



*en5100WD / en7140WD*  
*LW5100en / LW7140en*  
**Aficio**™ MP W5100en / W7140en

## Operating Instructions

# General Settings Guide



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- 1** Connecting the Machine
  - 2** System Settings
  - 3** Copier/Document Server Features
  - 4** Printer Features
  - 5** Scanner Features
  - 6** Registering Addresses and Users for Scanner Functions
  - 7** Other User Tools
  - 8** Appendix

## **Introduction**

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

## **Important**

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

For good output quality, the manufacturer recommends that you use genuine toner from the manufacturer.

The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

## **Notes:**

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

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

Depending on which country you are in, your machine may include certain options as standard. For details, please contact your local dealer.

## **Notes:**

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see "Machine Types", About This Machine.)

- Type 1: en5100WD/LW5100en/Aficio MP W5100en
- Type 2: en7140WD/LW7140en/Aficio MP W7140en

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 inch version.

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# Manuals for This Machine

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

## ★ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe® Acrobat® Reader®/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.
- For details about the functions of RW-7140, 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.

## Troubleshooting

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

## 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.

## 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.

## Security Reference

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

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

For details, see "Setting Up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

### PostScript 3 Supplement

Explains how to set up and use PostScript® 3™.

### UNIX Supplement

For "UNIX Supplement", please visit our Web site or consult an authorized dealer.

This manual includes descriptions of functions and settings that might not be available on this machine.

### Information

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

### Other manuals

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

### ↓ Note

- Manuals provided are specific to machine types.
- The following software products are referred to using general names:

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

\* 1 Optional

# TABLE OF CONTENTS

---

- Manuals for This Machine..... 1
- How to Read This Manual..... 8
  - Symbols..... 8
- Display Panel..... 9
- Accessing User Tools..... 10
  - Changing Default Settings..... 10
  - Quitting User Tools..... 11
  - Menu Protect..... 12

## 1. Connecting the Machine

---

- Connecting to the Interfaces..... 13
  - Connecting to the Ethernet Interface..... 14
  - Connecting to the Gigabit Ethernet Interface..... 15
  - Connecting to the USB Interface..... 17
  - Connecting to the IEEE 1284 Interface..... 18
  - Connecting to the Wireless LAN Interface..... 19
- Network Settings Required to Use the Printer..... 21
  - Ethernet..... 21
  - Wireless LAN..... 22
- Network Settings Required to Use E-mail Function..... 24
  - Ethernet..... 24
  - Wireless LAN..... 25
- Network Settings Required to Use Scan to Folder Function..... 28
  - Ethernet..... 28
  - Wireless LAN..... 29
- Network Settings Required to Use the Network Delivery Scanner..... 31
  - Ethernet..... 31
  - Wireless LAN..... 32
- Network Settings Required to Use Network TWAIN Scanner..... 34
  - Ethernet..... 34
  - Wireless LAN..... 35
- Network Settings Required to Use Document Server..... 37
  - Ethernet..... 37
  - Wireless LAN..... 38

---

Using Utilities to Make Network Settings.....	40
Interface Settings.....	40
File Transfer.....	46

## 2. System Settings

---

General Features.....	49
Output Tray Settings.....	54
Tray Paper Settings.....	55
Timer Settings.....	59
Interface Settings.....	61
Network.....	61
Parallel Interface.....	64
Wireless LAN.....	65
Print List.....	67
File Transfer.....	69
Administrator Tools.....	74
Programming the LDAP server.....	83
Programming the LDAP server.....	83
Changing the LDAP server.....	87
Deleting the LDAP server.....	88
Programming the Realm.....	89
Programming the Realm.....	89
Changing the Realm.....	90
Deleting the Realm.....	91

## 3. Copier/Document Server Features

---

General Features.....	93
Reproduction Ratio.....	95
Edit.....	98
Stamp.....	103
Background Numbering.....	103
Preset Stamp.....	103
User Stamp.....	105
Date Stamp.....	106
Page Numbering.....	107

---

Input/Output.....	109
Program/Delete Overlay Format.....	111
Programming an Overlay Format.....	111
Overwriting a Stored format.....	112
Deleting a Stored format.....	113
Settings for the Document Server.....	114

#### **4. Printer Features**

---

List / Test Print.....	115
Printing the Configuration Page.....	115
Maintenance.....	118
System.....	119
Host Interface.....	122
PS Menu.....	123
PDF Menu.....	124

#### **5. Scanner Features**

---

General Settings.....	125
Scan Settings.....	127
Send Settings.....	128

#### **6. Registering Addresses and Users for Scanner Functions**

---

Address Book.....	131
Managing names in the Address Book.....	134
Sending e-mail by Quick Dial.....	134
Sending scanned files to a shared folder directly.....	134
Preventing unauthorized user access to shared folders from the machine.....	134
Managing users and machine usage.....	135
Registering Names.....	136
Registering Names.....	136
Changing a Registered Name.....	137
Deleting a Registered Name.....	138
Authentication Information.....	140
Registering a User Code.....	140
Changing a User Code.....	142
Deleting a User Code.....	143

---

Displaying the Counter for Each User.....	144
Printing the Counter for Each User.....	145
Printing the Counter for All Users.....	146
Clearing the Number of Prints.....	146
E-mail Destination.....	148
Registering an E-mail Destination.....	148
Changing an E-mail Destination.....	149
Deleting an E-mail Destination.....	151
Registering Folders.....	152
Using SMB to Connect.....	152
Using FTP to Connect.....	158
Using NCP to Connect.....	163
Registering Names to a Group.....	170
Registering a Group.....	170
Adding a Group to Another Group.....	173
Displaying Names Registered in a Group.....	174
Removing a Name from a Group.....	175
Deleting a Group Within Another Group.....	176
Changing a Group Name.....	177
Deleting a Group.....	178
Registering a Protection Code.....	180
Registering a Protection Code to a Single User.....	180
Registering a Protection Code to a Group User.....	181
Registering SMTP and LDAP Authentication.....	183
SMTP Authentication.....	183
LDAP Authentication.....	184
<b>7. Other User Tools</b>	
Changing the Display Language.....	187
Inquiry.....	188
Counter.....	189
Displaying the Total Counter.....	189
<b>8. Appendix</b>	
Copyrights.....	191

---

expat.....	191
NetBSD.....	191
Sablotron.....	193
JPEG LIBRARY.....	194
SASL.....	194
MD4.....	195
MD5.....	195
Samba(Ver 3.0.4).....	195
RSA BSAFE®.....	196
Open SSL.....	196
Open SSH.....	198
Open LDAP.....	202
Heimdal.....	203
IPSTM print language emulations.....	204
<b>INDEX.....</b>	<b>205</b>

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# How to Read This Manual

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## Symbols

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This manual uses the following symbols:

### **Important**

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

### **Note**

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

### **Reference**

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

[ ]

Indicates the names of keys on the machine's display or control panels.

# Display Panel

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

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

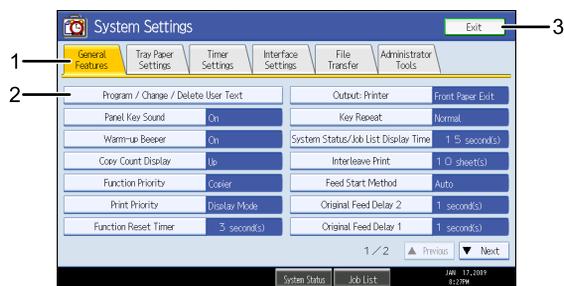
When you select or specify an item on the display panel, it is highlighted like Program / Change. Keys appearing as OK cannot be used.

## ★ 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.



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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.

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# 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. For details about how to quit User Tools menu, see "Quitting User Tools".
- 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.

## 📖 Reference

- p.11 "Quitting User Tools"

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## Changing Default Settings

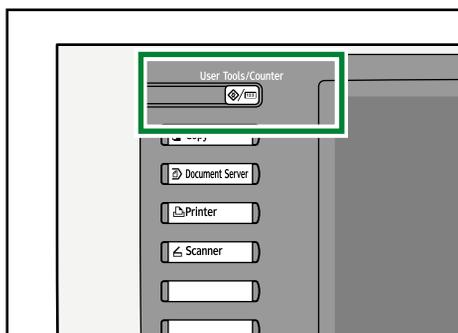
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This section describes how to change the settings of User Tools.

## ★ Important

- If Administrator Authentication Management is specified, contact your administrator.

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



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### 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 [Español].

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

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To check the counter, press [Counter].

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

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

**Note**

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

**Reference**

- p.49 "System Settings"
- p.93 "Copier/Document Server Features"
- p.115 "Printer Features"
- p.125 "Scanner Features"
- p.187 "Other User Tools"

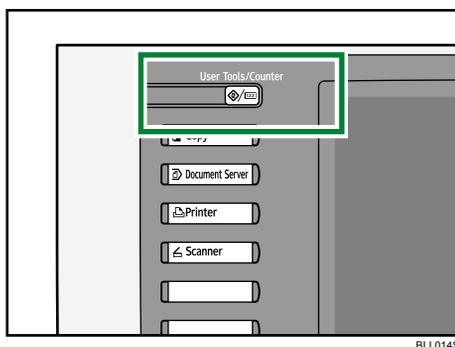
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## Quitting User Tools

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This section describes how to end User Tools.

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



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**Note**

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

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## **Menu Protect**

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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.

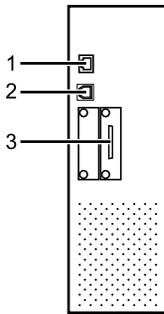
## Connecting to the Interfaces

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

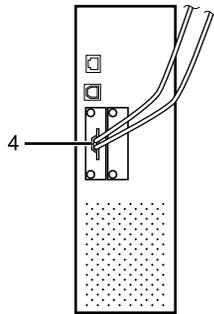
### Caution:

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

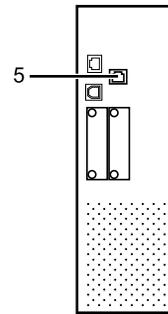
When the IEEE 1284 interface board (optional) is installed.



When the wireless LAN board (optional) is installed.



When the Gigabit Ethernet interface board (optional) is installed.



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

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

### 2. USB2.0 port

Port for connecting the USB2.0 interface cable

### 3. IEEE 1284 ports (optional)

Port for connecting the IEEE 1284 interface cable

### 4. Wireless LAN port (optional)

Port for using the wireless LAN

### 5. Gigabit Ethernet port (optional)

Port for using the 1000BASE-T, 100BASE-TX, or 10BASE-T cable

### ↓ Note

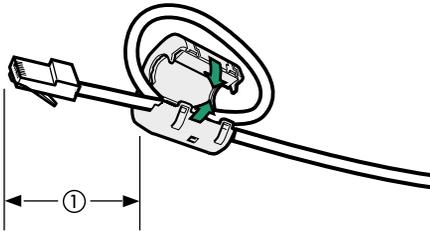
- Some options cannot be attached to the machine if other options are already attached. For details about what combinations of options are possible, contact your sales or service representative.
- If the optional Gigabit Ethernet board is installed, the 10BASE-T/100BASE-TX port on the board cannot be used.

## Connecting to the Ethernet Interface

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

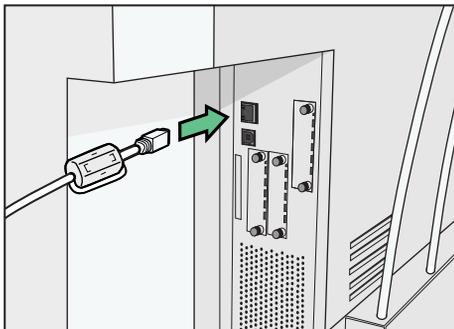
### ★ Important

- If the main power switch is on, turn it off.
  - Use the following Ethernet cables.
    - Unshielded Twisted Pair Cable (UTP) or Shielded Twisted Pair Cable (STP) and Category type 5 or more
1. A ferrite core for the Ethernet interface cable is supplied with this machine. Make a loop in the cable about 3 cm ( 1.2 inch) (1) from the machine end of the cable. Attach the ferrite core.



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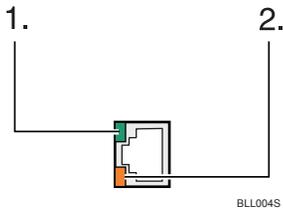
2. Make sure the main power switch of the machine is off.
3. Connect the Ethernet interface cable to the 10BASE-T/100BASE-TX port.



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

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



### 1. Indicator (green)

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

### 2. Indicator (yellow)

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

### ↓ Note

- For details about how to turn on the main power switch, see "Turning On the Power", About This Machine.
- For details about installing the printer driver, see "Preparing the Machine", Printer Reference.

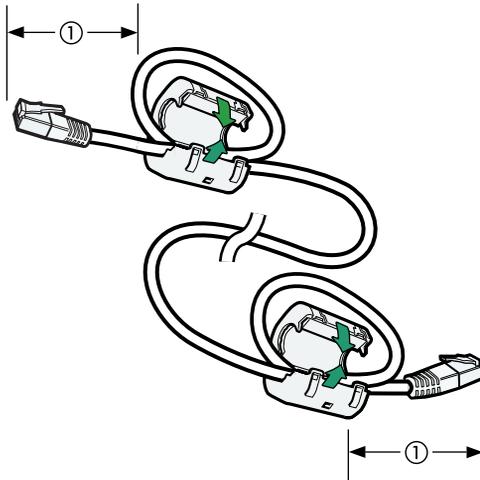
## Connecting to the Gigabit Ethernet Interface

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

### ★ Important

- If the main power switch is on, turn it off.
- Use the following Ethernet cables.
  - When using 100BASE-TX/10BASE-T:  
Unshielded Twisted Pair Cable (UTP) or Shielded Twisted Pair Cable (STP) and Category type 5 or more
  - When using 1000BASE-T:  
Unshielded Twisted Pair Cable (UTP) or Shielded Twisted Pair Cable (STP) and Category type 5e or more

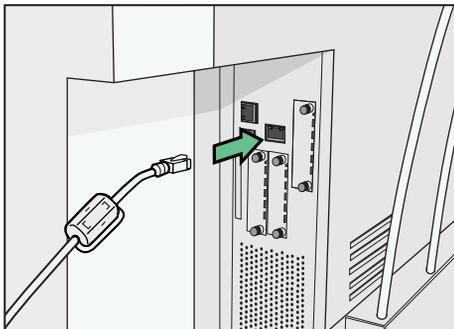
1. Make a loop at both ends of the Ethernet interface cable 3 cm (1.2 inch) (1) from the end, and install the included core.



