's host name or IPv4 address.

**2** Enter the LDAP server name.

Press [OK].

## To enter the search base

This section describes how to enter the search base.

#### Press [Change] under "Search Base".

Select a route folder to start the search from e-mail addresses registered in the selected folder are search targets.

### **2** Enter the search base.

For example, if the search target is the sales department of ABC company, enter "dc=sales department, o=ABC". (In this example, the description is for an active directory. "dc" is for the organization unit, and "o" is for the company.)

Search base registration may be required depending on your server environment. When registration is required, unspecified searches will result in error. Check your server environment and enter any required specifications.

## B Press [OK].

## To enter a port number

This section describes how to enter a port number.

#### Press [Change] under "Port Number".

Specify the port number for communicating with the LDAP server. Specify a port that is compliant with your environment.

# **2** Enter the port number using the number keys, and then press the [#] key. When SSL is set to [**On**], the port number automatically changes to "636".

## To start SSL communication

This section describes how to specify SSL communication.

#### Press [On] under "Use Secure Connection (SSL).

Use SSL to communicate with the LDAP server.

To use SSL, the LDAP server must support SSL.

When SSL is set to **[On]**, the port number automatically changes to "636".

SSL setting must be enabled on this machine. For details, consult your network administrator.

## To set authentication

This section describes how to specify authentication.

To make a search request to the LDAP server, use the administrator account for authentication.

## Press [▼Next].

## **2** Press [On] or [High Security] under "Authentication".

Authentication settings must comply with your server's authentication settings. Check your server settings before setting this machine.

[High Security] is available only with LDAP Version 3.0.

When **[High Security]** is selected, the administrator password is encrypted before it is sent to the network. When **[On]** is selected, the password is sent without encryption.

💼 System Sett	ings	
Program / Change LDAP Ser∖	/er	
► Authentication	High Security	С

## To enter the user name and password

This section describes how to enter the user name and password.

When **[On]** or **[High Security]** is selected for the authentication setting, use the administrator account name and password. Do not enter the administrator account name and password when using authentication for each individual or each search.

Press [▼Next].

### **2** Press [Change] under "User Name".

#### Enter the user name, and then press [OK].

Procedures for the user name setting differ depending on server environment. Check your server environment before making the setting.

Example: Domain Name\User Name, User Name@Domain Name, CN=Name, OU=Department Name, DC=Server Name

## Press [Change] under "Password".

## **5** Enter the password, and then press [OK].

The user name and password are required for administrator authentication to access the LDAP server.

You can set the user name and password in this machine's Address Book to allow individual authentication access to the LDAP server. Use Administrator Tools to select the user name and password you want to use.

## To test the connection

This section describes how to test the connection.

Access the LDAP server to check the proper connection is established. Check authentication works according to the authentication settings.

## Press [Connection Test].

A connection test is carried out.

### **2** Press [Exit].

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

This function does not check search conditions or the search base.

## To set search conditions

This section describes how to specify search conditions.

You can enter an attribute as a typical search keyword. Using the entered attribute, the function searches the LDAP server's Address Book.

Press [▼Next] twice.

Press [Change] for items you want to use as search conditions from the following: "Name", "E-mail Address", "Fax Number", "Company Name", and "Department Name".

Enter the attribute you want to use when searching for e-mail addresses, and then press [OK].

The attribute value may change depending on the server environment. Check the attribute value complies with your server environment before setting it.

You can leave items blank, but you cannot leave attributes blank when searching for e-mail addresses from the LDAP server Address Book.

## To set search options

This section describes how to specify search options.

To search the LDAP server data using a keyword other than prepared keywords such as Name, E-mail Address, FAX Number, Company Name, and Department Name, specify the attribute for the keyword registered in your LDAP server, and the name to be displayed on the control panel during the search. For example, to search e-mail addresses by employee number, enter "employeeNo." in the Attribute field, and "Employee No." in the key display field.

### Press [▼Next] three times.

**2** Press [Change] under "Attribute".

Enter the attribute you want to use when searching for e-mail addresses, and then press [OK].

The attribute value may change depending on the server environment. Check the attribute complies with your server environment before setting it.

### Press [Change] under "Key Display".

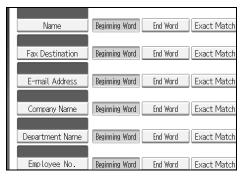
## **5** Enter the key display, and then press [OK].

The registered "key display" appears as a keyword for searching LDAP.

• Without key display registration

Name	Beginning Word	End Word	Exact Match
Fax Destination	Beginning Word	End Word	Exact Match
E-mail Address	Beginning Word	End Word	Exact Match
Company Name	Beginning Word	End Word	Exact Match
Department Name	Beginning Word	End Word	Exact Match

• With key display registration



The key does not appear on the search screen unless both "Attribute" and "Key Display" are registered. Make sure you register both to use the optional search.

## To delete the programmed LDAP server

This section describes how to delete the programmed LDAP server.

- Press [System Settings].
- **2** Press [Administrator Tools].
- B Press [▼Next] twice.
- Press [Program / Change / Delete LDAP Server].
- **5** Press [Delete].
- **3** Select the LDAP server you want to delete.
- **2** Press [Yes].
- 8 Press [Exit].
- Press the [User Tools/Counter] key.

# 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 "Text" is **On**.

The default setting for "Drawing" is **On**.

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

The default setting for "Photo" is Off.

The default setting for "Background Lines" is **On**.

The default setting for "Patched Original" is **On**.

The default setting for "Generation Copy" is **On**.

#### Copy Quality

Adjust the finish for each original type (Text, Drawing, Text / Photo, Photo, Background Lines, Patched Original)

**[Custom Setting]** provides a set of adjustment options that service representatives can use to meet customer requests for finish quality.

• Text

Adjust line and character outline quality in the copy image. The default setting is **Normal**.

Character outline is less defined when **[Soft]** is selected; more defined when **[Sharp]** is selected.

#### • Drawing

Adjust the line density and lighter sections of image.

The default setting is Normal.

Originals that have light pencil lines can be reproduced with greater clarity when **[Soft]** is selected. When **[Sharp]** is selected, pencil lines can be reproduced clearly with improved clarity.

• Text / Photo

You can select to prioritize the copy image of "Text" or "Photo" when copying originals contain photographs and the text.

The default setting is **Normal**.

When **[Normal]** is selected, an original containing a mixture of text and photographs can be reproduced.

Photo

You can configure the machine to copy originals.

The default setting is **Printed Photo**.

Select **[Printed Photo]** when copying originals with photographs such as magazines or catalogues. A smooth finish image can be reproduced. Select **[Glossy Photo]** when copying developed photographs. These options improve the quality of characters within photo images.

- Background Lines The default setting is Normal.
- Patched Original The default setting is **Darkest**.

#### Image Density

Specify the copy image density for each original type (Text, Drawing, Text / Photo, Photo, Background Lines, Patched Original, Generation Copy). The default setting is **Normal**.

#### Max. Copy Quantity

The maximum copy quantity can be set between 1 and 99. The default setting is **99 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.

#### Job End Call

You can choose whether or not the beeper sounds when copying is complete. The default setting is **On**.

If Panel Tone of User Tools (System Settings) 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.

#### 

p.3 "Accessing User Tools"

"Selecting the Original Type Setting", Copy/ Document Server Reference

"Adjusting Copy Image Density", Copy/ Document Server Reference

"Selecting Copy Paper", Copy/ Document Server Reference

## **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**.

For details about the relationships between fixed reduce/enlarge ratios, document sizes, and paper sizes, see "Supplementary Information", Copier / Document Server Reference.

#### ✤ User Reduce/Enlarge Ratio

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.

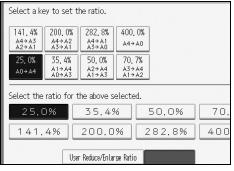
When you select **[User Reduce/Enlarge Ratio]**, the ratio can be set from 25.0 to 400.0%, using the number keys.

- Metric version: The default setting for "F1" is 70.7%. The default setting for "F2" is 141.4%. The default setting for "F3" is 200.0%.
- Inch Version (Engineering): The default setting for "F1" is 64.7%. The default setting for "F2" is 129.4%. The default setting for "F3" is 200.0%.
- Inch Version (Architecture) The default setting for "F1" is 66.7%. The default setting for "F2" is 133.3%. The default setting for "F3" is 200.0%.

#### Reproduction Ratio

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

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



Metric version:

- $25.0\% (A0 \rightarrow A4)$
- $35.4\% (A1 \rightarrow A4, A0 \rightarrow A3)$
- 50.0% (A2  $\rightarrow$  A4, A1  $\rightarrow$  A3)
- 70.7% (A3  $\rightarrow$  A4, A1  $\rightarrow$  A2)
- 141.4% (A4  $\rightarrow$  A3, A2  $\rightarrow$  A1)
- 200.0% (A4  $\rightarrow$  A2, A3  $\rightarrow$  A1)
- 282.8% (A4  $\rightarrow$  A1, A3  $\rightarrow$  A0)
- $400.0\% (A4 \rightarrow A0)$

#### Inch version (Engineering)

- $25.0\% (E \to A)$
- $32.4\% (D \rightarrow A, E \rightarrow B)$
- 50.0% (C  $\rightarrow$  A, D  $\rightarrow$  B, E  $\rightarrow$  C)
- 64.7%  $(B \rightarrow A, C \rightarrow B, D \rightarrow C, E \rightarrow D)$
- 129.4% (A  $\rightarrow$  B, B  $\rightarrow$  C, C  $\rightarrow$  D, D  $\rightarrow$  E)
- 200.0% (A  $\rightarrow$  C, B  $\rightarrow$  D, C  $\rightarrow$  E)
- 258.8% (A  $\rightarrow$  D, B  $\rightarrow$  E)
- 400.0% (A  $\rightarrow$  E)

#### Inch version (Architecture)

- $25.0\% (E \rightarrow A)$
- 33.3% (D  $\rightarrow$  A, E  $\rightarrow$  B)
- $50.0\% (C \rightarrow A, D \rightarrow B, E \rightarrow C)$
- 66.7% (B  $\rightarrow$  A, C  $\rightarrow$  B, D  $\rightarrow$  C, E  $\rightarrow$  D)
- 133.3% (A  $\rightarrow$  B, B  $\rightarrow$  C, C  $\rightarrow$  D, D  $\rightarrow$  E)
- 200.0% (A  $\rightarrow$  C, B  $\rightarrow$  D, C  $\rightarrow$  E)
- 266.7% (A  $\rightarrow$  D, B  $\rightarrow$  E)
- $400.0\% (A \rightarrow E)$

#### Reduce/Enlarge Ratio Priority

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

The default setting is **70.7%** (Metric version) / **64.7%** (Inch version: Engineering) / **66.7%** (Inch version: Architecture).