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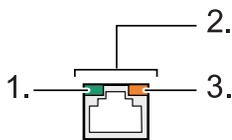
1

2. Make sure the main power switch of the machine is off.
3. Connect the Ethernet interface cable to the Gigabit Ethernet port.



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



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1. Indicator (green)

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

2. Indicators (both yellow and green)

When 1000BASE-T is operating, both LED are lit.

3. Indicator (yellow)

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

**Note**

- If the optional Gigabit Ethernet board is installed, the 10BASE-T/100BASE-TX port on the board cannot be used.
- For details about how to turn on the main power switch, see "Turning On the Power", About This Machine.
- For details about installing the printer driver, see "Preparing the Machine", Printer Reference.

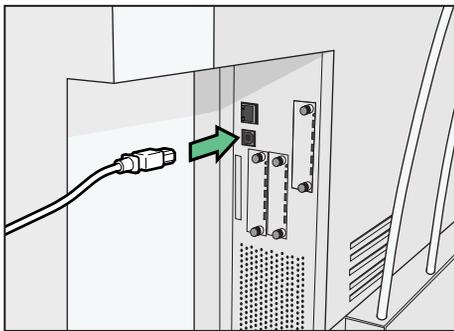
## Connecting to the USB Interface

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

**Caution:**

Properly shielded and grounded cables and connectors must be used for connections to a host computer (and/or peripheral) in order to meet emission limits.

**1. 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 2000 / XP / Vista, 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 USB 1.1 is possible.
- For Mac OS:  
When used with Mac OS X 10.3.3 or higher, a transfer speed of USB 2.0 is supported.
- For details about installing the printer driver, see "Preparing the Machine", Printer Reference.

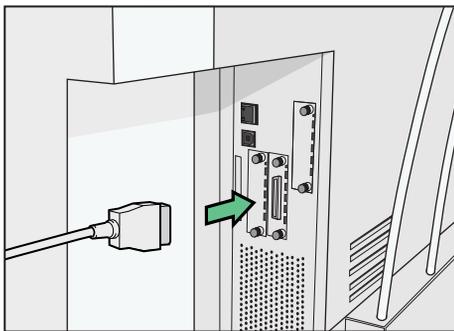
## Connecting to the IEEE 1284 Interface

This section describes how to connect the IEEE 1284 interface cable to the IEEE 1284 interface board.

### Caution:

Properly shielded and grounded cables and connectors must be used for connections to a host computer (and/or peripheral) in order to meet emission limits.

1. **Make sure the main power switch of the machine is off.**
2. **Turn off the main power switch of the host computer.**
3. **Connect the IEEE 1284 interface cable to the IEEE 1284 port.**



4. **Connect the other end of the cable into the interface connector on the host computer.**  
Check the shape of the connector to the computer. Connect the cable firmly.
5. **Turn on the main power switch of the machine.**
6. **Turn on the host computer.**

When using Windows 2000/XP/Vista and Windows Server 2003, a printer driver installation screen might appear when the computer is turned on. If this happens, click [Cancel] on the screen.

### ↓ Note

- For details about how to turn on the main power switch, see "Turning On the Power", About This Machine.
- For details about installing the printer driver, see "Preparing the Machine", Printer Reference.

## Connecting to the Wireless LAN Interface

This section describes how to connect to the wireless LAN interface.

### Note

- Check the settings of the IPv4 address and subnet mask or IPv6 address 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 a wireless LAN interface, you must select [Wireless LAN] in [LAN Type].

### Reference

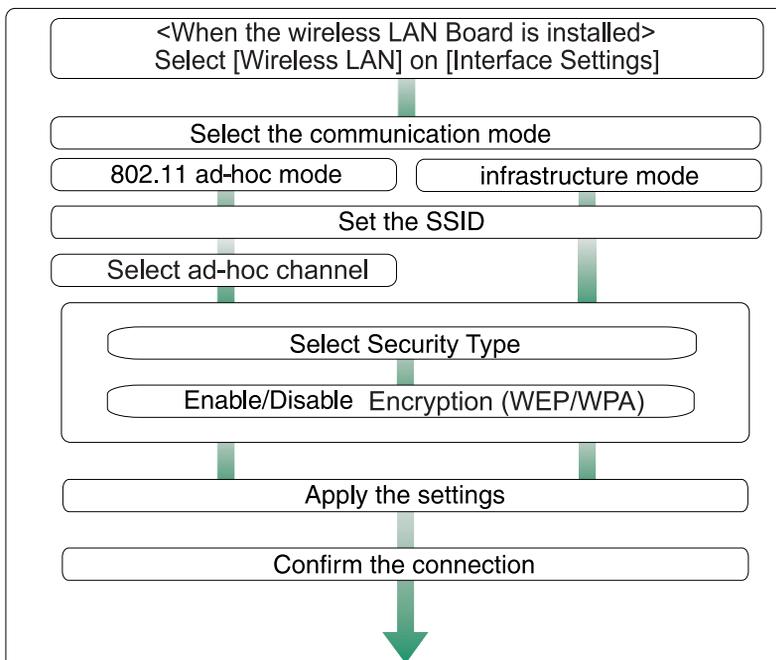
- p.61 "Interface Settings"

## Setup Procedure

This section describes how to setup wireless LAN interface.

Set up wireless LAN according to the following procedure:

### ■ Wireless LAN setup procedure



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**Note**

- Select [802.11 Ad-hoc Mode] when connecting Windows XP as a wireless LAN client using Windows XP standard driver or utilities, or when not using the infrastructure mode.
- When [802.11 Ad-hoc Mode] is selected in Communication mode, select the channel for [Ad-hoc Channel]. Set a channel that matches the type of wireless LAN being used. For details about setting the Ad-hoc Channel, see "Wireless LAN".
- 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. If you select [WPA] or [WPA2], authentication settings and certificate installation settings are required. For details about setting methods, see "Configuring WPA/WPA2", Network Guide.
- For details about how to specify wireless LAN settings from the control panel on the machine, see "Wireless LAN".
- 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".

**Reference**

- p.40 "Using Utilities to Make Network Settings"
- p.65 "Wireless LAN"

## Checking the Signal

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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].
2. Press [Interface Settings].
3. Press [Wireless LAN].
4. Press [Wireless LAN Signal].  
The machine's radio wave status appears.
5. After checking radio wave status, press [Exit].
6. Press the [User Tools/Counter] key.

**Reference**

- p.10 "Accessing User Tools"

# Network Settings Required to Use the Printer

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

## ★ Important

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

## Ethernet

This section lists the settings required for using the printer with an Ethernet connection.

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

Menu	User Tool	Setting Requirements
Interface Settings/Network	Machine IPv4 Address	Necessary
Interface Settings/Network	IPv4 Gateway Address	As required
Interface Settings/Network	Machine IPv6 Address	As required
Interface Settings/Network	IPv6 Gateway Address	As required
Interface Settings/Network	IPv6 Stateless Address Autoconfiguration	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	NW Frame Type	As required
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	LAN Type	Necessary

Menu	User Tool	Setting Requirements
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

#### ↓ 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 board is installed. If Ethernet and wireless LAN are both connected, the selected interface has priority.

#### 📖 Reference

- p.61 "Interface Settings"

## Wireless LAN

This section lists the settings required for using the printer with a 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 Autoconfiguration	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary

Menu	User Tool	Setting Requirements
Interface Settings/Network	NCP Delivery Protocol	As required
Interface Settings/Network	NW Frame Type	As required
Interface Settings/Network	SMB Computer Name	As required
Interface Settings/Network	SMB Work Group	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
Interface Settings/Network	Machine Name	As required
Interface Settings/ Wireless LAN	Communication Mode	Necessary
Interface Settings/ Wireless LAN	SSID Setting	As required
Interface Settings/ Wireless LAN	Ad-hoc Channel	As required
Interface Settings/ Wireless LAN	Security Method	As required

#### ↓ Note

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

#### 📖 Reference

- p.61 "Interface Settings"

# Network Settings Required to Use E-mail Function

1

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

## ★ Important

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

## Ethernet

This section lists the settings required for 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	Necessary
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

Menu	User Tool	Setting Requirements
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 are connected, the selected interface takes precedence.
- When POP before SMTP is set to [On], 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.

#### 📖 Reference

- p.61 "Interface Settings"
- p.69 "File Transfer"

## Wireless LAN

This section lists the settings required for sending e-mail with a 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	Necessary
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required

Menu	User Tool	Setting Requirements
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/ Wireless LAN	Communication Mode	Necessary
Interface Settings/ Wireless LAN	SSID Setting	As required
Interface Settings/ Wireless LAN	Ad-hoc Channel	As required
Interface Settings/ Wireless LAN	Security Method	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 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.

**Reference**

- p.61 "Interface Settings"
- p.69 "File Transfer"

# Network Settings Required to Use Scan to Folder Function

This section lists the network settings required for sending files.

## ★ Important

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

## Ethernet

This section lists the settings required for 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	Necessary
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

Menu	User Tool	Setting Requirements
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 are connected, the selected interface takes precedence.

#### 📖 Reference

- p.61 "Interface Settings"
- p.69 "File Transfer"

## Wireless LAN

This section lists the settings required for sending files with a 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	Necessary
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/ Wireless LAN	Communication Mode	Necessary

Menu	User Tool	Setting Requirements
Interface Settings/ Wireless LAN	SSID Setting	As required
Interface Settings/ Wireless LAN	Ad-hoc Channel	As required
Interface Settings/ Wireless LAN	Security Method	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].
- [Wireless LAN] and [LAN Type] are displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN are connected, the selected interface takes precedence.

#### 📖 Reference

- p.61 "Interface Settings"
- p.69 "File Transfer"

# Network Settings Required to Use the Network Delivery Scanner

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

## ★ Important

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

## Ethernet

This section lists the settings required for delivering data to the 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	Necessary
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].
- [Wireless LAN] and [LAN Type] are displayed when the wireless LAN interface board is installed. If both Ethernet and wireless LAN are connected, the selected interface takes precedence.
- If Delivery Option is set to [On], check that IPv4 Address is specified.

**Reference**

- p.61 "Interface Settings"
- p.69 "File Transfer"

**Wireless LAN**

This section lists the settings required for delivering data to the network with a 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/ Wireless LAN	Communication Mode	Necessary
Interface Settings/ Wireless LAN	SSID Setting	As required

Menu	User Tool	Setting Requirements
Interface Settings/ Wireless LAN	Ad-hoc Channel	As required
Interface Settings/ Wireless LAN	Security Method	As required
File Transfer	Delivery Option	Necessary
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].
- [Wireless LAN] and [LAN Type] are displayed when the wireless LAN interface board is installed. When both Ethernet and wireless LAN are connected, the selected interface takes precedence.
- If Delivery Option is set to [On], check that IPv4 Address is specified.

#### 📖 Reference

- p.61 "Interface Settings"
- p.69 "File Transfer"

# Network Settings Required to Use Network TWAIN Scanner

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

## ★ Important

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

## Ethernet

This section lists the settings required for using the network TWAIN Scanner 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	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

## ↓ 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 are connected, the selected interface takes precedence.

### Reference

- p.61 "Interface Settings"

## Wireless LAN

This section lists the settings required for using the network TWAIN Scanner a 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/Network	Communication Mode	Necessary
Interface Settings/ Wireless LAN	SSID Setting	As required
Interface Settings/ Wireless LAN	Ad-hoc Channel	As required
Interface Settings/ Wireless LAN	Security Method	As required

 **Note**

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

 **Reference**

- p.61 "Interface Settings"

# Network Settings Required to Use Document Server

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

## ★ Important

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

## Ethernet

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

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

Menu	User Tool	Setting Requirements
Interface Settings/Network	Host Name	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 are connected, the selected interface takes precedence.

#### 📖 Reference

- p.61 "Interface Settings"

## Wireless LAN

This section lists the settings required for using the Document Server function with a 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 Autoconfiguration	As required
Interface Settings/Network	DNS Configuration	As required
Interface Settings/Network	DDNS Configuration	As required
Interface Settings/Network	Domain Name	As required
Interface Settings/Network	WINS Configuration	As required
Interface Settings/Network	Effective Protocol	Necessary
Interface Settings/Network	LAN Type	Necessary
Interface Settings/Network	Permit SNMPv3 Communication	As required

Menu	User Tool	Setting Requirements
Interface Settings/Network	Permit SSL/TLS Communication	As required
Interface Settings/Network	Host Name	As required
Interface Settings/ Wireless LAN	Communication Mode	Necessary
Interface Settings/ Wireless LAN	SSID Setting	As required
Interface Settings/ Wireless LAN	Ad-hoc Channel	As required
Interface Settings/ Wireless LAN	Security Method	As required

#### Note

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

#### Reference

- p.61 "Interface Settings"

# 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

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

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## Interface Settings

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This section describes how to make Interface settings using utilities.

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

### **[Network] → [Machine IPv4 Address] → [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] → [DNS Configuration] → [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] → [Domain Name] → [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] → [Domain Name] → [Specify] → "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] → [WINS Configuration] → [On] → "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] → [WINS Configuration] → [On] → "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] → [WINS Configuration] → [On] → "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] → [WINS Configuration] → [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: Can 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] → [Effective Protocol] → "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] → [Effective Protocol] → "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] → [NCP Delivery Protocol] → [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] → [NCP Delivery Protocol] → [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] → [NCP Delivery Protocol] → [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] → [NCP Delivery Protocol] → [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] → [NW Frame Type] → [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] → [NW Frame Type] → [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] → [NW Frame Type] → [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.

**[Network] → [NW Frame Type] → [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] → [NW Frame Type] → [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] → [LAN Type] → [Wireless LAN]**

- 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 / Cleartext]**

- 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 / Cleartext]**

- 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.

**[Wireless LAN] → [Communication Mode] → [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.

**[Wireless LAN] → [Communication Mode] → [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.

**[Wireless LAN] → [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.

**[Wireless LAN] → [Ad-hoc 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.

**[Wireless LAN] → [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.

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## **File Transfer**

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

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

**[File Transfer] → [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] → [Reception Protocol] → [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] → [Reception Protocol] → [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] → [Reception Protocol] → [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.

**[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] → [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

2

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

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

#### Program / Change / Delete User Text

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

You can register up to 40 entries.

- Program / Change
  1. Press [System Settings].
  2. Check that [General Features] is selected.
  3. Press [Program / Change / Delete User Text].
  4. Check that [Program / Change] is selected.
  5. Select the user text you want to change.
    - To program new user text, press [**\*Not Programmed**].
  6. Enter the user text, and then press [OK].
    - Enter the user text using up to 80 characters.
  7. Press [Exit].
  8. Press the [User Tools/Counter] key.
- Delete
  1. Press [System Settings].
  2. Check that [General Features] is selected.
  3. Press [Program / Change / Delete User Text].
  4. Press [Delete].
  5. Select the user text you want to delete.
  6. Press [Yes].
  7. Press [Exit].
  8. Press the [User Tools/Counter] key.

#### Panel Key Sound

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

The default setting is **On**.

### **Warm-up Beeper (copier/Document Server)**

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

The default setting is **On**.

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

### **Copy Count Display (copier/Document Server)**

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

The default setting is **Up**.

### **Function Priority**

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

The default setting is **Copier**.

### **Print Priority**

Print Priority is given to the mode selected.

The default setting is **Display Mode**.

### **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.

### **Output: Printer (printer)**

Specify a tray to which documents are delivered.

The default setting is **Front Paper Exit**.

### **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**.

### 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.

### 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.

### Feed Start Method

Specify whether feeding starts automatically or after pressing the [Start] key.

The default setting is **Auto**.

### 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.

### Original Feed Delay 1

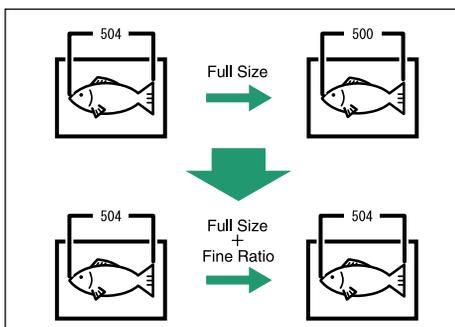
Specify the duration of delay before an original is fed into the machine after being set. If originals frequently feed in slanted, or you are using special originals, set the delay accordingly.

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

The time can be set from 0 to 5 seconds.

### 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).



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The default setting is Vertical: **0.0%** / Horizontal: **0.0%**.

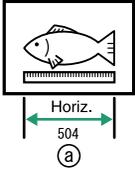
Specify the ratio between -1.0% and 1.0% (in 0.1% increments).

To set the Fine Ratio setting, measure the length of the original and the copy image to calculate the ratio.

**Calculating the Correction Value (%)**

Example)

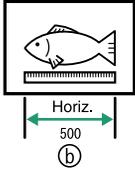
Original



(a)

➔

Copy



(b)

To copy at the same size as the original

$$\frac{(a - b)}{b} \times 100 = \text{correction value(\%)}$$

... For the example above:

$$\frac{(504 - 500)}{500} \times 100 = 0.8\%$$

↓

Set the correction value (horizontal) to 0.8%.

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### 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".

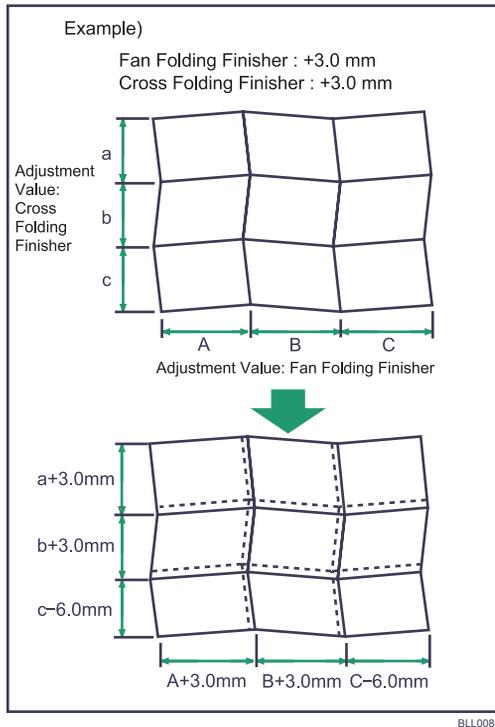
### Fold Width Fine Adjustment

Adjusts the fold width.

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

"Adjustment Value: Cross Folding Finisher" adjusts the Cross Fold width (shown as a, b, and c in the figure below).

This menu appears only when the fan folding finisher or cross folding finisher is installed.

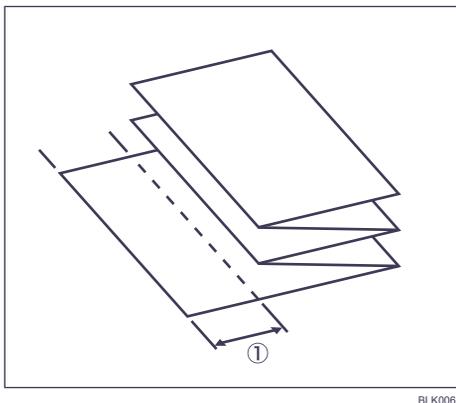


The default setting is **0.0 mm** (Metric version) / **0.00"** (Inch version).

Enter a value in 0.5 mm (0.02") units in the ranging from -6.0 mm (-0.24") to 6.0 mm (0.24").

### Margin Fold Margin Adjustment

Adjust the margin width ((1) in the figure below) when [Fan Fold 8<sup>1</sup>/<sub>2</sub>inch (Margin Fold)] or [Fan Fold] is selected.



This menu appears only when the fan folding finisher or cross 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 (0.01") units in the ranging from 35 mm (1.00") to 40 mm (1.50").

### Program Fold 1

Specify the "Programmed Fold 1" fold type for each paper size.

This menu appears only when the cross folding finisher is installed.

Specify "Special Fold 1", "Special Fold 2" at the cross folding finisher.

### Preview Area Settings

Specify the default settings of preview area, area size, and orientation for previewing stored document at the control panel.

This setting is effective when a preview of an enter image cannot be displayed due to document size.

### Paper Size Standard for Cut Paper

Specify "Engineering" or "Architecture" as the default paper size detect method.

The default setting is **Architecture**.

#### Reference

- p.10 "Accessing User Tools"

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## Output Tray Settings

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#### Important

- If the folding finisher is installed and a folding option is selected, either the front 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 **Tray 3**.

### Paper Tray Priority: Printer (printer)

Specify the tray to supply paper for output.

The default setting is **Tray 1**.

### Tray Paper Size: Tray 1-4

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

[Tray Paper Size: Tray 3] and [Tray Paper Size: Tray 4] appear only when the optional paper roll tray or cut paper tray is installed.

- When paper roll 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, 680 mm, 660 mm, 625 mm, 620 mm, 490 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 cut paper tray is installed

Auto Detect, 18×24□, 17×22□, 12×18□, 12×18□, 12×14<sup>1</sup>/<sub>2</sub>□, 11×17□, 11×17□, 11×15□, 11×14□, 11×14□, 9×12□, 9×12□, 8<sup>1</sup>/<sub>2</sub>×14□, 8<sup>1</sup>/<sub>2</sub>×14□, 8<sup>1</sup>/<sub>2</sub>×13□, 8<sup>1</sup>/<sub>2</sub>×12□, 8<sup>1</sup>/<sub>2</sub>×12□, 8<sup>1</sup>/<sub>2</sub>×11□, 8<sup>1</sup>/<sub>2</sub>×11□, A2□, A3□, A3□, A4□, A4□, B3 JIS□, B4 JIS□, B4 JIS□,

The default settings for Tray 1-4 are **Auto Detect**.

### Printer Bypass Paper Size

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

- The paper sizes you can set for paper bypass are as follows:

36×48□, 34×44□, 30×42□, 24×36□, 24×36□, 22×34□, 22×34□, 21×30□, 18×24□, 18×24□, 17×22□, 17×22□, 12×18□, 12×18□, 12×14<sup>1</sup>/<sub>2</sub>□, 11×17□, 11×17□, 11×15□, 11×14□, 11×14□, 9×12□, 9×12□, 8<sup>1</sup>/<sub>2</sub>×14□, 8<sup>1</sup>/<sub>2</sub>×12□, 8<sup>1</sup>/<sub>2</sub>×11□, 8<sup>1</sup>/<sub>2</sub>×11□, A0□, A1□, A1□, A2□, A2□, A3□, A3□, A4□, A4□, B1 JIS□, B2 JIS□, B2 JIS□, B3 JIS□, B3 JIS□, B4 JIS□, B4 JIS□,

Custom Size

The default setting is 12×18□.

You can specify a custom size of between 182.0-2000.0mm (7.17"-78.74") vertically, and between 210.0-914.4mm (8.27"-36.00") horizontally.

### Paper Type: Paper Bypass

Set 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**.

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

### Paper Type: Tray 1-4

Set 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.

[Tray Paper Size: Tray 3] and [Tray Paper Size: Tray 4] appear only when the optional paper roll tray or cut paper tray is installed.

- The paper types you can set 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**.

When cut paper tray is installed, you cannot select [Film].

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

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

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

### 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> (29.3 lb)	90 g/m <sup>2</sup> (23.9 lb)	70 g/m <sup>2</sup> (18.6 lb)	60 g/m <sup>2</sup> (15.9 lb)	50 g/m <sup>2</sup> (13.3 lb)
Recycled Paper	110 g/m <sup>2</sup> (29.3 lb)	90 g/m <sup>2</sup> (23.9 lb)	70 g/m <sup>2</sup> (18.6 lb)	60 g/m <sup>2</sup> (15.9 lb)	50 g/m <sup>2</sup> (13.3 lb)
Translucent Paper	70 - 90 g/m <sup>2</sup> (18.6 - 23.9 lb)	70 - 80 g/m <sup>2</sup> (18.6 - 21.3 lb)	70 - 80 g/m <sup>2</sup> (18.6 - 21.3 lb)	50 - 70 g/m <sup>2</sup> (13.3 - 18.6 lb)	Hemmed paper
Film	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 → 2 → 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 → 4 → 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 take 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."

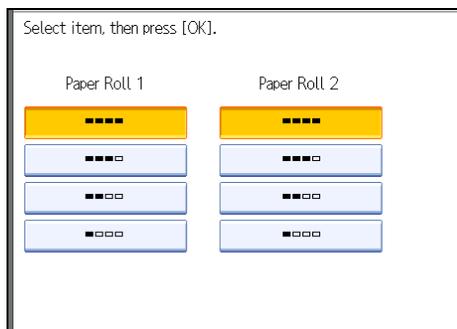
### Paper Volume

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.



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

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

The default setting is **14 min.**

Auto Off may not work when error messages appear.

The machine may not shift to "Sleep mode" at the set time, if the main power switch has just been turned on and functions other than copier function are still in the process of starting up.

## 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.

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

The default setting is **On, 1 minute(s)**.

## System Auto Reset Timer

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

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

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

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

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

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

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

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

### Printer Auto Reset Timer (printer)

Specifies the time to elapse before the printer function resets.

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

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

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

### Scanner Auto Reset Timer (scanner)

Specifies the time to elapse before the scanner function resets.

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

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

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

### Set Date

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

To change between year, month, and day, press [←] and [→].

### 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 [←] and [→].

### Auto Logout Timer

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

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

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

### Reference

- p.10 "Accessing User Tools"

# Interface Settings

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

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

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## Network

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2

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

### Machine IPv4 Address

Specify the machine's IPv4 network address.

The default setting is **Auto-Obtain (DHCP)**.

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

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

The physical address (MAC address) also appears.

### IPv4 Gateway Address

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

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

The default setting is **000.000.000.000**.

### Machine IPv6 Address

Displays the machine's IPv6 network address.

- Link-local Address  
The machine's specified link-local address appears.
- Manual Configuration Address  
The machine's manually configured address appears.
- Stateless Address: 1-5  
The specified stateless address appears.

### IPv6 Gateway Address

Displays the machine's IPv6 gateway address.

### IPv6 Stateless Address Autoconfiguration

Specify IPv6 Stateless Address Autoconfiguration.

The default setting is **Active**.

### DNS Configuration

Make settings for the DNS server.

The default setting is **Auto-Obtain (DHCP)**.

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

### DDNS Configuration

Specify the DDNS settings.

The default setting is **Active**.

### IPSec

Specify the machine's IPSec function Active/Inactive.

The default setting is **Inactive**.

### Domain Name

Specify the domain name.

The default setting is **Auto-Obtain (DHCP)**.

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

### WINS Configuration

Specify the WINS server settings.

The default setting is **Off**.

If [On] is selected, enter the WINS Server IPv4 address as "xxx.xxx.xxx.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 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.

## 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.

The default setting is **Auto Select**.

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

	10Mbps Half Duplex	10Mbps Full Duplex	100Mbps Half Duplex	100Mbps Full Duplex	Auto Select
10Mbps Half Duplex	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
10Mbps Full Duplex	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
100Mbps Half Duplex	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
100Mbps Full Duplex	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Auto Select	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## LAN Type

When you have installed the IEEE 802.11 a/g 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 802.11a/g (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 "Active".
- Check that the machine with assigned IPv4 address is connected to the network.
- There is a possibility that the same IPv4 address is used for the specified equipment.

### **Permit SNMPv3 Communication**

Set the encrypted communication of SNMPv3.

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

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

### **Permit SSL / TLS Communication**

Set the encrypted communication of SSL/TLS.

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

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

### **Host Name**

Specify the host name.

Enter the host name using up to 63 characters.

### **Machine Name**

Specify the machine name.

Enter the machine name using up to 31 characters.

---

## **Parallel Interface**

---

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

[Parallel Interface] is displayed when this machine is installed with the IEEE 1284 interface board.

### **Parallel Timing**

Sets the timing for the control signal of the parallel interface.

Normally, you do not need to change this setting.

The default setting is **ACK Outside**.

### **Parallel Communication Speed**

Sets the communication speed for the parallel interface. If the speed is too high, data may not be transferred smoothly. If this happens, change the setting to "Standard".

The default setting is **High Speed**.

### Selection Signal Status

Sets the level for the select signal of the parallel interface.

The default setting is **High**.

### Input Prime

Sets whether to validate or invalidate the input prime signal upon reception.

Normally, you do not need to change this setting.

The default setting is **Inactive**.

### Bidirectional Communication

Sets the printer's response mode to a status acquisition request when using a parallel interface. If you experience problems using another manufacturer's machine, set this to "Off".

The default setting is **On**.

When set to [Off], the bidirectional communication function will be disabled, and the printer driver will not be installed under Windows Auto Detect function.

### Signal Control

Specifies how error during printing is to be dealt with.

Normally, you do not need to change this setting.