#### User Auto Reduce/Enlarge: A0-A4, B1 JIS-B4 JIS

Define a user auto reduce/enlarge ratio for each document size when copying with the User Auto Reduce / Enlarge feature.

**[Off]** determines whether to display a defined user auto reduce/enlarge ratio on a copier screen.

Select one of the following paper sizes for a user auto reduce/enlarge ratio defined for each document size:

- A0
- A1
- A2
- A3
- A4
- B1 JIS
- B2 JIS
- B3 JIS
- B4 JIS

#### 

p.3 "Accessing User Tools"

"Supplementary Information", Copier / Document Server Reference

## Edit

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

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

#### Adjust Position

Specify the default setting for Print Position Adjustment. The default setting is Bottom: **20 mm** / Right: **20 mm** (Metric version) / Bottom: **0.8''** / Right: **0.8''** (Inch version)

- Metric version: 0 to 200 mm (1 mm increments)
- Inch version: 0 to 7.8" (0.1" increments)

#### Erase Border Width

Specify the width of the border to be erased. The width is displayed over the other copier screen images.

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

#### \* Erase Original Shadow in Combine

In Combine Copy or Booklet/Magazine Copy mode, you can specify whether to erase a 3 mm, 0.1" bounding margin around all four edges of each original. The default setting is **On**.

3

#### Image Repeat Separation Line

You can select a separation line 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**.

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 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**.

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 using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks.

• None



• Solid



• Broken A



• Broken B



• Crop Marks

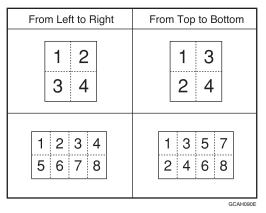


The default setting is **None**.

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

#### Copy Order in Combine

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



The default setting is From Left to Right.

#### Program / Delete Format

Store a format (background) image for use with Format Overlay. You can store up to four formats. See "Program/Delete Overlay Format".

#### Margin Adjustment Priority

Specify the default setting for the margin size. You can set the top and bottom margin size. The default setting is Top: **20 mm**, Bottom: **20 mm** (Metric version) / Top: **0.8**", Bottom: **0.8**" (Inch version). The size can be set as follows:

- Meric version: 0 to 200 mm (1 mm increments)
- Inch version: 0.0" to 7.9" (0.1" increments)

#### Partial Copy Size

Specify the default settings of the start position (Y1) and the copy size (Y2). The default setting is Y1: **0 mm**, Y2: **210 mm** (Metric version) / Y1: **0.0**", Y2: **8.3**" (Inch version).

The size can be set as follows:

- Metric version: Y1: 0 to 14790 mm (1 mm increments), Y2: 210 mm to 15000 mm (1 mm increments)
- Inch version: Y1: 0.0" to 582.3" (0.1" increments), Y2: 8.3" to 590.6" (0.1" increments)

## 

p.3 "Accessing User Tools"

p.95 "Program / Delete Overlay Format"

## 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**.

## **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. 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 of stamp is printed.

- Stamp Position Specify where to print the stamp. The default setting is **Top Right**.
- Stamp Position

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

• Metric version:

"Top Left"...T/B: 4-407mm, L/R: 4-407mm "Top Centre"...T/B: 4-407mm, L/R: 203-203mm "Top Right"...T/B: 4-407mm, L/R: 4-407mm "Centre Left"...T/B: 203-203mm, L/R: 4-407mm "Centre"...T/B: 203-203mm, L/R: 203-203mm "Centre Right"...T/B: 203-203mm, L/R: 4-407mm "Bottom Left"...T/B: 4-407mm, L/R: 4-407mm "Bottom Centre"...T/B: 4-407mm, L/R: 203-203mm "Bottom Right"...T/B: 4-407mm, L/R: 4-407mm

• Inch version:

"Top Left"...T/B: 0.1"-16.0", L/R: 0.1"-16.0" "Top Centre"...T/B: 0.1"-16.0", L/R: 8.0"-8.0" "Top Right"...T/B: 0.1"-16.0", L/R: 0.1"-16.0" "Centre Left"...T/B: 8.0"-8.0", L/R: 0.1"-16.0" "Centre Right"...T/B: 8.0"-8.0", L/R: 8.0"-8.0" "Centre Right"...T/B: 8.0"-8.0", L/R: 0.1"-16.0" "Bottom Left"...T/B: 0.1"-16.0", L/R: 0.1"-16.0" "Bottom Centre"...T/B: 0.1"-16.0", L/R: 8.0"-8.0" "Bottom Right"...T/B: 0.1"-16.0", L/R: 0.1"-16.0"

• 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 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**.

## ₽ Reference

"Preset Stamp", Copy/ Document Server Reference

## **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.

#### Stamp Format: 1-4

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

- Stamp Position Specify where to print the User Stamp. The default setting is **Top Right**.
- Stamp Position You can adjust the position of the User Stamp within the available ranges shown below.
  - Metric version:

"Top Left"...T/B: 4-407mm, L/R: 4-407mm "Top Centre"...T/B: 4-407mm, L/R: 203-203mm "Top Right"...T/B: 4-407mm, L/R: 4-407mm "Centre Left"...T/B: 203-203mm, L/R: 4-407mm "Centre Right"...T/B: 203-203mm, L/R: 203-203mm "Centre Right"...T/B: 203-203mm, L/R: 4-407mm "Bottom Left"...T/B: 4-407mm, L/R: 4-407mm "Bottom Centre"...T/B: 4-407mm, L/R: 203-203mm "Bottom Right"...T/B: 4-407mm, L/R: 4-407mm

• Inch version:

"Top Left"...T/B: 0.1"-16.0", L/R: 0.1"-16.0" "Top Centre"...T/B: 0.1"-16.0", L/R: 8.0"-8.0" "Top Right"...T/B: 0.1"-16.0", L/R: 0.1"-16.0" "Centre Left"...T/B: 8.0"-8.0", L/R: 0.1"-16.0" "Centre Right"...T/B: 8.0"-8.0", L/R: 8.0"-8.0" "Centre Right"...T/B: 8.0"-8.0", L/R: 0.1"-16.0" "Bottom Left"...T/B: 0.1"-16.0", L/R: 0.1"-16.0" "Bottom Centre"...T/B: 0.1"-16.0", L/R: 0.1"-16.0"

• Page to Stamp

Sets whether to print the stamp on all pages or only the first page. The default setting is **All Pages**.

### ✓ Reference

"User Stamp", Copy/Document Server Reference

## **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 Setting

Specify how Date Stamp is printed.

- Stamp Position Specify where to print the Date Stamp. The default setting is **Top Left**.
- Stamp Position

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

Metric version: "Top Left"...T/B: 4-407mm, L/R: 4-407mm
"Top Centre"...T/B: 4-407mm, L/R: 203-203mm
"Top Right"...T/B: 4-407mm, L/R: 4-407mm
"Bottom Left"...T/B: 4-407mm, L/R: 4-407mm
"Bottom Centre"...T/B: 4-407mm, L/R: 203-203mm
"Bottom Right"...T/B: 4-407mm, L/R: 4-407mm

#### • Inch version:

"Top Left"...T/B: 0.1"-16.0", L/R: 0.1"-16.0" "Top Centre"...T/B: 0.1"-16.0", L/R: 8.0"-8.0" "Top Right"...T/B: 0.1"-16.0", L/R: 0.1"-16.0" "Bottom Left"...T/B: 0.1"-16.0", L/R: 0.1"-16.0" "Bottom Centre"...T/B: 0.1"-16.0", L/R: 8.0"-8.0" "Bottom Right"...T/B: 0.1"-16.0", L/R: 0.1"-16.0"

#### 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**.

#### 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** 

The default setting is **Per Original**.

#### Stamp Position

Specify how each of stamp is printed.

- Stamp Position Specify where to print the stamp.
- Stamp Position

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

• Metric version:

"Top Left"...T/B: 4-407mm, L/R: 4-407mm "Top Centre"...T/B: 4-407mm, L/R: 203-203mm "Top Right"...T/B: 4-407mm, L/R: 4-407mm "Bottom Left"...T/B: 4-407mm, L/R: 4-407mm "Bottom Centre"...T/B: 4-407mm, L/R: 203-203mm "Bottom Right"...T/B: 4-407mm, L/R: 4-407mm

• Inch version:

"Top Left"...T/B: 0.1"-16.0", L/R: 0.1"-16.0" "Top Centre"...T/B: 0.1"-16.0", L/R: 8.0"-8.0" "Top Right"...T/B: 0.1"-16.0", L/R: 0.1"-16.0" "Bottom Left"...T/B: 0.1"-16.0", L/R: 0.1"-16.0" "Bottom Centre"...T/B: 0.1"-16.0", L/R: 8.0"-8.0" "Bottom Right"...T/B: 0.1"-16.0", L/R: 0.1"-16.0"

#### ✤ Superimpose

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

The default setting is Off.

#### 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...** 

## Reference

p.3 "Accessing User Tools"

## 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**.

#### 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

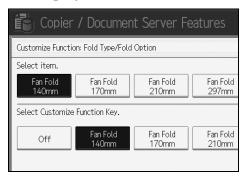
Copying continues using copy paper of a different orientation. The copy job will finish even if you have left the machine.

• 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.

#### Customize Function: Fold Type/Fold Option

Specify which "Fold Type/Fold Option" has priority to be shown on the initial display.



- Off
- Fan Fold 140 mm
- Fan Fold 170 mm
- Fan Fold 210 mm
- Fan Fold 297 mm
- Fan Fold 210 mm (Margin Fold)

#### 

p.3 "Accessing User Tools"

## Program / Delete Overlay Format

This section describes how to program / delete Overlay Format.

## 🖉 Note

- □ The maximum size of original size to be stored is A0(E). You cannot store long length originals.
- For details about Format Overlay, see "Format Overlay", Copier / Document Server Reference.

## 

"Format Overlay", Copier / Document Server Reference

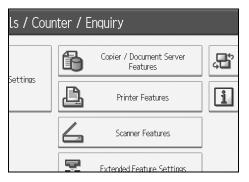
## 6

## Programming an Overlay Format

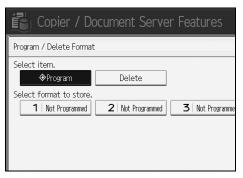
This section describes how to program an Overlay Format.

**1** Make sure the machine is ready to copy.

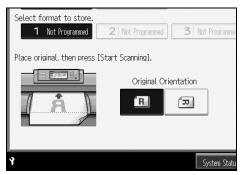
**2** Press [Copier / Document Server Features].



- **B** Press [Edit].
- Press [Program / Delete Format].
- **5** Check that [Program] is selected.
- **6** Select a format number (1 to 4).



## **2** Select the original orientation.



### B Place the original, and then press [Start Scanning].

The original is scanned and stored.

**9** Press [Exit].

## **Overwriting a Stored format**

This section describes how to overwrite a stored Overlay Format.