The default setting is **Job Acceptance Priority**.

---

## Wireless LAN

---

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

[Wireless LAN] 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 802.11 ad hoc mode, "ASSID" appears.

### Ad-hoc Channel

Specify the channel to use when [802.11 Ad-hoc Mode] has been selected. Set the channel that matches the type of wireless LAN being used.

The following channels are available:

- IEEE 802.11 a/b/g Wireless LAN
  - Frequency range:
    - 2412 - 2472 MHz (1 - 13 channels)
    - 5180 - 5320 MHz (36, 40, 44, 48, 52, 56, 60, and 64 channels)
- IEEE 802.11 b/g Wireless LAN
  - Frequency range:
    - 2412 - 2462 MHz (1 - 11 channels)

The default setting is **11**.

The channel in use might differ depending on the country.

### Security Method

Specifies the encryption of the IEEE 802.11 a/g (wireless LAN).

The default setting is **Off**.

If you select [WEP], always enter the 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 the 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 selected "WPA-PSK" or "WPA2-PSK", enter the pre-shared key (PSK) of 8- 63 characters.

When "WPA" or "WPA2" are selected, authentication settings and certificate installation settings are required. For details about setting methods, see "Configuring WPA/WPA2", Network Guide.

## 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].

## Restore Factory Defaults

You can return the wireless LAN settings to their defaults.

### Reference

- p.10 "Accessing User Tools"

## Print List

This section describes how to print the configuration page.

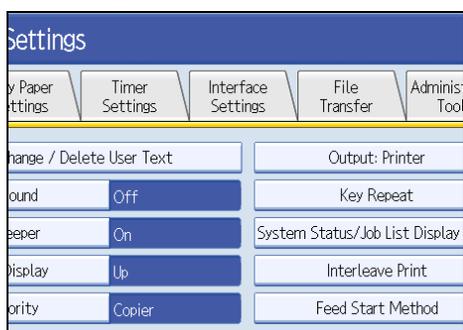
You can check items related to the network environment.

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

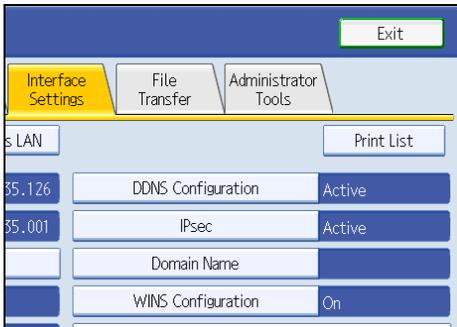
### 1. Press [System Settings].



### 2. Press [Interface Settings].



**3. Press [Print List].**



2

**4. Press the [Start] key.**

The configuration page is printed.

**5. Press [Exit].**

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

**↓ Note**

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

# File Transfer

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

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

## 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 IP Address

Specify the capture server IPv4 address.

This setting appears when the media link board is installed, and when 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.

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

## SMTP Authentication

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

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

The default setting is **Off**.

- Enter the user name using up to 191 characters.  
Spaces cannot be entered. Depending on the SMTP server type, "realm" must be specified. Add "@" after the user name, as in "user name@realm".
- Enter the E-mail address using up to 128 characters.
- Enter the password using up to 128 characters.  
Spaces cannot be entered.
- Select Encryption as follows:

"Encryption"-[Auto]

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

"Encryption"-[On]

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

"Encryption"-[Off]

Use if the authentication method is PLAIN, or LOGIN.

### POP before SMTP

Specify POP authentication (POP before SMTP).

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

The default setting is **Off**.

If you set POP before SMTP to [On], specify the waiting time after authentication, user name, 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 the 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 Internet e-mail 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**.

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 receiving 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.

2

### 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 128 characters.

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

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

- Program / Change:

1. Press [System Settings].
2. Press [File Transfer].
3. Press [Program / Change / Delete E-mail Message].
4. Check that [Program / Change] is selected.
5. Press [\*Not Programmed].

To change the registered e-mail message, select the e-mail message to change.

6. Press [Change] under the "Name".
7. 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 [▼] in "Select Line to Edit:".

9. Enter the text, and then press [OK].

Enter up to five lines of text. Each line can consist of up to 80 characters.

10. Press [OK].

11. Press [Exit].

- Delete:

1. Press [System Settings].

2. Press [File Transfer].
3. Press [Program / Change / Delete E-mail Message].
4. Press [Delete].
5. Select the e-mail message to delete.  
The confirmation message about deleting appears.
6. Press [Yes].
7. Press [Exit].

### 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.

### Reference

- p.10 "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.

2

## 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.

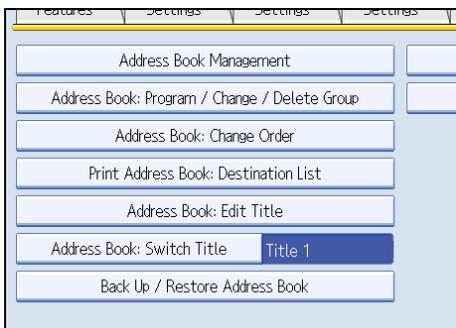
### Address Book: Change Order

Changes the order of registered names.

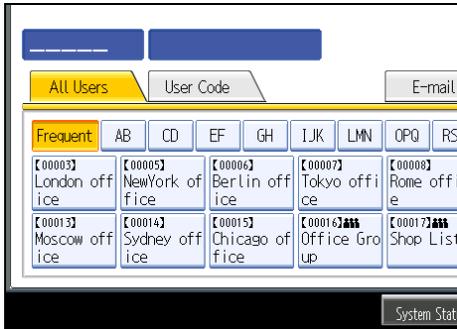
You can rearrange the order of items on the same page, but you cannot move items to another page.

For example, you cannot move an item from "PLANNING" ([OPQ]) to "DAILY" ([CD]).

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

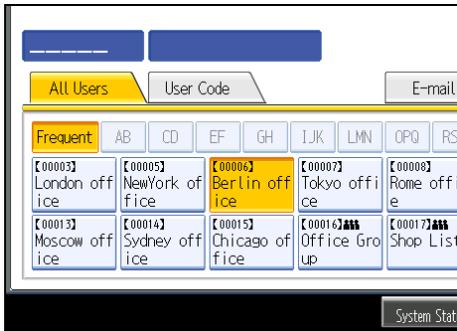


4. Press the name key to be moved.



You can select a name using the number keys.

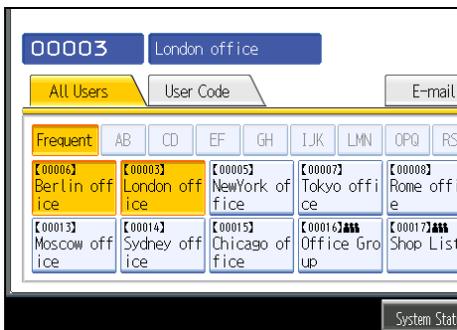
5. Press the name key in place you want to move it to.



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

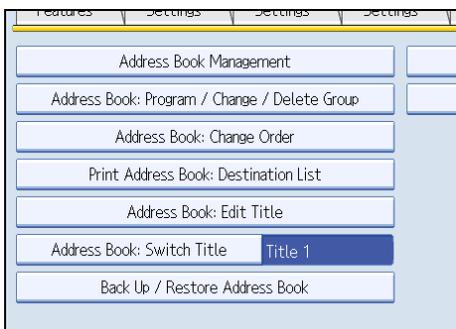
You can print the destination list registered in the Address Book.

- 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.

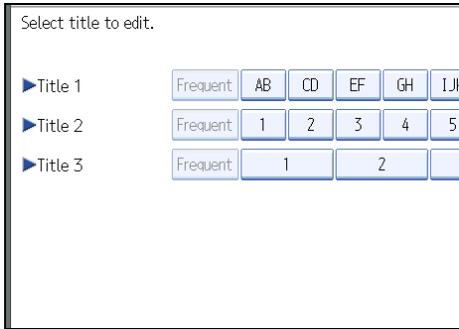
### Address Book: Edit Title

You can edit the title to easily find a user.

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



4. Press the title key you want to change.



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

### Address Book: Switch Title

Specifies the title to select a name.

The default setting is **Title 1**.

### 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.

- 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.

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

### Display / Print Counter

Allows you to view and print the number of prints.

- Display / Print Counter  
Displays the number of prints for each function (Total, Copier, Printer, Send / TX Total Colour, Send / TX Total Black & White, Scanner Send Colour, Scanner Send Black & White).
- Print Counter List  
Prints out a list of the number of prints made under each function.

## Display / Clear / Print Counter per User

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

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

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

- Print Counter List for All Users  
Prints the counter value for all the users.
- Clear Counter List for All Users  
Resets the counter value for all the users.
- Print Counter List per User  
Prints the counter value for each user.
- Clear Counter List per User  
Resets the counter value for each user.
- Select All on the Page  
Select all the users on the page.

## User Authentication Management

- User Code Auth.  
Using User Code Authentication, you can limit the available functions and supervise their use.  
When using User Code Authentication, register the user code.  
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
  - Document Server
  - Printer
  - Printer: PC Control
  - Scanner
  - Printer Job Authentication: Entire, Simple (Limitation), Simple (All)
- Basic Auth.
- Windows Auth.
- LDAP Auth.
- Integration Svr. Auth.
- Off

The default setting is **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 the 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 [Off], documents are not automatically deleted.

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

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

### **Delete All Files in Document Server**

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

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

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

### **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 e-mail 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

This function supports LDAP Version 2.0 and 3.0.

To use the LDAP server, select [On] under LDAP Search.

For details about how to program the LDAP Server, see "Programming the LDAP server".

### **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**.

### **Program / Change / Delete Realm**

Program the realm to be used for Kerberos authentication.

- Realm Name
- KDC Server Name
- Domain Name

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

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

### **Firmware Version**

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

### **Network Security Level**

For details about this function, consult your administrator.

### **Auto Erase Memory Setting**

For details about this function, consult your administrator.

### **Erase All Memory**

For details about this function, consult your administrator.

### **Delete All Logs**

For details about this function, consult your administrator.

### **Transfer Log Setting**

For details about this function, consult your administrator.

### **Data Security for Copying**

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.

2

### Machine Data Encryption Settings

For details about this function, consult your administrator.

#### Reference

- p.10 "Accessing User Tools"
- p.83 "Programming the LDAP server"
- p.89 "Programming the Realm"
- p.131 "Address Book"
- p.145 "Printing the Counter for Each User"
- p.189 "Counter"

# Programming the LDAP server

This section describes how to specify the LDAP server settings.

This function supports LDAP version 2.0 and 3.0.

Program the LDAP server to find e-mail destinations in the LDAP server Address Book directly.

This function is possible when sending scan files by e-mail 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

If [Kerberos Authentication] is selected be sure to set the "User Name", "Password", and the "Realm Name".

If [Digest Authentication] or [Cleartext Authentication] is selected be sure to set the "User Name" and "Password".

To use the LDAP server in Administrator Tools, select [On] under "LDAP Search".

The LDAP version 2.0 does not support Digest Authentication.

To select Kerberos Authentication, a realm must be registered in advance.

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## Programming the LDAP server

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This section describes how to program the LDAP server.

1. Press [System Settings].
2. Press [Administrator Tools].
3. Press [▼Next] twice.
4. 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].
7. Press [Change] under "Name".
8. Enter the name, and then press [OK].
9. Press [Change] under "Server Name".

**10. Enter the server name, and then press [OK].****11. 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.

**12. Enter the search base, and then press [OK].**

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.

**13. Press [Change] under "Port Number".**

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

**14. 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".

**15. 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.

**16. Press [▼Next].****17. Select the authentication method.**

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

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

[Digest Authentication] is available only with LDAP Version3.0.

If you select [Cleartext Authentication], a password is sent to the LDAP server as is, without any encryption processing.

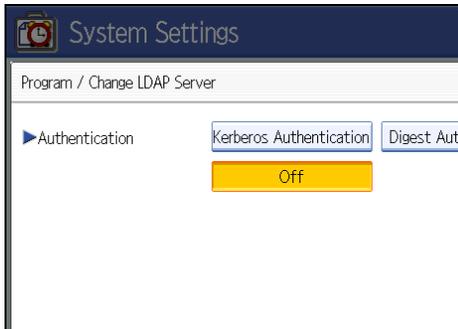
If you select [Digest Authentication], a password is sent using an encryption process that prevents passwords from being revealed during transmission to the LDAP server.

If you select [Kerberos Authentication], a password is sent using an encryption process that prevents passwords from being revealed during transmission to the KDC server where authentication occurs.

If you select [Off], proceed to step 23.

If you select [Digest Authentication] or [Cleartext Authentication], proceed to step 18 to 21, and then proceed to step 23.

If you select [Kerberos Authentication], proceed to step 18 to 22, and then proceed to step 23.



**18. Press [Change] under "User Name".**

When [Kerberos Authentication], [Digest Authentication], or [Cleartext Authentication] 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.

**19. 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

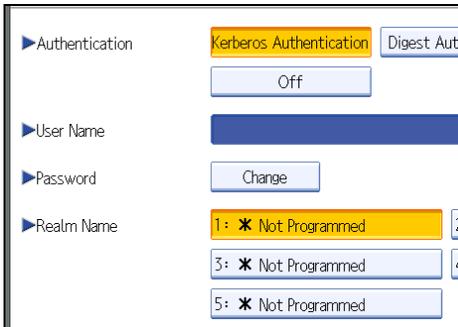
**20. Press [Change] under "Password".**

**21. 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.

If you select [Digest Authentication] or [Cleartext Authentication], proceed to step 23.

**22. Select the Realm.****23. Press [Connection Test].**

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

**24. Press [Exit].**

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

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

**25. Press [▼Next].****26. 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".**

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

**27. 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 that 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.

**28. Press [▼Next].****29. Press [Change] under "Attribute".****30. 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 that the attribute complies with your server environment before setting it.

**31. Press [Change] under "Key Display".****32. 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

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
EmpLOYEENo.	Beginning Word	End Word	Exact Match

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.

33. Press [OK].
34. Press [Exit].
35. Press the [User Tools/Counter] key.

### Reference

- p.183 "Registering SMTP and LDAP Authentication"

## Changing the LDAP server

This section describes how to change the LDAP server.

1. Press [System Settings].
2. Press [Administrator Tools].
3. Press [▼Next] twice.
4. Press [Program / Change / Delete LDAP Server].
5. Check that [Program / Change] is selected.
6. Select the LDAP server you want to change.

7. Change the settings as necessary.
8. Press [OK] after setting each item.
9. Press [Exit].
10. Press the [User Tools/Counter] key.

## 2

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### Deleting the LDAP server

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This section describes how to delete the programmed LDAP server.

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

# Programming the Realm

This section describes how to specify the Realm settings.

Program the realm to be used for Kerberos authentication.

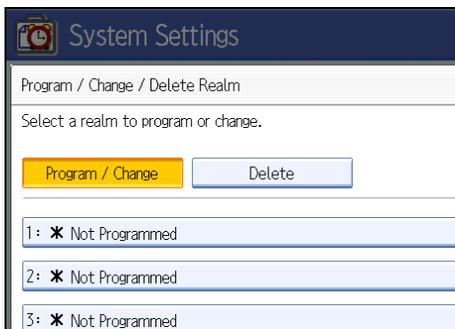
A realm is the network area in which Kerberos authentication is used. After confirming the network environment, specify the necessary items.

You can register up to 5 realms.

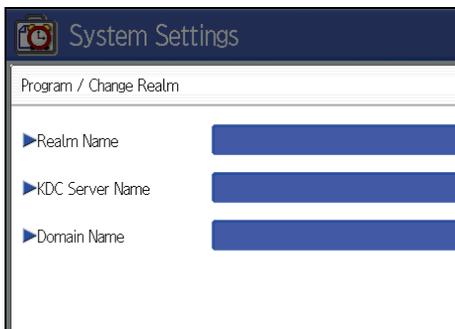
## Programming the Realm

This section describes how to program the Realm.

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



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



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

Enter the realm name, host name, or IPv4 address.

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

**9. Press [Change] under "KDC Server Name".**

**10. Enter the KDC server name, and then press [OK].**

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

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

**11. Press [Change] under "Domain Name".**

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

Enter the domain name, host name, or IPv4 address.

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

**13. Press [OK].**

**14. Press [Exit].**

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

---

## Changing the Realm

---

This section describes how to change the programmed Realm.

**1. Press [System Settings].**

**2. Press [Administrator Tools].**

**3. Press [▼Next] twice.**

**4. Press [Program / Change / Delete Realm].**

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

**6. Select the Realm you want to change.**

**7. To change the realm name, press [Change] under "Realm Name".**

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

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

**9. To change the KDC server name, press [Change] under "KDC Server Name".**

**10. Enter the KDC server name, and then press [OK].**

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

**11. To change the domain name, press [Change] under "Domain Name".**

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

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

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

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## Deleting the Realm

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2

This section describes how to delete the programmed Realm.

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



# 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**.

### Original Photo Type Priority

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

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

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

### 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 Key Sound 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.

#### Reference

- p.10 "Accessing User Tools"

# 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**.

## 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.

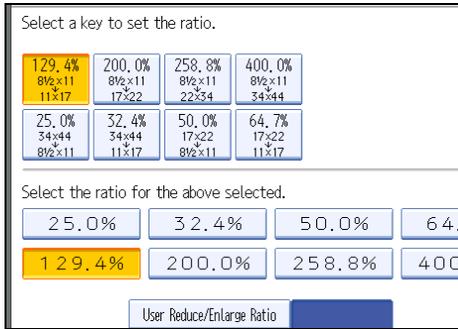
When you select [User Reduce/Enlarge Ratio] on the copier screen, the ratio can be set from 25.0 to 400.0%, using the number keys.

- 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 → A4)
  - 35.4% (A1 → A4, A0 → A3)
  - 50.0% (A2 → A4, A1 → A3)
  - 70.7% (A3 → A4, A1 → A2)
  - 141.4% (A4 → A3, A2 → A1)
  - 200.0% (A4 → A2, A3 → A1)
  - 282.8% (A4 → A1, A3 → A0)
  - 400.0% (A4 → A0)
- Inch version (Engineering):
  - 25.0% (E → A)
  - 32.4% (D → A, E → B)
  - 50.0% (C → A, D → B, E → C)
  - 64.7% (B → A, C → B, D → C, E → D)
  - 129.4% (A → B, B → C, C → D, D → E)
  - 200.0% (A → C, B → D, C → E)
  - 258.8% (A → D, B → E)
  - 400.0% (A → E)
- Inch version (Architecture):
  - 25.0% (E → A)
  - 33.3% (D → A, E → B)
  - 50.0% (C → A, D → B, E → C)
  - 66.7% (B → A, C → B, D → C, E → D)
  - 133.3% (A → B, B → C, C → D, D → E)
  - 200.0% (A → C, B → D, C → E)
  - 266.7% (A → D, B → E)

- 400.0% (A → E)

### Reduce/Enlarge Ratio Priority

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

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

### Magnification Key Display

Specify which scale's reproduction ratios shown on the initial display.

The default setting is **Engineering**.

### 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:

- 34×44
- 22×34
- 17×22
- 11×17
- 8<sup>1</sup>/<sub>2</sub>×11
- 36×48
- 24×36
- 18×24
- 12×18
- 9×12

### Reference

- p.10 "Accessing User Tools"

# Edit

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

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

## 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 7.9" (0.1" increments)

## Erase Border Width

Specify the width of erased border margins using this function.

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

## Erase Original Shadow in Combine

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

The default setting is **On**.

## 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

3



- 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.

From Left to Right	From Top to Bottom

GCAH090E

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:

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

3

### 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:

- Type 1
  - Metric version: Y1: 0 mm to 14,790 mm (1 mm increments), Y2: 210 mm to 15,000 mm (1 mm increments)
  - Inch version: Y1: 0.0" to 582.2" (0.1" increments), Y2: 8.3" to 590.5" (0.1" increments)
- Type 2
  - Metric version: Y1: 0 mm to 29,790 mm (1 mm increments), Y2: 210 mm to 30,000 mm (1 mm increments)
  - Inch version: Y1: 0.0" to 1172.8" (0.1" increments), Y2: 8.3" to 1181.1" (0.1" increments)

#### Reference

- p.10 "Accessing User Tools"
- p.111 "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**.

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## 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 stamp is printed.

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

- Adjust Stamp Position

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

- Metric version:  
"Top Left"-T/B: 4-407mm, L/R: 4-407mm  
"Top Center"-T/B: 4-407mm, L/R: 203-203mm

"Top Right"-T/B: 4-407mm, L/R: 4-407mm  
"Center Left"-T/B: 203-203mm, L/R: 4-407mm  
"Center"-T/B: 203-203mm, L/R: 203-203mm  
"Center Right"-T/B: 203-203mm, L/R: 4-407mm  
"Bottom Left"-T/B: 4-407mm, L/R: 4-407mm  
"Bottom Center"-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 Center"-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"  
"Center Left"-T/B: 8.0"-8.0", L/R: 0.1"-16.0"  
"Center"-T/B: 8.0"-8.0", L/R: 8.0"-8.0"  
"Center 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 Center"-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.

The default setting is **Normal**.

- 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.

- Page to Stamp

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

The default setting is **All Pages**.

## User Stamp

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

### Program / Delete Stamp

You can register, change, or delete user stamps.

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

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

### Stamp Format:1-40

Specify how each registered User Stamps 1 to 40 is printed.

- Stamp Position

Specify where to print the User Stamp.

The default setting is **Top Right**.

- Adjust Stamp Position

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

- Metric version:

"Top Left"-T/B: 4-407mm, L/R: 4-407mm

"Top Center"-T/B: 4-407mm, L/R: 203-203mm

"Top Right"-T/B: 4-407mm, L/R: 4-407mm

"Center Left"-T/B: 203-203mm, L/R: 4-407mm

"Center"-T/B: 203-203mm, L/R: 203-203mm

"Center Right"-T/B: 203-203mm, L/R: 4-407mm

"Bottom Left"-T/B: 4-407mm, L/R: 4-407mm

"Bottom Center"-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 Center"-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"

"Center Left"-T/B: 8.0"-8.0", L/R: 0.1"-16.0"

"Center"-T/B: 8.0"-8.0", L/R: 8.0"-8.0"

"Center 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 Center"-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**.

---

## Date Stamp

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3

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**.

- Adjust Stamp Position

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

- Metric version:
  - "Top Left"-T/B: 4-407mm, L/R: 4-407mm
  - "Top Center"-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 Center"-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 Center"-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 Center"-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**.

### Stamp Position

Specify how each of stamp is printed.

- Stamp Position
 

Specify where to print the stamp.

The default setting is **Top Right**.
- Adjust Stamp Position
 

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

- Metric version:
  - "Top Left"-T/B: 4-407mm, L/R: 4-407mm
  - "Top Center"-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 Center"-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 Center"-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 Center"-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....**

# 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.

## Simplified Screen: Fold Type/Fold Option

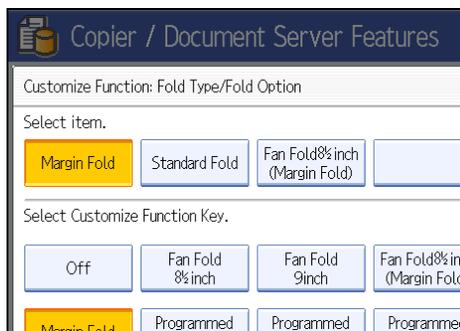
You can select which key is displayed with higher priority for "Fold Type" and "Fold Option" on the Simplified Screen.

The default setting for "Simplified Screen: Fold Type/Fold Option 1" is **Standard Fold**.

The default setting for "Simplified Screen: Fold Type/Fold Option 2" has not been set.

## Customize Function: Fold Type/Fold Option

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



The default setting for "Customize Function: Fold Type/Fold Option 1" is **Margin Fold**.

The default setting for "Customize Function: Fold Type/Fold Option 2" is **Standard Fold**.

The default setting for "Customize Function: Fold Type/Fold Option 3" is **Fan Fold 8<sup>1</sup>/<sub>2</sub>inch (Margin Fold)**.

The default setting for "Customize Function: Fold Type/Fold Option 4" has not been set.

 **Reference**

- p.10 "Accessing User Tools"

# Program/Delete Overlay Format

This section describes how to program / delete Overlay Format.

## ↓ Note

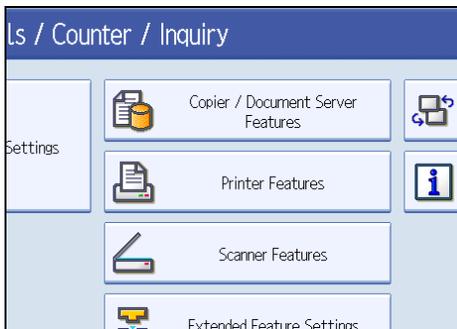
- The maximum size of original size to be stored is A0 (E). You cannot store long length originals.
- For details about Format Overlay, see "Format Overlay", Copier / Document Server Reference.

## Programming an Overlay Format

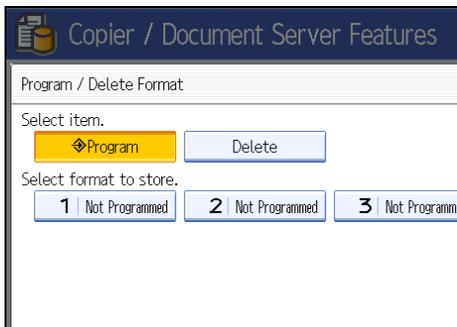
3

This section describes how to program an Overlay Format.

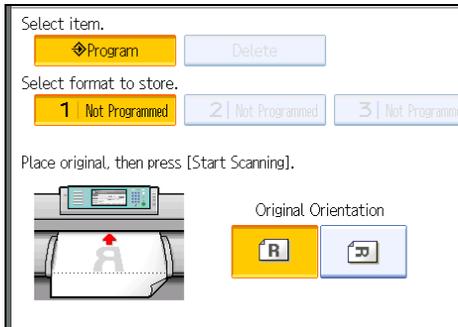
1. Make sure the machine is ready to copy.
2. Press [Copier / Document Server Features].



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



**7. Select the original orientation.**



**8. Place the original, and then press [Start Scanning].**

The original is scanned and stored.

**9. Press [Exit].**

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

---

## 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].**

**3. Press [Edit].**

**4. Press [Program / Delete Format].**

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

**6. Select a format number you want to overwrite.**

**7. Press [Yes].**

You cannot restore a format that has been overwritten.

Press [Stop] if you do not want to overwrite the existing format.

**8. Select the original orientation.**

**9. Place the original, and then press [Start Scanning].**

The original is scanned and stored.

**10. Press [Exit].**

**11. 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.**
2. **Press [Copier / Document Server Features].**
3. **Press [Edit].**
4. **Press [Program / Delete Format].**
5. **Press [Delete].**
6. **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].**
9. **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
Tray Paper Settings	Paper Tray Priority: Copier	Tray 1
Timer Settings	Copier / Document Server Auto Reset Timer	On, 60 second(s)
Administrator Tools	Auto Delete File in Document Server	On, 3 day(s)
Administrator Tools	Delete All Files in Document Server	-

### Reference

- p.49 "System Settings"
- p.93 "Copier/Document Server Features"

## 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 separately in error logs for each job type, up to a maximum of 30 for each log. 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.

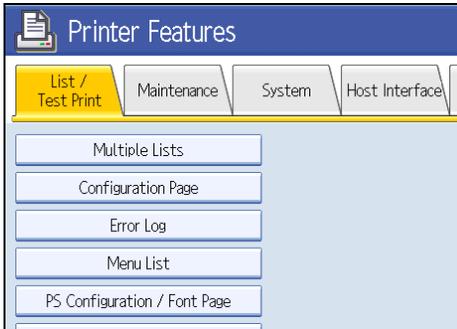
---

### Printing the Configuration Page

---

This section describes how to print the Configuration Page.

1. Press [Printer Features].
2. Press [Configuration Page] on the [List / Test Print].



4

The configuration page is printed.

3. 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.
- Attached 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.

**Reference**

- p.10 "Accessing User Tools"

# 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.10 "Accessing User Tools"

# 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**.

## 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 copies**.

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**.

### 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 paper bypass.

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**.

### Tray Switching

You can set to switch the paper tray.

The default setting is **Off**.

#### Reference

- p.10 "Accessing User Tools"

# 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 second(s)**.

### Reference

- p.10 "Accessing User Tools"

# 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 data **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

- p.10 "Accessing User Tools"

## 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 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 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**.

#### Reference

- p.10 "Accessing User Tools"

# 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 second(s)**.

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.

The default setting is **On**.

- 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.

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.

### **Delete Scanner Journal**

The scanner journal is deleted without being printed.