**1** Make sure the machine is ready to copy.

- **2** Press [Copier / Document Server Features].
- **B** Press [Edit].
- Press [Program / Delete Format].
- **5** Check that [Program] is selected.
- **6** Select a format number you want to overwrite.
- **2** Press [Yes].

You cannot restore a format that has been overwritten. Press **[Stop]** if you do not want to overwrite the existing format.

- **B** Select the original orientation.
- **9** Place the original, and then press [Start Scanning]. The original is scanned and stored.
- Press [Exit].
- Press the [User Tools / Counter] key.

## **Deleting a Stored format**

This section describes how to delete a stored Overlay Format.

**1** Make sure the machine is ready to copy.

Press [Copier / Document Server Features].

**3** Press [Edit].

Press [Program / Delete Format].

**5** Press [Delete].

**5** Select the format number you want to delete.

**7** Press [Yes].

You cannot restore a format that has been deleted.

Press [No] if you do not want to delete the existing format.

8 Press [Exit].

Press the [User Tools / Counter] key.

## 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".

#### System Settings

Heading	Item	Default
General Features	Warm-up Beeper	On
General Features	Copy Count Display	Up
General Features	Output: Document Server	Internal Tray 1
Tray Paper Settings	Paper Tray Priority: Copier	Tray 1
Timer Settings	Copier / Document Server Auto Reset Timer	60 second(s)
Administrator Tools	Auto Delete File in Document Server	Yes, 3 day(s)
Administrator Tools	Delete All Files in Document Server	-

### 

p.35 "System Settings"

# 4. Printer Features

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

## List / Test Print

This section describes the user tools in the Test Print menu under Printer Features.

#### ✤ Multiple Lists

You can print the configuration page and error log.

#### Configuration Page

You can print the machine's current configuration values.

#### Error Log

You can print error logs listing all errors that occurred during printing. The most recent 30 errors are stored in the error log. If a new error is added when there are 30 errors already stored, the oldest error is deleted.

However, if the oldest error belongs to one of the following types of print jobs, it is not deleted. Instead, it will be stored in a separate error log, up to a maximum of 30 errors. You can check any of these print jobs for error log information.

- Sample Print
- Locked Print
- Hold Print
- Stored Print

The records of Auto Job Cancel and jobs canceled manually from the control panel can be printed.

#### ✤ Menu List

You can print a Menu List showing the machine's function menus.

#### PS Configuration / Font Page

You can print the current configuration and installed PostScript font list.

#### PDF Configuration / Font Page

You can print the current configuration and installed PDF font list.

#### Hex Dump

You can print in the Hex Dump mode.

## 🖉 Note

- When printing from the [List / Test Print] menu, the machine first tries to print from a tray containing plain or recycled paper. It checks the cut paper tray first, then the paper roll tray. If there is no paper tray containing plain or recycled paper, the machine then tries print on tracing paper and finally printing film.
- If the paper roll tray is selected for list printing, the roll paper is cut to A4 size. The paper trays available to be selected for list printing are those that have been selected [Yes] in [Apply Auto Paper Select] of [Paper Type: Tray 1-3] under [System Settings]. (except for printing the system configuration listing).
- □ The machine first tries to use A4 (8<sup>1</sup>/<sub>2</sub>" x 11") paper for printing the Configuration Page. If the cut paper tray does not contain A4 paper, the machine then tries to use 210 mm-wide paper by checking the paper roll tray and then the preferred paper tray.
- The machine first tries to use the preferred paper tray that usually contains plain or recycled paper to print PS Configuration / Font Page. The page will be printed to fit the size of the plain or recycled paper.

## **Printing the Configuration Page**

This section describes how to print the Configuration Page.

## Press [Printer Features].

**2** Press [Configuration Page] on the [List / Test Print].

🚊 Printer Features	
List / Test Print Maintenance	System Host Interface
Multiple Lists	]
Configuration Page	]
Error Log	]
Menu List	
PS Configuration / Font Page	]

The configuration page is printed.

E Press the [User Tools/Counter] key.

#### Interpreting the Configuration Page

This section describes the Configuration Page.

#### System Reference

- Unit Number Displays the serial number assigned to the board by its manufacturer.
- Total Memory Displays the total amount of memory (SDRAM) installed on the printer.
- Firmware Version
   Printer: Displays the version number of the printer firmware.
   System: Displays the version number of the system firmware.
   Engine: Displays the version number of the printer engine.
   LCDC: Displays the version number of the panel display.
   NIB: Displays the version number of the Network interface.
- Device Connection This item(s) appears when the device option(s) is installed.
- HDD: Font / Macro Download Displays the capacity of the hard disk drive.
- Printer Language Displays the version number of the printer driver language.
- Connection Equipment Displays the installed optional equipments.

#### Paper Input

Displays settings made under Tray Paper Settings menu.

#### System

Displays settings made under the System menu.

#### PS Menu

Displays settings made under PS Menu.

#### PDF Menu

Displays settings made under PDF Menu.

#### Host Interface

Displays settings made under the Host Interface menu. When DHCP is active on the network, the actual IPv4 address, subnet mask and gateway address appear in parentheses on the configuration page.

#### Interface Information

Displays the interface information.

### 

# Maintenance

This section describes the user tools in the Maintenance menu under Printer Features.

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

#### List / Test Print Lock You can lock the [List / Test Print] menu. The default setting is Off.

Delete All Temporary Print Jobs
 You can delete all print jobs temporarily stored in the machine.

#### Delete All Stored Print Jobs

You can delete all print jobs stored in the machine.

## ₽ Reference

- p.3 "Accessing User Tools"
- p.35 "System Settings"

# System

This section describes the user tools in the System menu under Printer Features. Default settings are shown in **bold type**.

### Print Error Report

Select this to have an error report printed when a printer or memory error occurs.

The default setting is **Off**.

#### Auto Continue

You can select this to enable Auto Continue. When it is On, printing continues after a system error occurs.

The default setting is Off.

If this option is set to **[Off]**, a message appears when the specified tray runs out of paper. To cancel a current print job, press **[Job Reset]**. Printing resumes automatically when you reload the driver-specified tray.

#### Memory Overflow

Select this to have a memory overflow error report printed. The default setting is **Do not Print**.

#### Rotate by 180 Degrees

Specify whether to rotate the print image 180 degrees relative to the paper orientation.

The default setting is Off.

#### Auto Delete Temporary Print Jobs

You can select to automatically delete print jobs temporarily stored in the machine.

The default setting is **Off**.

If you select **[On]**, you can set up to 200 hours for auto file deleting.

#### Auto Delete Stored Print Jobs

You can select to automatically delete print jobs stored in the machine. The default setting is **On**, **3 day(s)**.

If you select **[On]**, you can set up to 180 days for auto file deleting.

#### Initial Print Job List

You can set the desired type of print job list that appears on the screen when you press **[Print Jobs]**.

The default setting is **Complete List**.

- Complete List Displays the list of print jobs stored in the machine.
- List Per User ID Displays the list of the User ID who stored a file in the machine.

#### ✤ Memory Usage

You can select the amount of memory used in Font Priority or Frame Priority, according to paper size or resolution.

The default setting is Frame Priority.

- Font Priority This setting uses memory for registering fonts.
- Frame Priority This setting uses frame memory for high speed printing.

#### Copies

You can specify the number of print sets. This setting is disabled if the number of pages to print has been specified with the printer driver or another command.

The default setting is **1**.

The number of copies can be specified from 1 to 999 by increments of one.

#### Blank Page Print

You can select whether or not to print blank pages.

The default setting is **On**.

Pages that match one of the following conditions are identified as blank.

- There are no images.
- There are images but they are outside the printable area.
- There are only blank characters.

#### Reserved Job Waiting Time

You can specify how long the machine waits to receive a print job before allowing other functions such as the copier and scanner functions to interrupt it.

The default setting is **Short Wait**.

#### Printer Language

Specify the printer language. The default setting is **Auto**. This menu appears only when the PostScript 3 unit is installed.

#### Sub Paper Size

You can enable the Auto Substitute Paper Size (A4, LT) feature. The default setting is **Off**.

#### Bypass Tray Setting Priority

Specify whether (Printer) Driver / Command or Machine Settings, has priority for determining the paper size for the bypass tray. The default setting is **Driver / Command**.

## Edge to Edge Print

You can select whether or not to print on the entire sheet. The default setting is **Off**. The 5 mm margin along the edges may not be printed properly.

#### Default Printer Language

You can set the default printer language if the machine cannot find the printer language automatically.

The default setting is **PS**.

This menu appears only when the PostScript 3 unit is installed.

#### Tray Switching

You can set to switch the paper tray. The default setting is **Off**.

## ✓ Reference

p.3 "Accessing User Tools" "Loading paper", Troubleshooting

# Host Interface

This section describes the user tools in the Host Interface menu under Printer Features.

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

#### I/O Buffer

You can set the size of the I/O Buffer. Normally it is not necessary to change this setting. The default setting is **128KB**.

#### I/O Timeout

You can set how many seconds the machine should wait before ending a print job. If data from another port usually arrives in the middle of a print job, you should increase this timeout period.

The default setting is **15 seconds**.

## PReference

## **PS Menu**

This section describes the user tools in the PS Menu under Printer Features. Default settings are shown in **bold type**.

#### Data Format

You can select a data format.

The default setting is **TBCP**.

This setting is not effective when operating the machine with a parallel or EtherTalk connection.

When operating the machine with a parallel connection, and also if the binary data is sent from the printer driver, the print job is canceled.

When operating the machine with an Ethernet connection, the print job is canceled under the following conditions:

- The printer driver data format is TBCP, and the data format selected on the display panel is Binary Data.
- The printer driver data format is binary, and the data format selected on the display panel is TBCP.

#### Resolution

You can set the print resolution in dots per inch. The default setting is **600 dpi**.

## Reference

# **PDF Menu**

This section describes the user tools in the PDF Menu under Printer Features. Default settings are shown in **bold type**.

#### Change PDF Password

Set the password for the PDF file executing PDF Direct Print.

- Current Password
- New Password
- Confirm New Password

A password can be set using the Web Image Monitor, but in this case the password information is sent through the network. If security is a priority, set the password using this menu from the Control Panel.

#### PDF Group Password

Set the group password already specified with DeskTopBinder.

- Current Password
- New Password
- Confirm New Password

A password can be set using the Web Image Monitor, but in this case the password information is sent through the network. If security is a priority, set the password using this menu from the Control Panel.

#### Resolution

You can set the print resolution in dots per inch. The default setting is **600 dpi**.

## 

# 5. Scanner Features

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

# **General Settings**

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

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

### Switch Title

Select the title to be shown on the destination list. The default setting is **Title 1**.

## Update Delivery Server Destination List

Press **[Update Delivery Server Destination List]** to update the receivers from the delivery server. To use this function, it is necessary to set **[Delivery Option]** to **[On]**.

For details about "Delivery Option", see "File Transfer".

### Search Destination

Select a destination list to be used in "Search Destination". To search from LDAP server, it is necessary to register the LDAP server in [System Settings] and set [LDAP Search] to [On]. The default setting is Address Book.

For details about "LDAP Search", see "Administrator Tools".

## TWAIN Standby Time

When the machine is being used to send e-mail or a file, or functioning as Document Server or a network delivery scanner, a scanning request to the machine as a TWAIN scanner will switch the machine to the network TWAIN scanner function. This setting determines the delay until the machine switches to the network TWAIN scanner function.

#### The default setting is Set Time, 10 sec.

When **[Immediate]** is selected, the machine will switch to the network TWAIN scanner function at once.

When **[Set Time]** is selected, you can enter the delay time with the number keys (3-30 seconds). The machine will switch to the network TWAIN scanner function when the time set here passes after the last key operation.

## Destination List Display Priority 1

Select a destination list to be displayed when the machine is in the initial state. You can select either **[E-mail / Folder]** or **[Delivery Server]**.

The default setting is **Delivery Server**.

#### Destination List Display Priority 2

In the machine's address book, select which address book appears by default. You can select either **[E-mail Address]** or **[Folder]**. The default setting is **E-mail Address**.

#### Print & Delete Scanner Journal

Up to 250 transmission/delivery results can be checked on this machine. If the stored transmission / delivery results reach 250, select whether to print the delivery journal.

• On

The transmission/delivery journal is printed automatically. The printed journal is deleted.

• Off

Transmission/delivery results are deleted one by one as new results are stored.

• Do not Print: Disable Send

Transmission/delivery cannot be performed when the journal is full. Selecting **[Print Scanner Journal]** or **[Delete Scanner Journal]** resets the journal, which allows you to begin transmission/delivery.

The default setting is **On**.

When printed, all records are deleted after printing. When not printed, records over the limit are automatically deleted in succession from the oldest record.

While the journal is being printed, files with the status waiting cannot be sent.

#### Print Scanner Journal

The scanner journal is printed and deleted.

Before printing the scanner journal, be sure to raise the original switching lever.

#### Delete Scanner Journal

The scanner journal is deleted without being printed.

## 

p.57 "File Transfer"

p.62 "Administrator Tools"

# **Scan Settings**

This section describes the user tools in the Scan Settings menu under Scanner Features.

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

#### Next Original Wait Setting

To divide originals and scanning them individually to make a single file, select **[Off]**, **[Set Wait Time]**, or **[Continuous Wait]** for the waiting status.

The default setting is **Set Wait Time**.

The default setting time is 60 sec.

If **[Set Wait Time]** is selected, enter the wait time in seconds (3-999) for placing additional originals with the number keys. Scanning will start if additional originals are placed and the **[Start]** key is pressed within this time. You can end scanning and begin transmission by pressing the **[#]** key within this time. Once the specified time has elapsed, transmission starts automatically. If **[Continuous Wait]** is selected, the machine will wait for additional originals until the **[#]** key is pressed. Scanning will start when additional originals are placed and the **[Start]** key is pressed. You can end scanning and begin sending by pressing the **[#]** key.

If a paper misfeed occurs or any of the following operations are performed while the machine is waiting for additional originals, the countdown stops and does not start again until the **[#]** key is pressed.

- Changing the settings such as the scan settings
- Opening the scanner cover
- Pressing the [Interrupt] key to activate the copy mode

## ₽ Reference

p.3 "Accessing User Tools" "Scan Settings", Scanner Reference "Scan Size", Scanner Reference

# Send Settings

This section describes the user tools in the Send Settings menu under Scanner Features.

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

#### Compression (Black & White)

Select whether or not to compress scan files.

The default setting is **On**.

Compression reduces the time required for transferring the scan file.

The actual time required for file transfer will vary depending on the file size and network load.

#### Max. E-mail Size

Select whether or not to limit the size of an e-mail to which an image is attached.

The default setting is On, 2048KB.

When **[On]** is selected, enter the size limit (128-102400 KB) with the number keys.

When the SMTP limits the size, match that setting.

#### Divide & Send E-mail

This function is effective only when **[On]** is selected for **[Max. E-mail Size]**. Select whether or not an image exceeding the size specified in **[Max. E-mail Size]** should be divided and sent using more than one e-mail.

The default setting is Yes (per Max. Size).

The default maximum number of divisions is 5.

When **[Yes (per Max. Size)]** is selected, enter the Max. Number of Divisions (2-500) with the number keys.

When [Multi-page: TIFF] or [Multi-page: PDF] is selected for [File Type], the image will not be divided even if [Yes (per Page)] is selected.

When **[Yes (per Max. Size)]** is selected, some received files may not be able to be restored, depending on the type of e-mail software.

If **[Off]** is selected for this option, and an attempt is made to send an e-mail message that is larger than the specified maximum e-mail size, the machine will read only as much of the message as the maximum size allows.

When this happens, you can then select either to cancel sending or send only the portion that has been read.

Set the maximum e-mail size within the capacity of the SMTP server.

#### Insert Additional E-mail Info

Select the language in which e-mail information such as title, date, and administrator's e-mail address is sent.

- On
- Off

Select one of the following 20 languages:

• British English, American English, German, French, Italian, Spanish, Dutch, Portuguese, Polish, Czech, Swedish, Finnish, Hungarian, Norwegian, Danish, Japanese, Simplified Chinese, Traditional Chinese, Russian, and Hangul.

Even if **[Off]** is selected, the massage entered into the scanner screen will be sent by e-mail.

The e-mail text which is a template cannot be changed.

#### \* No. of Digits for Single Page Files

Sets digit number for serial number to attach to Single Page file name. The default setting is **4 Digits**.

#### Stored File E-mail Method

Specify the e-mail setting for sending stored files. You can select **[Send File]** or **[Send URL Link]**. This setting can be used for the following: The default setting is **Send File**.

- Sending Stored Files by E-mail
- Simultaneous Storage and Sending by E-mail

If you select [Send File], actual files are attached to e-mails.

If you select **[Send URL Link]**, URL Links to file locations are attached to emails.

## 

# 6. Registering Addresses and Users for Scanner Functions

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 and their e-mail addresses in the Address Book allows you to manage them easily.

## ∰Important

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 responsible for any damages resulting 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 user of the machine.

To register an e-mail address in the address book, you must register information such as the user name and destination name in advance.



## 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 to be used when sending e-mail, sending to folders, or accessing an LDAP server.



#### Protection

You can set protection codes to stop sender's name from being used or folders from being accessed without authorization.



#### E-mail Address

You can register e-mail destinations in the Address Book.



#### Folder

You can register the protocol, path name and server name.

• SMB



#### • FTP



#### • NCP



#### Add to Group

You can put registered e-mail and folder destinations into a group for easier management.



## 🖉 Note

- You can also use a Web Image Monitor to register names in the Address Book. With the SmartDeviceMonitor for Admin, you can register multiple names at the same time. For details about using Web Image Monitor, see the Web Image Monitor Help.
- Using Address Management Tool in SmartDeviceMonitor for Admin, you can backup Address Book data. We recommend backing up data when using the Address Book. For operating instructions, see SmartDeviceMonitor for Admin Help.

## Managing names in the Address Book

By registering a name and key display beforehand, you can specify e-mail and folder destinations simply by selecting the name key.

## Reference

p.120 "Registering Names"

## Sending e-mail by Quick Dial

By registering e-mail addresses in the Address Book, you can specify e-mail destinations simply by selecting them from the scanner initial display when sending a document using the scanner function. A registered e-mail address can be used as the sender's address, and the sender's addresses are automatically entered in the "From" field of an e-mail header.

## Reference

p.134 "E-mail Destination"

## Sending scanned files to a shared folder directly

After registering the path name, user name and password, you can connect to a shared folder simply by selecting the destination shown on the initial scanner display whenever sending files using the scanner function to a shared folder.

To share the folder using Windows, select the SMB protocol.

To register the folder to the FTP server, select the FTP protocol.

To register the folder to the NetWare server, select the NCP protocol.

## Reference

p.139 "Registering Folders"

# Preventing unauthorized user access to shared folders from the machine

After registering a protection code, you can specify the object of protection to prevent an e-mail destination from being used without permission.

You can prevent unauthorized access to registered folders.

## 

p.170 "Registering a Protection Code"

## 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
- Scanner
- Printer

## Reference

p.124 "Authentication Information"

# **Registering Names**

This section describes names in Address Book.

Register user information including their names.

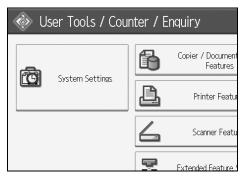
The user name is useful for selecting a destination when sending e-mail. You can also use it as a folder destination.

You can register up to 2000 names.

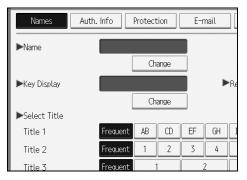
## **Registering Names**

This section describes how to register names.

## Press [System Settings].



- **2** Press [Administrator Tools].
- B Press [Address Book Management].
- Check that [Program / Change] is selected.
- **5** Press [New Program].
- **6** Press [Change] under "Name".



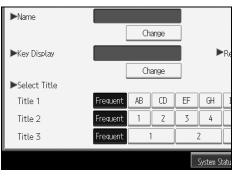
The name entry display appears.

## **2** Enter the name, and then press [OK].

The key display name is set automatically.

- U When you want to change the key display, press [Change] under "Key Display".
- Enter the key display, and then press [OK].

 ${f U}$  Press the key for the classification you want to use under "Select Title".



The keys you can select are as follows:

- [Frequent]: Added to the page that is displayed first.
- [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.

## Press [OK].

Press [Exit].

Press the [User Tools/Counter] key.

## 🖉 Note

- 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.
- You can register up to 2000 programs and allocate them registration numbers between 00001 and 50000.
- Registration numbers are initially assigned automatically, but you can change them afterward. To change a registration number, press [Change] to the right of "Registration No.", and enter a new number using the number keys.

## Reference

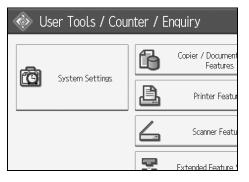
"Entering Text", About This Machine

"Using the Document Server", Copy/ Document Server Reference

## **Changing a Registered Name**

This section describes how to change a registered name.

## Press [System Settings].



**2** Press [Administrator Tools].

E Press [Address Book Management].

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.

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

**()** To change the name or key display, press [Change] under the name or key display.

**U** Enter the name or key display, and then press [OK].

U To change the title, press the key for the classification you want to use from Select Title.

**U** To change the registration number, press [Change] under "Registration No.".

Enter a new registration number using the number keys, and then press the [#] key.

Press [OK].

Press [Exit].