#### **Reference**

- p.10 "Accessing User Tools"
- p.69 "File Transfer"
- p.74 "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 scan them individually with the Original table to form a single file, select [Continuous Wait], [Off], or [Set Wait Time] for the waiting status.

The default setting is **Set Wait Time, 60 second(s)**.

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 originals are placed in the ADF (auto document feeder), transmission will start without waiting for additional originals after all originals in the ADF have been scanned, regardless of the specified settings.

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

## Original Output Exit (TWAIN)

Specify a tray to which documents are ejected when using the TWAIN scanner.

The default setting is **Top**.

### Reference

- p.10 "Accessing User Tools"

# 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 black and white 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.

When compressed, some fine line images or the like may result in a larger data size than non-compressed images.

## Compression (Gray Scale / Full Color)

Specify whether or not to compress multi-level (grayscale / full color) scan files.

The default setting is **On**.

If you select [On], you can specify the compression level between one and five.

The image quality is better for lower compression, but the time required for file transfer increases accordingly.

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

When compressed, some fine line images or the like may result in a larger data size than non-compressed images.

## 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 division 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.

When [No] is selected, the e-mail is not sent if its size exceeds the limit, and an error message appears. The scan file is discarded.

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, document name, and sender's name is sent.

If you select [On], select one of the following 22 languages:

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

Even if Off is selected, the message entered into the scanner screen will be sent by e-mail.

The default setting is **On, British English**.

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 e-mails.

If [Stored File E-mail Method] is set in [Send URL Link], a phishing warning may appear after you receive a stored file e-mail, depending on your e-mail application. To prevent phishing warnings appearing after you receive a stored file e-mail, you must add the sender to your e-mail application's exclusion list. For details about how to do this, see your e-mail application's Help.

### Reference

- p.10 "Accessing User Tools"



# 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

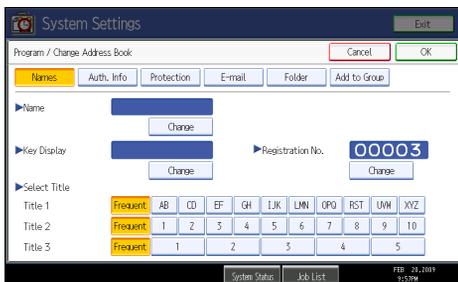
- Address Book data is stored on the hard disk. It can be lost if there is some kind of hard disk failure. The manufacturer shall not be held responsible for any damages resulting in data loss.

You can register and manage the following items in the Address Book:

#### Names

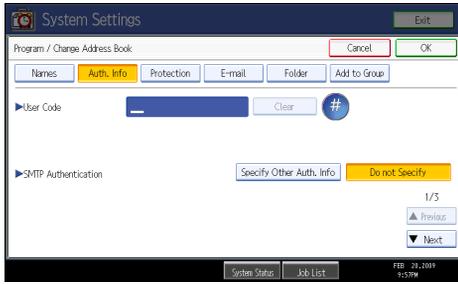
You can register the name of the user and the key display. This is the basic information required for managing users of the machine.

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



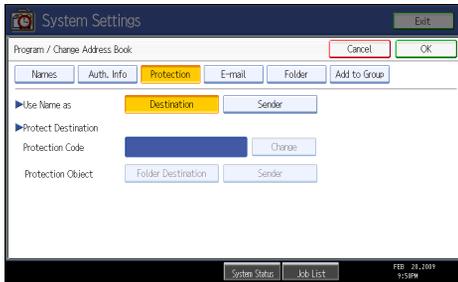
#### Auth. Info

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

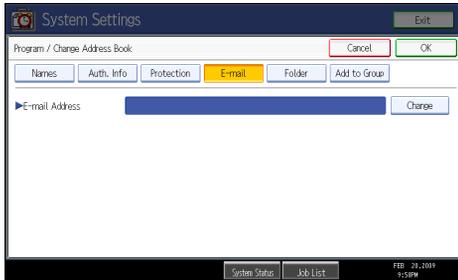
You can set protection codes to stop sender's name from being used or folders from being accessed without authorization.



6

### E-mail

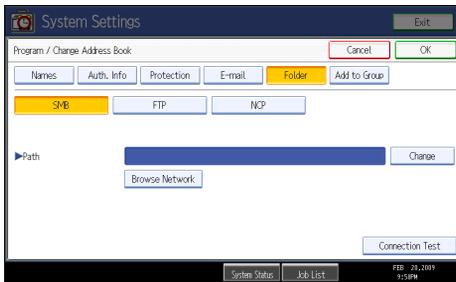
You can register e-mail destinations in the Address Book.



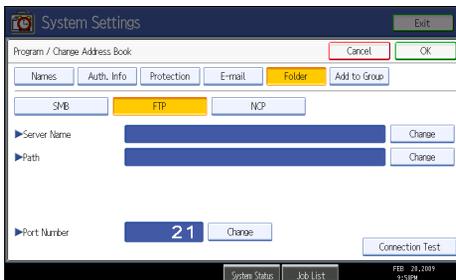
### Folder

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

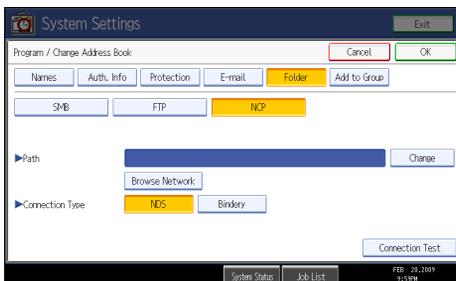
- SMB



- FTP

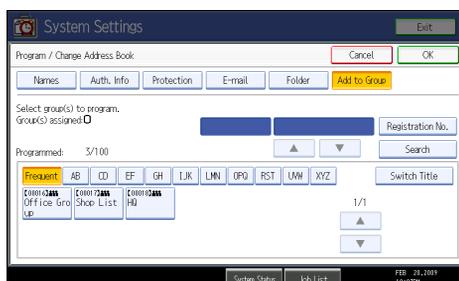


- NCP



## Add to Group

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



### ↓ Note

- You can also use Web Image Monitor to register names in the Address Book. With SmartDeviceMonitor for Admin, you can register multiple names at the same time. For details about using Web Image Monitor, see 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

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

### Reference

- p.136 "Registering Names"

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## Sending e-mail by Quick Dial

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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.148 "E-mail Destination"

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## Sending scanned files to a shared folder directly

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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.152 "Registering Folders"

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## Preventing unauthorized user access to shared folders from the machine

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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.

**Reference**

- p.180 "Registering a Protection Code"

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**Managing users and machine usage**

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Register user codes to limit users to the following functions and check their use of each function:

- Copier
- Document Server
- Printer
- Scanner

**Reference**

- p.140 "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.

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## Registering Names

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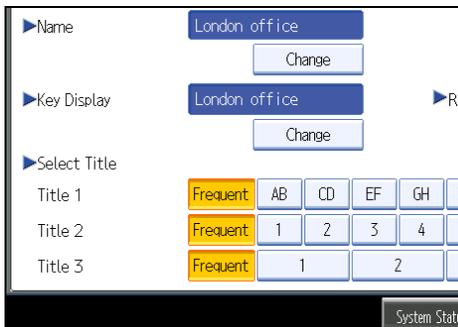
This section describes how to register names.

1. Press [System Settings].



2. Press [Administrator Tools].
3. Press [Address Book Management].
4. Check that [Program / Change] is selected.
5. Press [New Program].
6. Press [Change] under "Name".  
The name entry display appears.
7. Enter the name, and then press [OK].

## 8. Press the key for the classification you want to use under "Select Title".



The keys you can select are as follows:

- [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.

## 9. Press [OK].

## 10. Press [Exit].

## 11. 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.

## Changing a Registered Name

This section describes how to change a name.

### 1. Press [System Settings].



### 2. Press [Administrator Tools].

3. Press [Address Book Management].
4. Check that [Program / Change] is selected.
5. Select the registered name you want to change.  
Press the name key, or enter the registered number using the number keys.
6. To change the name or key display, press [Change] under the "Name" or "Key Display".
7. Enter the name or key display, and then press [OK].
8. To change the title, press the key for the classification you want to use from "Select Title".
9. To change the registration number, press [Change] under "Registration No.".
10. Enter a new registration number using the number keys, and then press the [#] key.
11. Press [OK].
12. Press [Exit].
13. Press the [User Tools/Counter] key.

#### ↓ Note

- You can search by the registered name, folder name, or e-mail address.

## Deleting a Registered Name

This section describes how to delete a name.

1. Press [System Settings].



2. Press [Administrator Tools].
3. Press [Address Book Management].
4. Press [Delete].
5. Select the name you want to delete.  
Press the name key, or enter the registered number using the number keys.
6. Press [Yes].
7. Press [Exit].

**8. 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
- Printer
- Scanner

### ↓ Note

- 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 [PC Control] under Printer 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 the printer driver Help.

### 📖 Reference

- p.74 "Administrator Tools"

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## Registering a User Code

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This section describes how to register a user code.

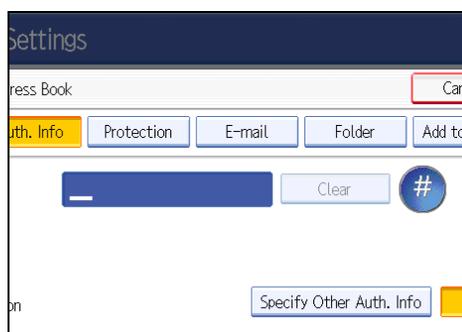
1. Press [System Settings].



2. Press [Administrator Tools].
3. Press [Address Book Management].
4. Check that [Program / Change] is selected.
5. Press the name whose code is to be registered, or enter the registered number using the number key.

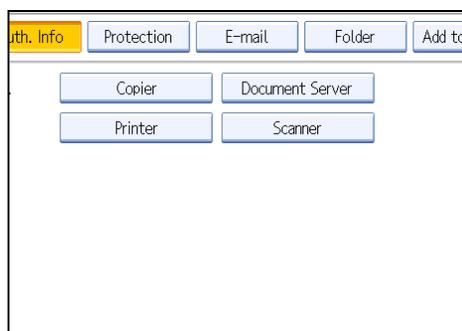
You can search by the registered name, folder name, or e-mail address.

6. Press [Auth. Info].
7. Enter the user code using the number keys, and then press the [#] key.



If you make a mistake, press [Clear] or the [Clear/Stop] key.

8. Press [▼Next] twice.
9. Select the functions to be used with the user code from "Available Functions".



10. Press [OK].
11. Press [Exit].
12. Press the [User Tools/Counter] key.

#### ↓ Note

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

### Reference

- p.136 "Registering Names"

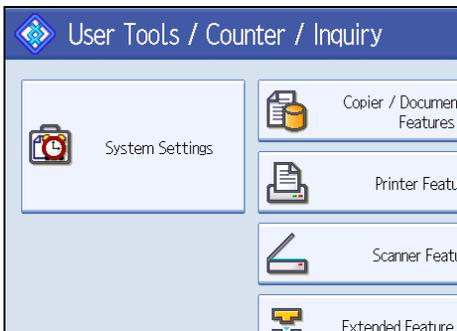
## Changing a User Code

This section describes how to change a user code.

### Important

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

#### 1. Press [System Settings].



#### 2. Press [Administrator Tools].

#### 3. Press [Address Book Management].

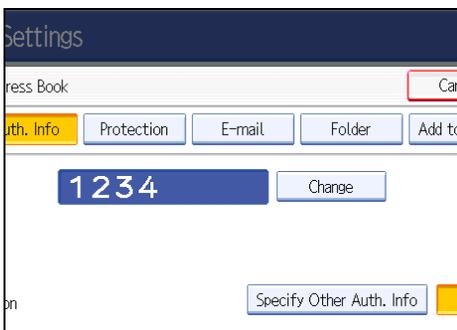
#### 4. Check that [Program / Change] is selected.

#### 5. Select the user whose user code you want to change.

Press the name key, or enter the registered number using the number keys. You can search by the registered name, folder name, or e-mail address.

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

#### 7. Press [Change], and then enter the new user code using the number keys.



#### 8. Press the [#] key.

9. To change the available functions, press [Auth. Info], and then press [▼Next] twice.
10. Press the key to select the functions to enable them.  
Press the key to highlight it, and then the function is enabled. To cancel a selection, press the highlighted key.
11. Press [OK].
12. Press [Exit].
13. Press the [User Tools/Counter] key.

#### ↓ Note

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

#### 📖 Reference

- p.137 "Changing a Registered Name"

## Deleting a User Code

This section describes how to delete a user code.

#### ★ Important

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

1. Press [System Settings].



2. Press [Administrator Tools].
3. Press [Address Book Management].
4. 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.

You can search by the registered name, folder name, or e-mail address.

6. Press [Auth. Info].

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



8. Press [OK].
9. Press [Exit].
10. Press the [User Tools/Counter] key.

#### ↓ Note

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

#### 📖 Reference

- p.138 "Deleting a Registered Name"

## Displaying the Counter for Each User

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

1. Press [System Settings].



2. Press [Administrator Tools].
3. Press [Display / Clear / Print Counter per User].
4. Select the function usage you want to print from [Print Counter], [Transmission 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.

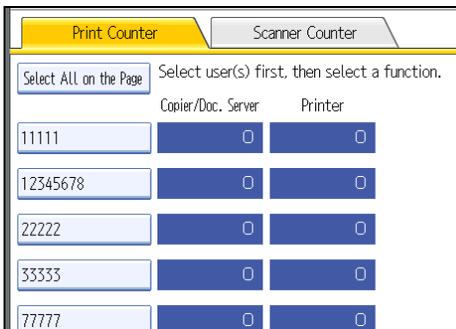
### 1. Press [System Settings].



### 2. Press [Administrator Tools].

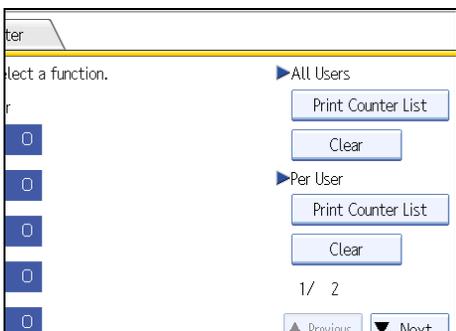
### 3. Press [Display / Clear / Print Counter per User].

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



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

### 5. Press [Print Counter List] under "Per User".



Enter the user code, and then press the [#] key if the user code is registered.