B Press the [User Tools/Counter] key.

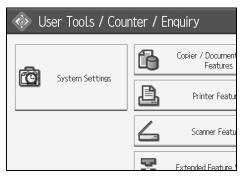
## 

"Entering Text", About This Machine

## **Deleting a Registered Name**

This section describes how to delete a registered name.

## Press [System Settings].



**2** Press [Administrator Tools].

B 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. If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

**6** Press [Yes].

**2** Press [Exit].

B Press the [User Tools/Counter] key.

# **Authentication Information**

This section describes the procedure for authenticating a user code.

## ∰Important

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

Scanner

Printer

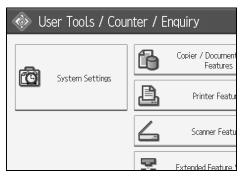
## 🖉 Note

- □ You can register up to 100 user codes. If you add the optional user account enhance unit, you can register up to 500 user codes.
- □ The number of copies scanned using the scanner function is counted for each user code. This allows you to check each user's usage.
- □ To automatically register the printer driver user code, select [Printer: PC Control] for the printer in User Code Authentication. To use the user code set in User Tools, set the user codes registered in User Tools for the printer driver.
- For details about setting user codes for the printer driver, see Printer Driver Help.

## **Registering a User Code**

This section describes how to register a user code.

## Press [System Settings].



**2** Press [Administrator Tools].

E Press [Address Book Management].

Check that [Program / Change] is selected.

**E** Press the name whose code is to be registered, or enter the registered number using the number key.

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

## **6** Press [Auth. Info].

Letter 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.

Select the functions to be used with the user code from Available Functions.

uth. Info	Protection	E-mail	Folder	Add to
	Copier	Documen	it Server	
	Printer		nner	
_				

## Press [OK].

To continue registering user codes, repeat the procedure from step **5**.

## Press [Exit].

Press the [User Tools/Counter] key.

## 🖉 Note

- □ You can enter a one-to eight-digit user code.
- □ To register the name, see "Registering Names".

## ₽ Reference

p.120 "Registering Names"

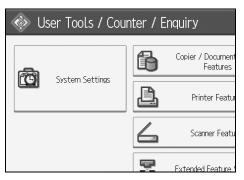
## Changing a User Code

This section describes how to change a registered user code.

### ∰Important

**D** Even if you change a user code, the counter value will not be cleared.

## Press [System Settings].



**2** Press [Administrator Tools].

B Press [Address Book Management].

Check that [Program / Change] is selected.

## **E** Select the user whose user code you want to change.

Press the name key, or enter the registered number using the number keys. If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

## **6** Press [Auth. Info].

**2** Press [Change], and then enter the new user code using the number keys



8 Press the [#] key.

O To change the available functions, press [Auth. Info] and then press [▼Next] twice.

## ${f D}$ 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.

Press [OK].

Press [Exit].

B Press the [User Tools/Counter] key.

## 🖉 Note

□ To change the name, key display and title, see "Changing a Registered Name".

Reference

p.122 "Changing a Registered Name"

## **Deleting a User Code**

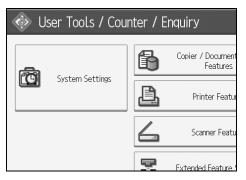
This section describes how to delete registered user code.



#### ∰Important

□ After clearing the user code, the counter is automatically cleared.

## Press [System Settings].



- **2** Press [Administrator Tools].
- B Press [Address Book Management].
- Check that [Program / Change] is selected.

## **5** Select the name whose code is to be deleted.

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

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

## **6** Press [Auth. Info].

**2** Press [Change] to delete the user code, and then press the [#] key.



Press [OK].

**9** Press [Exit].

Press the [User Tools/Counter] key.

## 🖉 Note

□ To delete a name from the Address Book entirely, see "Deleting a Registered Name".

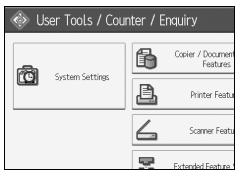
## PReference

p.123 "Deleting a Registered Name"

## **Displaying the Counter for Each User**

This section describes how to display the counter for each user.

## Press [System Settings].



**2** Press [Administrator Tools].

B Press [Display / Clear / Print Counter per User].

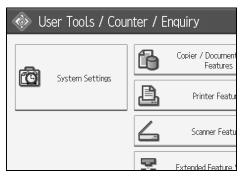
**4** Select the function usage you want to print from [Print Counter] or [Scanner Counter].

Counters for individual function usage under each user code appear.

## Printing the Counter for Each User

This section describes how to print the counter for each user.

## Press [System Settings].



**2** Press [Administrator Tools].

Press [Display / Clear / Print Counter per User].

Select a user code from the left side of the display.

Print Counter		Scan	ner Counter	4
Select All on the Page	Page Select user(s) first, then select a function.			
	Copier/Doc.	Server	Printer	
00000		0	0	
11111		0	0	
1234		0	0	
12345678		0	0	
2222		0	0	

Press [Select All on the Page] to select all user codes on the page.



ter		
lect a function.	►All Users	
r	Print Counter List	
0	Clear	
0	►Per User	
	Print Counter List	
0	Clear	
0	1/ 2	
0	A Previous Vext	

Enter the user code, and then press the **[#]** key if the User Code Authentication is specified.

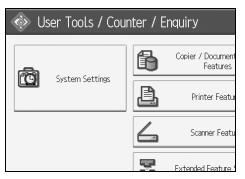
Select the function usage you want to print from [Copier Counter], [Printer Counter], [Scanner Counter], and [Total Prints].

**2** Press [Print].

## Printing the Counter for All Users

This section describes how to print the counter for all users.

## Press [System Settings].



**2** Press [Administrator Tools].

B Press [Display / Clear / Print Counter per User].

Press [Print Counter List] under "All Users".

ter			
lect a function.	►All Users		
r	Print Counter List		
0	Clear		
0	▶Per User		
	Print Counter List		
0	Clear		
0	1/ 2		
0	A Previous Vext		

Enter the user code, and then press the **[#]** key if the User Code Authentication is specified.

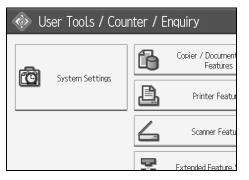
Select the function usage you want to print from [Copier Counter], [Printer Counter], [Scanner Counter], and [Total Prints].

**6** Press [Print].

## **Clearing the Number of Prints**

This section describes how to clear the counter.

## Press [System Settings].



- **2** Press [Administrator Tools].
- E Press [Display / Clear / Print Counter per User].
- **4** Select the user code to clear.
- **5** To clear the number of prints made under a user code, select the user code from the left side of the display.

Print Counte	er S	Scanner Counter		
Select All on the Page	Select user(s) f	user(s) first, then select a function.		
	Copier/Doc. Server	Printer		
00000	0	0		
11111	0	0		
1234	0	0		
12345678	0	0		
2222	0	0		

Press [Select All on the Page] to select all user codes on the page.

**6** Press [Clear] under "Per User".

Select the function usage you want to clear from [Copier Counter], [Printer Counter], [Scanner Counter], and [All Counters].

8 Press [OK].

D To clear the number of prints for all user codes, press [Clear] under "All Users".

Select the function usage you want to clear from [Copier Counter], [Printer Counter], [Scanner Counter], and [All Counters].

Press [OK].

# Press [Exit]. Press the [User Tools/Counter] key.

# **E-mail Destination**

This section describes the procedure for registering, changing, and deleting Email Destination.

Register e-mail destinations so you do not need to enter an e-mail address every time, and can send scan files from scanner function by e-mail.

- It is easy to select the e-mail destination if you register "Name" and "Key Display" as the e-mail destination.
- You can register e-mail destinations as a group.
- You can use the e-mail address as the sender's address when sending scan files in scanner mode. If you want to do this, set a protection code on the sender address to prevent unauthorized access.

## 🖉 Note

□ You can select an e-mail address from an LDAP server, and then register it in the Address Book. See "Sending Scan File by E-mail", Scanner Reference.

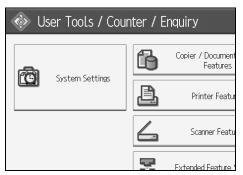
## Reference

p.170 "Registering a Protection Code"

## **Registering an E-mail Destination**

This section describes how to register an e-mail destination.

## Press [System Settings].

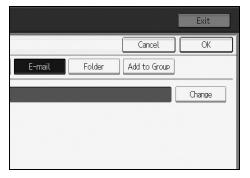


- **2** Press [Administrator Tools].
- B Press [Address Book Management].
- Check that [Program / Change] is selected.
- **5** Select the name whose e-mail address you want to register. Press the name key, or enter the registered number using the number keys.

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

## C Press [E-mail].

## **2** Press [Change] under "E-mail Address".



## Enter the e-mail address, and then press [OK].



## Press [OK].

Press [Exit].

Press the [User Tools/Counter] key.

## 🖉 Note

□ You can enter up to 128 characters for the e-mail address.

□ To register the name, see Registering Names".

## ✓ Reference

p.120 "Registering Names"

p.125 "Registering a User Code"

p.160 "Registering Names to a Group"

## Using the e-mail address as the sender

This section describes how to use the e-mail address as a sender.

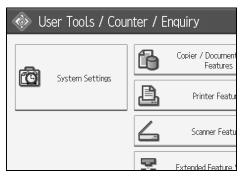
Press [Protection].

**2** Press [Sender] under "Use Name as".

## **Changing an E-mail Destination**

This section describes how to change an e-mail destination.

## Press [System Settings].



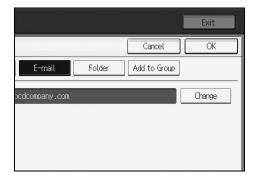
- **2** Press [Administrator Tools].
- E Press [Address Book Management].
- Check that [Program / Change] is selected.

## **E** Select the name whose e-mail address you want to change.

Press the name key, or enter the registered number using the number keys. If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

## **6** Press [E-mail].

## Press [Change] under "E-mail Address".



Enter the e-mail address, and then press [OK].

- Press [OK].
- D Press [Exit].

Press the [User Tools/Counter] key.

### 🖉 Note

□ To change the name, key display and title, see "Changing a Registered Name".

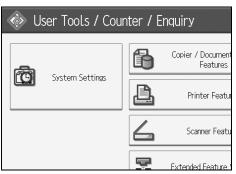
#### 

p.122 "Changing a Registered Name"p.135 "Using the e-mail address as the sender""Entering Text", About This Machine

## **Deleting an E-mail Destination**

This section describes how to delete an e-mail destination.

### Press [System Settings].



- **2** Press [Administrator Tools].
- B Press [Address Book Management].
- Check that [Program / Change] is selected.

## **5** Select the name whose e-mail address you want to delete.

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

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

### **O** Press [E-mail].

Press [Change] under "E-mail Address".