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

---

## Printing the Counter for All Users

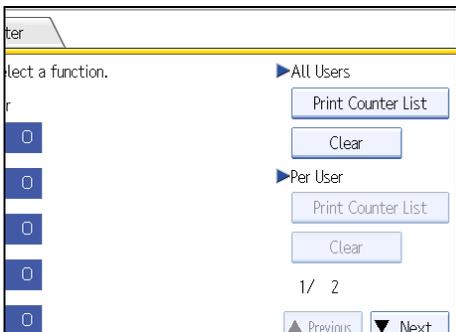
---

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

1. Press [System Settings].



2. Press [Administrator Tools].
3. Press [Display / Clear / Print Counter per User].
4. Press [Print Counter List] under "All Users".



Enter the user code, and then press the [#] key if the user code is registered.

5. 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

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This section describes how to clear the counter.

1. Press [System Settings].

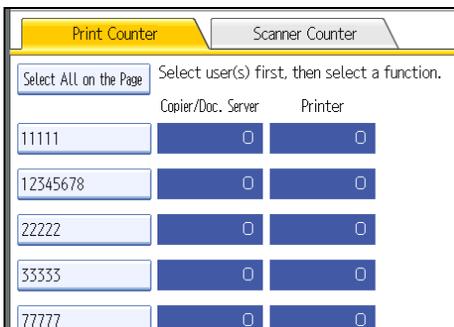


2. Press [Administrator Tools].

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

4. Select the user code to clear.

5. To clear the number of prints made under a user code, select the user code from the left side of the display.



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

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

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

8. Press [OK].

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

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

11. Press [OK].

12. Press [Exit].

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

## E-mail Destination

This section describes the procedure for registering, changing, and deleting E-mail 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.180 "Registering a Protection Code"

## Registering an E-mail Destination

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

### 1. Press [System Settings].



### 2. Press [Administrator Tools].

### 3. Press [Address Book Management].

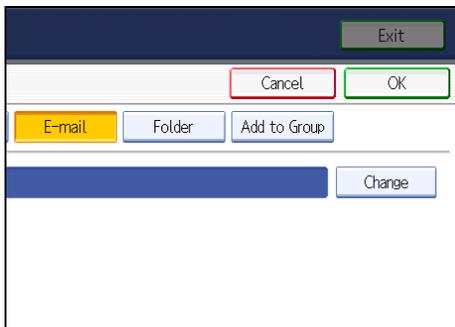
### 4. Check that [Program / Change] is selected.

### 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.

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

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



8. Enter the e-mail address.



9. Press [OK].

10. Press [OK].

11. Press [Exit].

12. 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.136 "Registering Names"
- p.140 "Registering a User Code"
- p.170 "Registering Names to a Group"

## Changing an E-mail Destination

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

## 1. Press [System Settings].



## 2. Press [Administrator Tools].

## 3. Press [Address Book Management].

## 4. Check that [Program / Change] is selected.

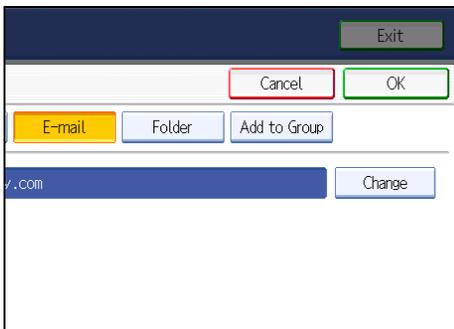
## 5. Select the name whose e-mail address you want to change.

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

You can search by the registered name, folder name, or e-mail address.

## 6. Press [E-mail].

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



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

## 9. Press [OK].

## 10. Press [Exit].

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

↓ **Note**

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

📖 **Reference**

- p.137 "Changing a Registered Name"

## Using the e-mail address as the sender

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

1. Press [Protection].
2. Press [Sender] under "Use Name as".

## Deleting an E-mail Destination

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

1. Press [System Settings].



2. Press [Administrator Tools].
3. Press [Address Book Management].
4. 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. You can search by the registered name, folder name, or e-mail address.
6. Press [E-mail].
7. Press [Change] under "E-mail Address".
8. Press [Delete All], and then press [OK].
9. Press [OK].
10. Press [Exit].
11. Press the [User Tools/Counter] key.

### ↓ Note

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

### 📖 Reference

- p.138 "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 a 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.

## 📖 Reference

- p.180 "Registering a Protection Code"

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## Using SMB to Connect

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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 a NetWare server, see "Using NCP to Connect".

## 📖 Reference

- p.158 "Using FTP to Connect"
- p.163 "Using NCP to Connect"

## Registering an SMB Folder

---

This section describes how to register an SMB folder.

1. Press [System Settings].



2. Press [Administrator Tools].

3. Press [Address Book Management].

4. 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.

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



7. Press [Specify Other Auth. Info] under "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.

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

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

10. Press [Change] under "Login Password".

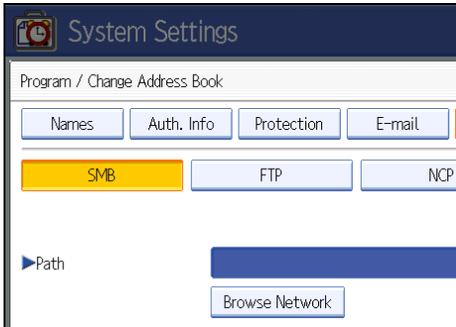
11. Enter the password, and then press [OK].

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

13. Press [Folder].

14. Check that [SMB] is selected.

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



### 15. Specify the path.

For details about how to specify the path manually, see "To locate the SMB folder manually".

For details about how to specify the path using Browse Network, see "To locate the SMB folder using Browse Network".

### 16. Press [Connection Test] to check the path is set correctly.

### 17. Press [Exit].

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

### 18. Press [OK].

### 19. Press [Exit].

### 20. 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.

#### 📖 Reference

- p.136 "Registering Names"
- p.154 "To locate the SMB folder manually"
- p.155 "To locate the SMB folder using Browse Network"

## To locate the SMB folder manually

This section describes how to locate the SMB folder manually.

1. Press [Change] under "Path".
2. Enter the path where the folder is located.

### 3. 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.

## To locate the SMB folder using Browse Network

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

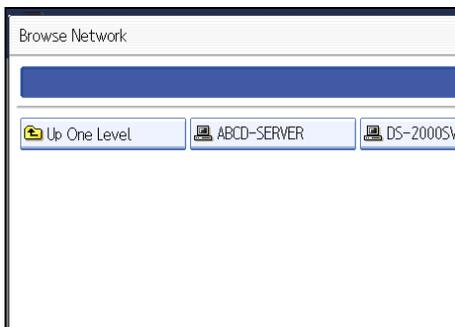
### 1. Press [Browse Network].

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

Network display only lists client computers you are authorized to access.

### 2. Select a client computer.

Shared folders under it appear.



You can press [Up One Level] to switch between levels.

### 3. Select the folder you want to register.

### 4. 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 an SMB Folder

This section describes how to change settings of the registered SMB folder.

1. Press [System Settings].



2. Press [Administrator Tools].

3. Press [Address Book Management].

4. 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.

You can search by the registered name, folder name, or e-mail address.

6. Press [Folder].

7. Select the items you want to change.

When specifying a folder, enter the path directly or select it by referencing the network. For details, see "To locate the SMB folder manually" and "To locate the SMB folder using Browse Network".

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

9. Press [Exit].

10. Press [OK].

11. Press [Exit].

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

**Note**

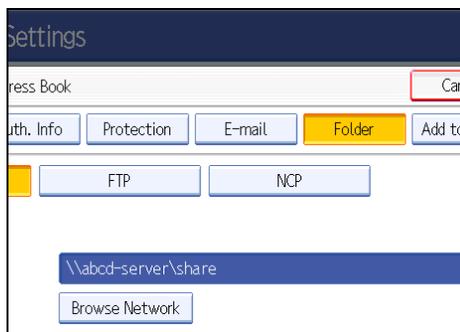
- To change the name, key display and title, see "Changing a Registered Name".

**Reference**

- p.137 "Changing a Registered Name"
- p.154 "To locate the SMB folder manually"
- p.155 "To locate the SMB folder using Browse Network"

**To change the protocol**

This section describes how to change the protocol.

**1. Press [FTP] or [NCP].**

A confirmation message appears.

**2. Press [Yes].**

Changing the protocol will clear all settings made under the previous protocol.

**3. Enter each item again.****Reference**

- p.158 "Using FTP to Connect"
- p.163 "Using NCP to Connect"

**Deleting an SMB registered folder**

This section describes how to delete the registered SMB folder.

1. Press [System Settings].



2. Press [Administrator Tools].

3. Press [Address Book Management].

4. 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.

You can search by the registered name, folder name, or e-mail address.

6. Press [Folder].

7. Press the protocol which is not currently selected.

A confirmation message appears.

8. Press [Yes].

9. Press [OK].

10. Press [Exit].

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

**Note**

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

**Reference**

- p.138 "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 a NetWare server, see "Using NCP to Connect".

## Reference

- p.152 "Using SMB to Connect"
- p.163 "Using NCP to Connect"

## Registering an FTP Folder

This section describes how to register an FTP folder.

1. Press [System Settings].



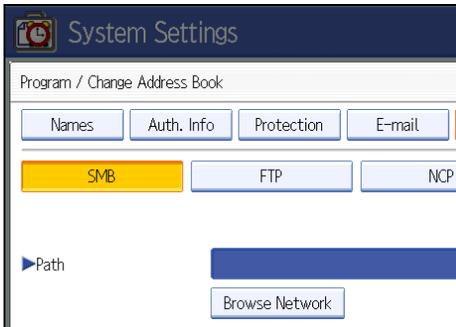
2. Press [Administrator Tools].
3. Press [Address Book Management].
4. Check that [Program / Change] is selected.
5. Select the name whose folder you want to register.

You can search by the registered name, folder name, or e-mail address.

6. Press [Auth. Info], and then press [▼Next].
7. Press [Specify Other Auth. Info] under "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".

8. Press [Change] under "Login User Name".
9. Enter the login user name, and then press [OK].
10. Press [Change] under "Login Password".
11. Enter the password, and then press [OK].
12. Enter the password again to confirm, and then press [OK].
13. Press [Folder].

**14. Press [FTP].****15. Press [Change] under "Server Name".****16. Enter the server name, and then press [OK].****17. Press [Change] under "Path".****18. 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 128 characters.

**19. To change the port number, press [Change] under "Port Number".****20. Enter the port number using the number keys, and then press the [#] key.**

You can enter 1 to 65535.

**21. Press [Connection Test] to check the path is set correctly.****22. Press [Exit].**

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

**23. Press [OK].****24. Press [Exit].****25. 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 server name using up to 64 characters.
- If User Authentication is specified, contact your administrator.

## Reference

- p.136 "Registering Names"
- p.69 "File Transfer"

## Changing an FTP Folder

This section describes how to change the registered FTP folder.

### 1. Press [System Settings].



### 2. Press [Administrator Tools].

### 3. Press [Address Book Management].

### 4. 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.

You can search by the registered name, folder name, or e-mail address.

### 6. Press [Folder].

### 7. Select the items you want to change.

### 8. Press [Connection Test] to check the path is set correctly.

### 9. Press [Exit].

### 10. Press [OK].

### 11. Press [Exit].

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

## Note

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

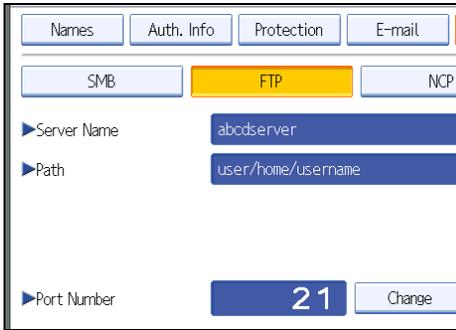
## Reference

- p.137 "Changing a Registered Name"

## Changing the protocol

This section describes how to change the protocol.

### 1. Press [SMB] or [NCP].



A confirmation message appears.

### 2. Press [Yes].

Changing the protocol will clear all settings made under the previous protocol.

### 3. Enter each item again.

#### Reference

- p.152 "Using SMB to Connect"
- p.163 "Using NCP to Connect"

## Changing the registered FTP folder

This section describes how to change the registered FTP folder.

1. Press [Change] under "Port Number".
2. Enter the new port number, and then press the [#] key.
3. Press [Change] under "Server Name".
4. Enter the new server name, and then press [OK].
5. Press [Change] under "Path".
6. Enter the new path, and then press [OK].

## Deleting an FTP Folder

This section describes how to delete the registered FTP folder.

1. Press [System Settings].



2. Press [Administrator Tools].

3. Press [Address Book Management].

4. 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.

You can search by the registered name, folder name, or e-mail address.

6. Press [Folder].

7. Press the protocol which is not currently selected.

A confirmation message appears.

8. Press [Yes].

9. Press [OK].

10. Press [Exit].

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

↓ Note

- To delete a name entirely, see "Deleting a Registered Name".

📖 Reference

- p.138 "Deleting a Registered Name"

## 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".

## Reference

- p.152 "Using SMB to Connect"
- p.158 "Using FTP to Connect"

## Registering an NCP Folder

This section describes how to register an NCP folder.

1. Press [System Settings].



2. Press [Administrator Tools].
3. Press [Address Book Management].
4. Check that [Program / Change] is selected.
5. Press the name you want to register or enter the registered number using the number keys.

You can search by the registered name, folder name, or e-mail address.

6. Press [Auth. Info], and then press [▼Next].
7. Press [Specify Other Auth. Info] under "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".
8. Press [Change] under "Login User Name".
9. Enter the login user name, and then press [OK].
10. Press [Change] under "Login Password".
11. Enter the password, and then press [OK].
12. Enter the password again to confirm, and then press [OK].
13. Press [Folder].
14. Press [NCP].

**15. 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".

**16. Specify the path.**

For details about how to specify the path manually, see "To locate the NCP folder manually".

For details about how to specify the path using Browse Network, see "To locate the NCP folder using Browse Network".

**17. Press [Connection Test] to check the path is set correctly.****18. Press [Exit].****19. Press [OK].****20. Press [Exit].****21. 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.
- 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.69 "File Transfer"
- p.136 "Registering Names"
- p.165 "To locate the NCP folder manually"
- p.166 "To locate the NCP folder using Browse Network"

**To locate the NCP folder manually**

This section describes how to locate the NCP folder manually.

1. Press [Change] under "Path".
2. Enter the path where the folder is located.
3. Press [OK].
4. Press [Connection Test] to check the path is set correctly.