B Press [Delete All], and then press [OK].

Press [OK].

D Press [Exit].

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

### Note

□ To delete the name, key display, and title, see "Deleting a Registered Name".

## 

p.123 "Deleting a Registered Name"

# **Registering Folders**

This section describes the procedure for registering, changing, and deleting folders. By registering a shared folder, you can send scan files to it directly.

There are three types of protocol you can use:

• SMB

For sending files to shared Windows folders.

- FTP Use when sending files to an FTP server.
- NCP Use when sending files to an NetWare server.

### 🖉 Note

- □ For details about protocols, server names, and folder levels, consult your network administrator.
- □ You can prevent unauthorized users from accessing folders from the machine. See "Registering a Protection Code".
- □ You can only select either SMB, FTP, or NCP. If you change protocol after finishing your settings, all previous entries are cleared.

## **Using SMB to Connect**

This section describes the procedure for registering, changing, and deleting SMB folders.

#### 🖉 Note

- □ To register a folder in an FTP server, see "Using FTP to Connect".
- □ To register a folder in an NetWare server, see "Using NCP to Connect".

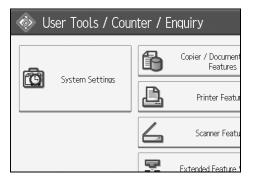
### 

- p.147 "Using FTP to Connect"
- p.152 "Using NCP to Connect"

#### **Registering a SMB Folder**

This section describes how to register a SMB folder.

#### Press [System Settings].



- **2** Press [Administrator Tools].
- E Press [Address Book Management].
- Check that [Program / Change] is selected.
- **5** Select the name whose folder you want to register. Press the name key, or enter the registered number using the number keys.

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

**6** Press [Auth. Info], and then press [**v**Next].

System Settings				
Program / Change Address Book				
Names	Auth. Info Protection	E-mail		
►Name	London Office			
	Change			
►Key Display	London Office	►Re		
►Select Title	Change			



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

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

B Press [Change] under "Login User Name".

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

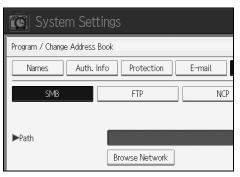
D Press [Change] under "Login Password".

**1** Enter the password, and then press [OK].

🖸 Enter the password again to confirm, and then press [OK].

B Press [Folder].

Check that [SMB] is selected.



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

**D** Press [Connection Test] to check the path is set correctly.

## 🖸 Press [Exit].

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

## Press [OK].

## Press [Exit].

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

## 🖉 Note

- □ To register the name, see Registering Names".
- □ You can enter up to 64 characters for the user name.
- □ You can enter up to 64 characters for the password.
- □ You can enter a path using up to 128 characters.
- □ If User Authentication is specified, contact your administrator.

### ${}^{\mathcal{P}}$ Reference

- p.120 "Registering Names"
- p.142 "Locating the SMB folder manually"
- p.143 "Locating the SMB folder using Browse Network"

#### Locating the SMB folder manually

This section describes how to locate the SMB folder manually.

### Press [Change] under "Path".

## **2** Enter the path where the folder is located.

### B Press [OK].

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

### 🖉 Note

- □ Enter the path using this format: "\\ServerName\Share-Name\PathName".
- □ You can also enter an IPv4 address.
- □ You can enter a path using up to 128 characters.

#### Locating the SMB folder using Browse Network

This section describes how to locate the SMB folder using Browse Network.

#### Press [Browse Network].

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

If you have already specified your user name and password in steps **1** to **E** on "Registering a SMB Folder", the Network display only lists client computers you are authorized to access.

### **2** Select a client computer.

Shared folders under it appear.

Browse Network		
🖻 Up One Level	ABCD-SERVER	MD-TEST02

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

## Select the folder you want to register, and then Press [OK].

#### If a Login Screen Appears

This section describes how to log on to the machine if the login screen appears when you try to access a folder by browsing the network.

If you have not specified folder authentication, or if an incorrect user name or password has been entered for folder authentication, the login screen appears.

## **1** Enter the login user name, and then press [OK].

Enter the login user name specified for folder authentication.

### **2** Enter the password, and then press [OK].

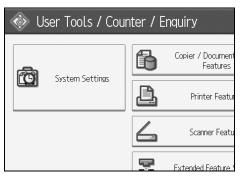
The path to the selected folder appears.

If a message appears, press **[Exit]**, and then enter the login user name and password again.

#### Changing a SMB Folder

This section describes how to change settings of the registered SMB folder.

## Press [System Settings].



- **2** Press [Administrator Tools].
- E Press [Address Book Management].
- Check that [Program / Change] is selected.
- **5** Select the name whose folder you want to change.
  - Press the name key, or enter the registered number using the number keys. If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.
- **6** Press [Folder].
- **2** Select the items you want to change.
- Press [Connection Test] to check the path is set correctly.
- **9** Press [Exit].
- ${f U}$  Press the [User Tools/Counter] key.

#### 🖉 Note

- □ To change the name, key display and title, see "Changing a Registered Name".
- □ If the connection test fails, check the settings, and then try again.

### Reference

- p.122 "Changing a Registered Name"
- p.145 "Changing the registered SMB folder"
- p.145 "To change the protocol"

#### Changing the registered SMB folder

This section describes how to change the registered SMB folder.

### Press [Change] under "Path".

## **2** Enter the New path where the folder is located, and then press [OK].

You can also use Browse Network to specify a new folder. For details, see "Locating the SMB folder using Browse Network".

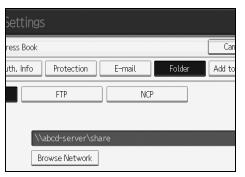
#### Reference

p.143 "Locating the SMB folder using Browse Network"

#### To change the protocol

This section describes how to change the protocol.

#### Press [FTP] or [NCP].



## **2** A confirmation message appears. Press [Yes].

Changing the protocol will clear all settings made under the previous protocol.

#### Enter each item again.

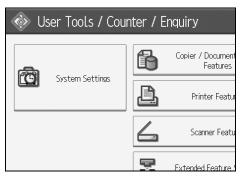
### $\mathcal{P}$ Reference

p.147 "Registering a FTP Folder"

#### Deleting a SMB folder

This section describes how to delete the registered SMB folder.

## **1** [System Settings].



- **2** Press [Administrator Tools].
- E Press [Address Book Management].
- Check that [Program / Change] is selected.

## **5** Select the name whose folder you want to delete.

Press the name key, or enter the registered number using the number keys. If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

## **6** Press [Folder].

## **2** Press the protocol which is not currently selected.

A confirmation message appears.

8 Press [Yes].

- **9** Press [OK].
- D Press [Exit].
- Press the [User Tools/Counter] key.

#### 🖉 Note

□ To delete the name, key display, and title, see "Deleting a Registered Name".

### ✓ Reference

p.123 "Deleting a Registered Name"

## **Using FTP to Connect**

This section describes the procedure for registering, changing, and deleting FTP folders.

### 🖉 Note

- To register a shared folder configured in Windows, see "Using SMB to Connect".
- □ To register a folder in an NetWare server, see "Using NCP to Connect".

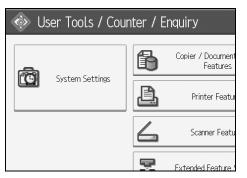
#### 

- p.140 "Using SMB to Connect"
- p.152 "Using NCP to Connect"

#### Registering a FTP Folder

This section describes how to register an FTP folder.

### Press [System Settings].



**2** Press [Administrator Tools].

E Press [Address Book Management].

Check that [Program / Change] is selected.

## **5** Select the name whose folder you want to register.

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

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

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

When **[Do not Specify]** is selected, the FTP User Name and FTP Password that you have specified in Default User Name / Password (Send) of File Transfer settings applies. For details, see "File Transfer".

🕑 Press [Change] under "Login User Name".

- Enter the login user name, and then press [OK].
- D Press [Change] under "Login Password".
- Enter the password, and then press [OK].
- $oldsymbol{D}$  Enter the password again to confirm, and then press [OK].
- B Press [Folder].
- Press [FTP].

System Set	tings
Program / Change Address	Book
Names Auth.	Info Protection E-mail
SMB	FTP NCP
▶Path	Browse Network

E Press [Change] under "Server Name".

- ${f U}$  Enter the server name, and then press [OK].
- Press [Change] under "Path".

## ${f E}$ Enter the path, and then press [OK].

You can enter an absolute path, using this format: "/user/ home/username"; or a relative path, using this format: "directory/sub-directory".

If you leave the path blank, the login directory is assumed to be the current working directory.

You can also enter an IPv4 address.

You can enter a path using up to 256 characters.

- To change the port number, press [Change] under "Port No".
- Enter the port number using the number keys, and then press the **[#]** key. You can enter 1 to 65535.
- **U** Press [Connection Test] to check the path is set correctly.

## 💯 Press [Exit].

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

🕑 Press [OK].

Press [Exit].

### Dress the [User Tools/Counter] key.

### 🖉 Note

- □ To register the name, see Registering Names".
- □ You can enter up to 64 characters for the user name.
- □ You can enter up to 64 characters for the password.
- □ You can enter a server name using up to 64 characters.
- □ If User Authentication is specified, contact your administrator.

### 

p.120 "Registering Names"

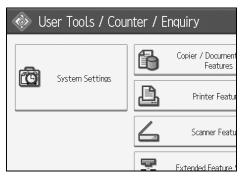
p.142 "Locating the SMB folder manually"

p.143 "Locating the SMB folder using Browse Network"

### Changing a FTP Folder

This section describes how to change the registered FTP folder.

## Press [System Settings].



**2** Press [Administrator Tools].

B Press [Address Book Management].

Check that [Program / Change] is selected.

**5** Select the name whose folder you want to change, and then press [Folder].

Press the name key, or enter the registered number using the number keys. If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

**6** Press [Folder].

**2** Select the items you want to change.

Press [Connection Test] to check the path is set correctly.

**9** Press [Exit].

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

### 🖉 Note

□ To change the name, key display and title, see "Changing a Registered Name".

### 

p.122 "Changing a Registered Name"

p.150 "Changing the protocol"

#### Changing the protocol

This section describes how to change the protocol.

## Press [SMB], or [NCP].

Names	Auth. Info	Protection	E-mail
SMB		FTP	NCP
►Server Name	ab	cdserver	
▶Path	us	er/home/usernan	ne
▶Port Number		21	Change

## **2** A confirmation message appears. Press [Yes].

Changing the protocol will clear all settings made under the previous protocol.

## Enter each item again.

### 

p.140 "Registering a SMB Folder"

### Changing the registered FTP folder

This section describes how to change the registered FTP folder.

Press [Change] under "Port No".

**2** Enter the new port number, and then press the **[#]** key.

B Press [Change] under "Server Name".

Enter the new server name, and then press [OK].

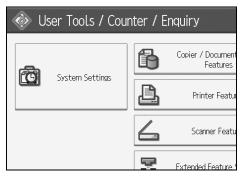
**5** Press [Change] under "Path".

**b** Enter the new path, and then press [OK].

#### **Deleting a FTP Folder**

This section describes how to delete the registered FTP folder.

## Press [System Settings].



**2** Press [Administrator Tools].

E Press [Address Book Management].

Check that [Program / Change] is selected.

## **E** Select the name whose folder you want to delete.

Press the name key, or enter the registered number using the number keys. If you press **[Search]**, you can search by the registered name, user code, folder

name, or e-mail address.

## **6** Press [Folder].

## **2** Press the protocol which is not currently selected.

A confirmation message appears.

8 Press [Yes].

Press [OK].

D Press [Exit].

Press the [User Tools/Counter] key.

#### 🖉 Note

□ To delete a name entirely, see "Deleting a Registered Name".

### 

p.123 "Deleting a Registered Name"

6

## **Using NCP to Connect**

This section describes the procedure for registering, changing, and deleting NCP folders.

#### 🖉 Note

- To register a shared folder configured in Windows, see "Using SMB to Connect"
- □ To register a folder in an FTP server, see "Using FTP to Connect"

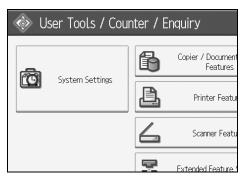
#### 

- p.140 "Using SMB to Connect"
- p.147 "Using FTP to Connect"

#### Registering a NCP Folder

This section describes how to register an NCP folder.

#### Press [System Settings].



**2** Press [Administrator Tools].

E Press [Address Book Management].

Check that [Program / Change] is selected.

**5** Press the name you want to register or enter the registered number using the number keys.

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

<sup>6</sup> Press [Auth. Info], and then press [▼Next].

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

When **[Do not Specify]** is selected, the NCP User Name and NCP Password that you have specified in Default User Name / Password (Send) of File Transfer settings applies. For details, see "File Transfer".

B Press [Change] under "Login User Name".

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

U Press [Change] under "Login Password".

**1** Enter the password, and then press [OK].

 ${f U}$  Enter the password again to confirm, and then press [OK].

B Press [Folder].

Press [NCP].

## E Select "Connection Type".

If you want to specify a folder in an NDS tree, press **[NDS]**. If you want to specify a folder on a NetWare server, press **[Bindery]**.

If you have set "Connection Type" to **[NDS]**, enter the user name followed by the name of the context where the user object is located. If the user name is "user" and the context name is "context", enter "user.context"

**U** Specify the folder, and then Press [OK].

**D** Press [Connection Test] to check the path is set correctly.

🖸 Press [Exit].

Press the [User Tools/Counter] key.

#### 🖉 Note

□ You can enter up to 64 characters for the user name.

□ You can enter up to 64 characters for the password.

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

□ If User Authentication is specified, contact your administrator.

#### Reference

p.120 "Registering Names"

p.154 "Locate the NCP folder manually"

p.154 "Locating the NCP folder using Browse Network"

"Entering Text", About This Machine

6

#### Locate the NCP folder manually

This section describes how to locate the NCP folder manually.



#### **2** Enter the path where the folder is located.

### Press [OK].

🖉 Note

- □ If you set "Connection Type" to **[NDS]**, and if the NDS tree name is "tree", the name of the context including the volume is "context", the volume name is "volume" and the folder name is "folder", then the path will be "\\tree\volume. context\folder".
- □ If you set "Connection Type" to **[Bindery]**, and if the NetWare server name is "server", the volume name is "volume" and the folder name is "folder", then the path will be "\\server\volume\folder".
- You can enter a path using up to 128 characters.
- □ If the connection test fails, check the settings, and then try again.

#### Locating the NCP folder using Browse Network

This section describes how to locate the NCP folder using Browse Network.

#### Press [Browse Network].

#### **2** Search for the destination folder in the NDS tree or NetWare server.

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

If you have set "Connection Type" to **[NDS]**, a list of items in the NDS tree appears. If you have set "Connection Type" to **[Bindery]**, a list of items on the Net-Ware server appears.

Select the folder you want to register, and then press [OK].

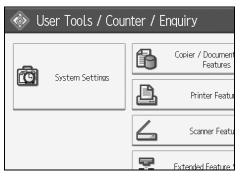
#### 🖉 Note

- □ Only the folders you are allowed to access appear in [Browse Network].
- □ If the languages used on the machine and the destination you want to view differ, the items in the list may not appear correctly.
- **D** Up to 100 items can be displayed in the list.

#### Changing a NCP folder

This section describes how to change the registered NCP folder.

## Press [System Settings].



**2** Press [Administrator Tools].

B Press [Address Book Management].

Check that [Program / Change] is selected.

## **5** Select the user of the registered folder you want to change.

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

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

## **6** Press [Folder].

### **2** Select "Connection Type".

If you want to specify a folder in an NDS tree, press **[NDS]**. If you want to specify a folder on a NetWare server, press **[Bindery]**.

**8** Specify the folder.

Press [Connection Test] to check the path is set correctly.

D Press [Exit].

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

#### 🖉 Note

□ To change the name, key display and title, see "Changing a Registered Name".

#### Reference

p.122 "Changing a Registered Name"

p.156 "Changing the registered NCP folder"

#### Changing the registered NCP folder

This section describes how to change the register NCP folder.

#### Press [Change] under "Path".

## **2** Enter the path where the folder is located, and then press [OK].

You can also use Browse Network to specify a new folder. For details, see "Locating the NCP folder manually".

#### 

p.154 "Locate the NCP folder manually"

p.154 "Locating the NCP folder using Browse Network"

p.156 "Changing the protocol"

#### Changing the protocol

This section describes how to change the protocol.

#### Press [SMB], or [FTP].

### **2** A confirmation message appears. Press [Yes].

Changing the protocol will clear all settings made under the previous protocol.

#### Enter each item again.

#### Reference

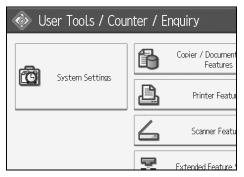
p.140 "Registering a SMB Folder"

p.147 "Registering a FTP Folder"

#### **Deleting an NCP Folder**

This section describes how to delete the registered NCP folder.

## Press [System Settings].



**2** Press [Administrator Tools].

E Press [Address Book Management].

Check that [Program / Change] is selected.

## **E** Select a user of the folder you want to delete.

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

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

## **6** Press [Folder].

## **2** Press the protocol which is not currently selected.

A confirmation message appears.

Press [Yes].

Press [OK].

T [Exit].

Press the [User Tools/Counter] key.

#### 🖉 Note

□ To delete a name entirely, see Deleting a Registered Name".

### 

p.123 "Deleting a Registered Name"

6

# **Registering Names to a Group**

This section describes how to register names to a group.

You can register names to a group to enable easy management of e-mail addresses and folders for each group.

To add names to a group, the groups must be registered beforehand.

#### ∰Important

- □ When using Scan to Folder function, you cannot send scan files to a group with over 50 folders registered.
- □ You can register up to 100 groups.

### 🖉 Note

□ You can set a protection code to prevent unauthorized access to the folders registered in a group. For details, see "Registering a Protection Code".

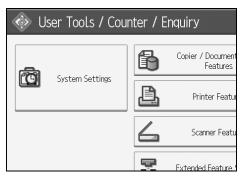
#### Reference

p.170 "Registering a Protection Code"

## **Registering a Group**

This section describes how to register a group.

#### Press [System Settings].



- **2** Press [Administrator Tools].
- Press [Address Book: Program / Change / Delete Group].
- Check that [Program / Change] is selected.
- **5** Press [New Program].

Deress [Change] under "Group Name".

Program / Change Grou	lþ	
Names	Programmed User/Group	Protecti
►Group Name		
	Change	
►Key Display		►R
	Change	
►Select Title		

## **2** Enter the group name, and then press [OK].

The key display name is set automatically.

When you want to change the key display, press [Change] under "Key Display".

Enter the key display, and then press [OK].

### ${f U}$ Press the title key under Select Title, if necessary.

The keys you can select are as follows:

- [Frequent]: Added to the page that is displayed first.
- [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.

Press [OK].

Press [Exit].

B Press the [User Tools/Counter] key.

## ₽ Reference

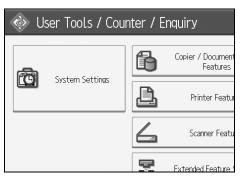
"Entering Text", About This Machine

## **Registering Names to a Group**

This section describes how to register names to a registered group.

You can put names that have been registered in the Address Book into a group. When registering new names, you can also register groups at the same time.

## Press [System Settings].



**2** Press [Administrator Tools].

B Press [Address Book Management].

Check that [Program / Change] is selected.

## **5** Select the name to register in a group.

Press the name key, or enter the registered number using the number keys. If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

### C Press [Add to Group].

**2** Select a group to which you want to add the name to.

Names	Auth. Info	Protec	tion [	-mail	
Select group(s) t Group(s) assigned					
Programmed:	4/100				
Frequent AE	3 CD 1	EF GH	IJK LMN	OPQ	RS
[00013] <b>388</b> Office Gro UP		[00015]### Client	[00016]## Project		

The group key that you have selected becomes highlighted, and the name is added to it.



Press [OK].

**9** Press [Exit].

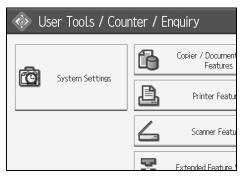
Press the [User Tools/Counter] key.

6

## Adding a Group to Another Group

This section describes how to add a group to another group.

### Press [System Settings].



**2** Press [Administrator Tools].

Press [Address Book: Program / Change / Delete Group].

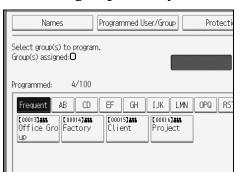
Check that [Program / Change] is selected.

## E Select the group that you want to put into another group.

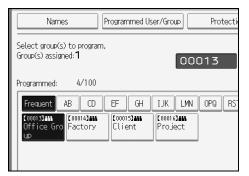
Press the group key, or enter the registered number using the number keys. If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

## **6** Press [Add to Group].

**2** Select the group which you want to add to.



The group key that you have selected becomes highlighted, and the group is added to it.



Press [OK].

**9** Press [Exit].

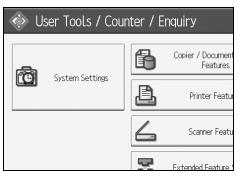
Press the [User Tools/Counter] key.

6

## **Displaying Names Registered in a Group**

This section describes how to display names registered in a group. You can check the names or groups registered in each group.

## Press [System Settings].



- **2** Press [Administrator Tools].
- Press [Address Book: Program / Change / Delete Group].
- Check that [Program / Change] is selected.
- **5** Select the group where the members you want to check is registered.

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

### **6** Press [Programmed User/Group].

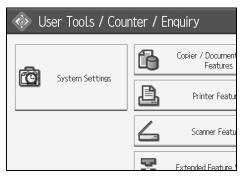
All the names registered will be displayed.

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

## Removing a Name from a Group

This section describes how to remove a name from a group.

### Press [System Settings].



**2** Press [Administrator Tools].

E Press [Address Book Management].

Check that [Program / Change] is selected.

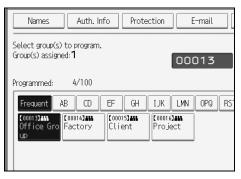
## **E** Select the name to remove from a group.

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

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

### Press [Add to Group].

## **2** Select the group from which you want to remove the name.



The group key that you have selected becomes highlighted, and the name is added to it.

## B Press [OK].



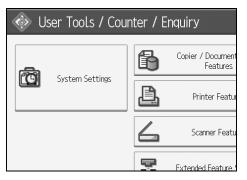
## Press [Exit].

 ${f U}$  Press the [User Tools/Counter] key.

## **Deleting a Group Within Another Group**

This section describes how to delete a group within another group.

### Press [System Settings].



- **2** Press [Administrator Tools].
- E Press [Address Book: Program / Change / Delete Group].
- Check that [Program / Change] is selected.
- **5** Select the group that you want to delete from.

Press the group key, or enter the registered number during the number keys. If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

## Press [Add to Group].

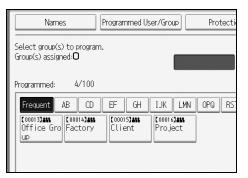
The keys of groups in which the group is registered appear highlighted.

**2** Select the group that you want to delete from.



The group key is deselected and the group is deleted from it.

## Press [OK].



## **9** Press [Exit].

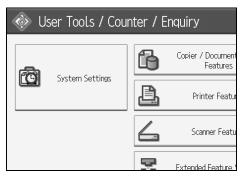
 $\blacksquare$  Press the [User Tools/Counter] key.

6

## **Changing a Group Name**

This section describes how to change a group name.

### Press [System Settings].



**2** Press [Administrator Tools].

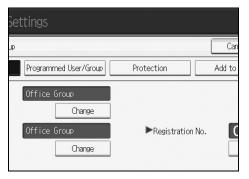
Press [Address Book: Program / Change / Delete Group].

Check that [Program / Change] is selected.

**5** Press the group key you want to change.

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

**U** To change the group name and key display, press [Change] under "Group Name" or "Key Display".



- **2** Enter the new group name or key display, and then press [OK].
- **U** To change the title, press the title key under Select Title.

**D** To change the registration number, press [Change] under "Registration No".

- Enter the new registration number using the number keys, then Press the [#] key.
- Press [OK].

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

## **Deleting a Group**

This section describes how to delete a group

## Press [System Settings].



**2** Press [Administrator Tools].

Press [Address Book: Program / Change / Delete Group].

Press [Delete].

## **•** Press a group key you want to delete.

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

## **6** Press [Yes].

6

# **Registering a Protection Code**

This section describes how to register a Protection Code.

You can stop sender's names or folders being accessed by setting a protection code.

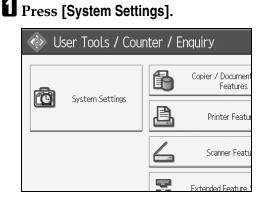
You can use this function to protect the following:

- Folders You can prevent unauthorized access to folders.
- Sender's names You can prevent misuse of sender's names.

p.125 "Registering a User Code"

## **Registering a Protection Code to a Single User**

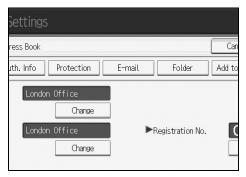
This section describes how to register a Protection code to a single user.



- **2** Press [Administrator Tools].
- B Press [Address Book Management].
- Check that [Program / Change] is selected.
- **5** Select the name whose protection code you want to register.

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

## **6** Press [Protection].



**2** Press [Destination] or [Sender] under "Use Name as".

Settings				
ress Book				Car
uth. Info	Protection	E-mail	Folder	Add to
	Destination	Se	ender	
			Change	
F	Folder Destination	Se	ender	

Both [Destination] and [Sender] can be selected at the same time.

Press [Folder Destination] or [Sender] under "Protection Object".Both [Folder Destination] and [Sender] can be selected at the same time.

Press [Change] under "Protection Code".

 ${f U}$  Enter a protection code using the number keys, and then press the [ # ] key.

Press [OK].

Press [Exit].

Bress the [User Tools/Counter] key.

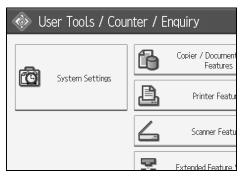
## 🖉 Note

□ Specify a protection code of up to eight digits. You can also specify "Protection" without specifying a protection code.

## **Registering a Protection Code to a Group User**

This section describes how to register a Protection Code to a Group User.

## Press [System Settings].



**2** Press [Administrator Tools].

E Press [Address Book: Program / Change / Delete Group].

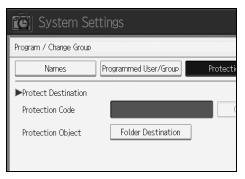
Check that [Program / Change] is selected.

**5** Press the group key you want to register or enter the registered number using the number keys.

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

### **6** Press [Protection].

**2** Press [Folder Destination] under "Protection Object".



B Press [Change] under "Protection Code".

Enter a protection code using the number keys, and then press the [#] key.

- D Press [OK].
- 1 Press [Exit].

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

## 🖉 Note

□ Specify a protection code of up to eight digits. You can also specify "Protection" without specifying a protection code.

6

# **Registering SMTP and LDAP Authentication**

This section describes how to register SMTP and LDAP Authentication.

## **SMTP Authentication**

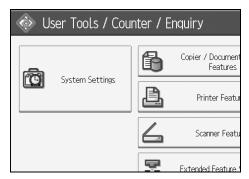
This section describes how to register SMTP Authentication.

For each user registered in the Address Book, you can register a login user name and login password to be used when accessing an SMTP server.

To use an SMTP server, you need to program it beforehand.

#### ∰Important

- When [Do not Specify] is selected for SMTP Authentication, the User Name and Password that you have specified in SMTP Authentication of File Transfer settings applies. For details, see "File Transfer".
- Press [System Settings].



- **2** Press [Administrator Tools].
- E Press [Address Book Management].
- Check that [Program / Change] is selected.
- **5** Press the name you want to register or enter the registered number using the number keys

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.



**2** Press [Specify Other Auth. Info] on the right side of SMTP Authentication.

## Press [Change] under "Login User Name".



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

Press [Change] under "Login Password".

**1** Enter the password, and then press [OK].

 $oldsymbol{1}$  Enter the password again to confirm, and then press [OK].

🕑 [ок].

Press [Exit].

Press the [User Tools/Counter] key.

#### 🖉 Note

- □ To register the name, see Registering Names".
- □ You can enter up to 191 characters for the user name.
- □ You can enter up to 128 characters for the password.
- □ When using POP before SMTP Authentication, you can enter up to 191 characters for the user name, and 128 characters for the password.

□ To change the SMTP Authentication settings, repeat step 2 to [].

## Reference

p.120 "Registering Names"p.12 "Network Settings""Entering Text", About This Machine

## **LDAP** Authentication

This section describes how to register LDAP Authentication.

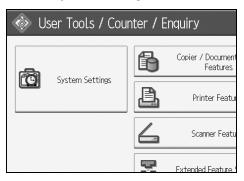
For each user registered in the Address Book, you can register a login user name and login password to be used when accessing an LDAP server.

To use an LDAP server, you need to program it beforehand. For details, see "LDAP Server Settings", Network Guide.

## ∰Important

When [Do not Specify] is selected for LDAP Authentication, the User Name and Password that you have specified in Program / Change LDAP Server of Administrator Tools settings applies. For details, see "LDAP Server Settings".

## Press [System Settings].



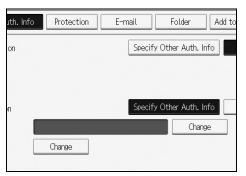
- **2** Press [Administrator Tools].
- B Press [Address Book Management].
- Check that [Program / Change] is selected.
- **5** Press the name you want to register or enter the registered number using the number keys.

If you press **[Search]**, you can search by the registered name, user code, folder name, or e-mail address.

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

Press [Specify Other Auth. Info] on the right side of "LDAP Authentication".

Press [Change] under "Login User Name".



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

D Press [Change] under "Login Password".

**1** Enter the password, and then press [OK].

 $oldsymbol{1}$  Enter the password again to confirm, and then press [OK].

Press [OK].

Press [Exit].

E Press the [User Tools/Counter] key.

#### 🖉 Note

- □ To register the name, see Registering Names".
- □ You can enter up to 128 characters for the user name.
- □ You can enter up to 128 characters for the password.
- □ To change the LDAP Authentication settings, repeat step 2 to [].

## ₽ Reference

p.120 "Registering Names" "Entering Text", About This Machine

# 7. Other User Tools

Initial settings allow you switch the language as well as checking the number of printed papers by displaying the counter. For the details on how to access respective settings, see "Accessing User Tools".

# Changing the Display Language

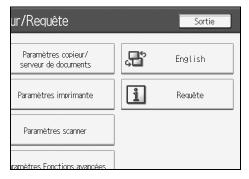
You can change the language used on the display. English is set as default.

## Press [Français].



The language is changed to French.

## Press [Sortie].



The menu appears in French.

## ✓ Reference

p.3 "Accessing User Tools"

# Enquiry

The enquiry 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
- TX Stamp Name

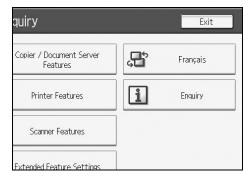
#### ✤ Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

#### Sales Representative

• Telephone No.

## Press [Enquiry].



Enquiry information appears.

## **2** Press [Print Enquiry List].

Serial No. of I 1234	Machine
►Sales Represe	ntative
Telephone No.	
	법 비원님 소설 16.1
	Print Enquiry List
System Status Job List	1 FEB 2007 16:09

## B Press the [Start] key.

Enquiry information prints out.

## Press [Exit] twice.

## $\mathcal{P}$ Reference

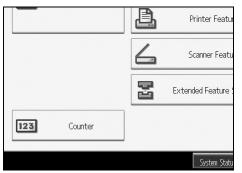
p.3 "Accessing User Tools"

# Counter

## **Displaying the Total Counter**

You can display the total counter value used for all functions.

## Press [Counter].



## **2** To print a counter list, press [Print Counter List].



## B Press the [Start] key.

A counter list prints out.

## ₽ Reference

p.3 "Accessing User Tools"

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