**5. Press [Exit].**

**↓ 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.

### To locate the NCP folder using Browse Network

---

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

1. Press [Browse Network].
2. 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 NetWare server appears.
3. Search for the destination folder in the NDS tree or NetWare server.  
You can press [Up One Level] to switch between levels.
4. 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.
- Up to 100 items can be displayed in the list.

### Changing an NCP registered folder

---

This section describes how to change the registered NCP folder.

**1. Press [System Settings].**



**2. Press [Administrator Tools].**

**3. Press [Address Book Management].**

**4. 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.

You can search by the registered name, folder name, or e-mail address.

**6. Press [Folder].**

**7. 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.**

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

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

**10. Press [Exit].**

**11. Press [OK].**

**12. Press [Exit].**

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

**Note**

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

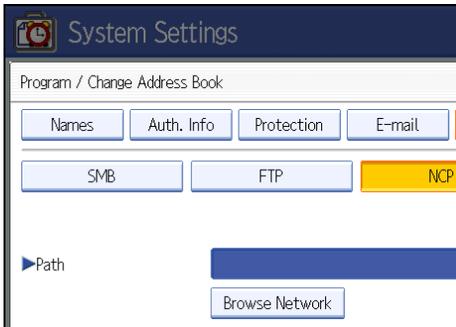
**Reference**

- p.137 "Changing a Registered Name"

## Changing the protocol

This section describes how to change the protocol.

1. Press [SMB] or [FTP].



2. A confirmation message appears. Press [Yes].

Changing the protocol will clear all settings made under the previous protocol.

3. Enter each item again.

#### Reference

- p.152 "Using SMB to Connect"
- p.158 "Using FTP to Connect"

## Deleting an NCP Folder

This section describes how to delete the registered NCP folder.

1. Press [System Settings].



2. Press [Administrator Tools].

3. Press [Address Book Management].

4. Check that [Program / Change] is selected.

5. Select a user of the folder you want to delete.

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

You can search by the registered name, folder name, or e-mail address.

6. Press [Folder].

**7. Press the protocol which is not currently selected.**

A confirmation message appears.

**8. Press [Yes].****9. Press [OK].****10. Press [Exit].****11. Press the [User Tools/Counter] key.****↓ Note**

- To delete a name entirely, see "Deleting a Registered Name".

**📖 Reference**

- p.138 "Deleting a Registered Name"

## 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.
- The maximum number of destinations registerable to a group is 500.

### ↓ 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.180 "Registering a Protection Code"

## Registering a Group

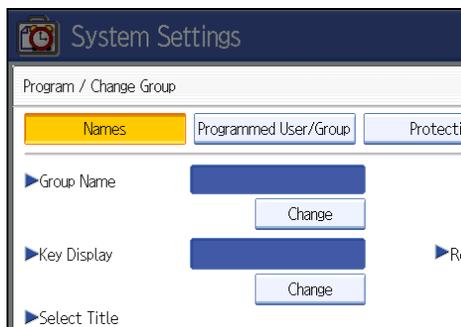
This section describes how to register a group.

1. Press [System Settings].



2. Press [Administrator Tools].
3. Press [Address Book: Program / Change / Delete Group].
4. Check that [Program / Change] is selected.
5. Press [New Program].

**6. Press [Change] under "Group Name".**



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

The key display name is set automatically.

**8. 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.

**9. When you want to change the key display, press [Change] under "Key Display".**

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

**11. Press [OK].**

**12. Press [Exit].**

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

## 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.

**1. Press [System Settings].**



**2. Press [Administrator Tools].**

**3. Press [Address Book Management].**

**4. 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.

You can search by the registered name, folder name, or e-mail address.

**6. Press [Add to Group].**

**7. Select a group to which you want to add the name.**



The group key that you have selected becomes highlighted, and the name is added to it.



8. Press [OK].
9. Press [Exit].
10. Press the [User Tools/Counter] key.

## Adding a Group to Another Group

This section describes how to add a group to another group.

1. Press [System Settings].

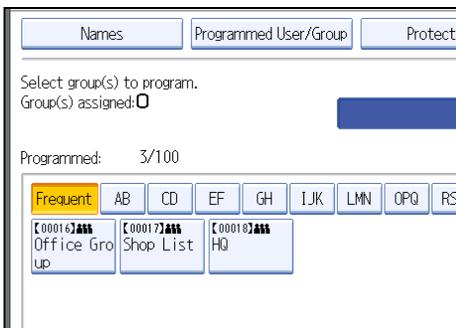


2. Press [Administrator Tools].
3. Press [Address Book: Program / Change / Delete Group].
4. Check that [Program / Change] is selected.
5. Select the group that you want to put into another group.

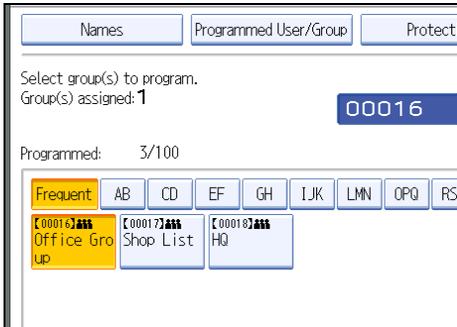
Press the group key, or enter the registered number using the number keys.

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

6. Press [Add to Group].
7. Select the group to which you want to add.



The group key that you have selected becomes highlighted, and the group is added to it.



8. Press [OK].
9. Press [Exit].
10. Press the [User Tools/Counter] key.

## Displaying Names Registered in a Group

6

This section describes how to display names registered in a group.

You can check the names or groups registered in each group.

1. Press [System Settings].



2. Press [Administrator Tools].
3. Press [Address Book: Program / Change / Delete Group].
4. 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, folder name, or e-mail address.

6. Press [Programmed User/Group].  
All the names registered will be displayed.
7. Press [OK].
8. Press [Exit].

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

## Removing a Name from a Group

This section describes how to remove a name from a group.

1. Press [System Settings].



2. Press [Administrator Tools].
3. Press [Address Book Management].
4. Check that [Program / Change] is selected.
5. Select the name to remove from a group.

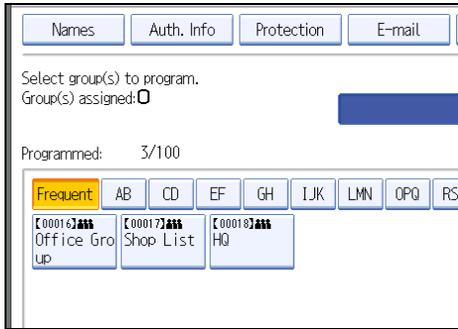
Press the name key, or enter the registered number using the number keys.

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

6. Press [Add to Group].
7. Select the group from which you want to remove the name.



The group key is deselected and the name is removed from it.



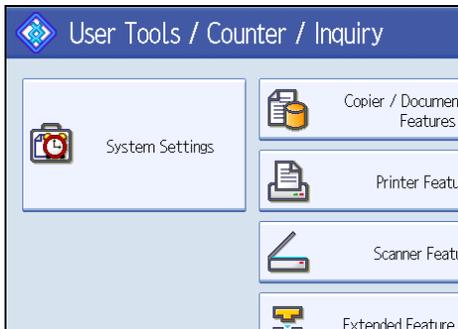
8. Press [OK].
9. Press [Exit].
10. Press the [User Tools/Counter] key.

## Deleting a Group Within Another Group

This section describes how to delete a group within another group.

6

1. Press [System Settings].



2. Press [Administrator Tools].
3. Press [Address Book: Program / Change / Delete Group].
4. Check that [Program / Change] is selected.
5. Select the group that you want to delete from.

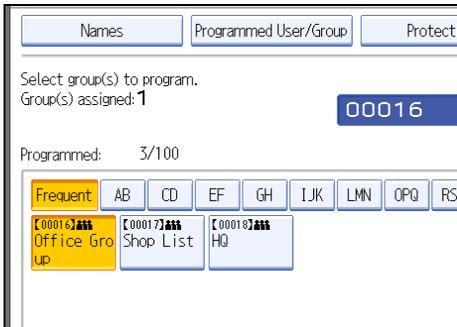
Press the group key, or enter the registered number during the number keys.

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

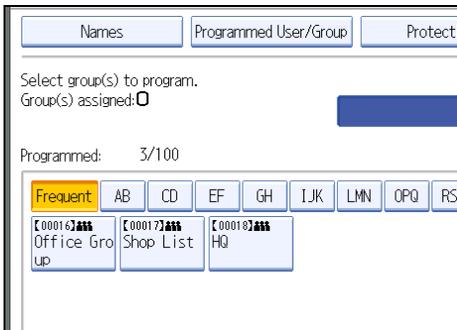
6. Press [Add to Group].

The keys of groups in which the group is registered appear highlighted.

**7. Select the group that you want to delete from.**



The group key is deselected and the group is deleted from it.



- 8. Press [OK].
- 9. Press [Exit].
- 10. Press the [User Tools/Counter] key.

## Changing a Group Name

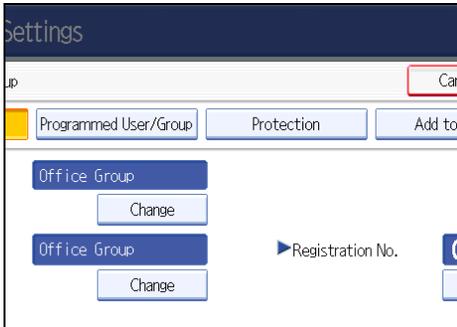
This section describes how to change a group name.

- 1. Press [System Settings].



- 2. Press [Administrator Tools].

3. Press [Address Book: Program / Change / Delete Group].
4. 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, folder name, or e-mail address.
6. To change the group name and key display, press [Change] under "Group Name" or "Key Display".



6

7. Enter the new group name or key display, and then press [OK].
8. To change the title, press the title key under "Select Title".
9. To change the registration number, press [Change] under "Registration No.".
10. Enter the new registration number using the number keys, and then press the [#] key.
11. Press [OK].
12. Press [Exit].
13. Press the [User Tools/Counter] key.

## Deleting a Group

This section describes how to delete a group.

1. Press [System Settings].



2. Press [Administrator Tools].
3. Press [Address Book: Program / Change / Delete Group].
4. Press [Delete].
5. Press a group key you want to delete.

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

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

## 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.

### Reference

- p.140 "Registering a User Code"

---

## Registering a Protection Code to a Single User

---

6

This section describes how to register a Protection code to a single user.

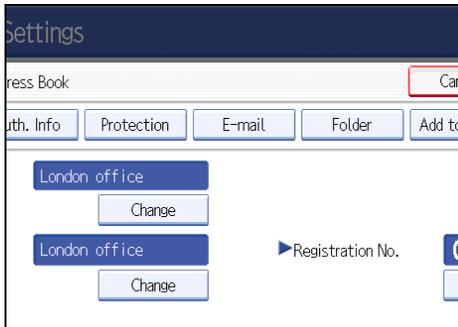
1. Press [System Settings].



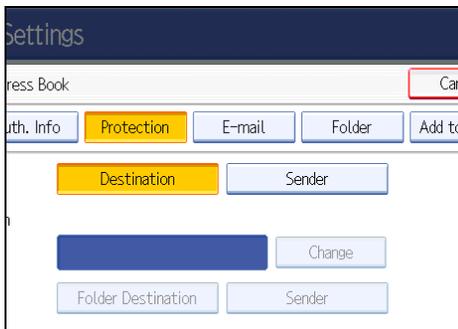
2. Press [Administrator Tools].
3. Press [Address Book Management].
4. Check that [Program / Change] is selected.
5. Select the name whose protection code you want to register.

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

6. Press [Protection].



7. Press [Destination] or [Sender] under "Use Name as".



Both [Destination] and [Sender] can be selected at the same time.

8. Press [Change] under "Protection Code".

9. Enter a protection code using the number keys, and then press the [#] key.

10. Press [OK].

11. Press [Exit].

12. 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.

## Registering a Protection Code to a Group User

This section describes how to register a Protection Code to a Group User.

## 1. Press [System Settings].



## 2. Press [Administrator Tools].

## 3. Press [Address Book: Program / Change / Delete Group].

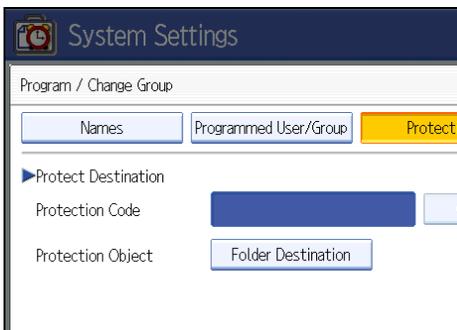
## 4. Check that [Program / Change] is selected.

## 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].

## 7. Press [Folder Destination] under "Protection Object".



## 8. Press [Change] under "Protection Code".

## 9. Enter a protection code using the number keys, and then press the [#] key.

## 10. Press [OK].

## 11. Press [Exit].

## 12. 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.

# 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.

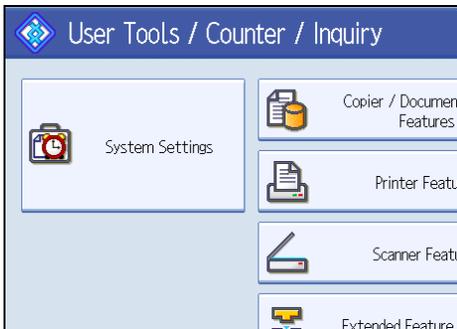
For each user registered in the Address Book, you can register a login user name and login password to be used when accessing an SMTP server.

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".

#### 1. Press [System Settings].



#### 2. Press [Administrator Tools].

#### 3. Press [Address Book Management].

#### 4. 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, folder name, or e-mail address.

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

#### 7. Press [Specify Other Auth. Info] under "SMTP Authentication".

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



9. Enter the login user name, and then press [OK].
10. Press [Change] under "Login Password".
11. Enter the password, and then press [OK].
12. Enter the password again to confirm, and then press [OK].
13. Press [OK].
14. Press [Exit].
15. 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.
- When using POP before SMTP Authentication, you can enter up to 63 characters.
- You can enter up to 64 characters for the password.
- To change the SMTP Authentication settings, repeat step 2 to 15.

**Reference**

- p.136 "Registering Names"
- p.69 "File Transfer"

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## LDAP Authentication

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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 "Programming the LDAP server".

**★ 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 "Programming the LDAP server".

1. Press [System Settings].



2. Press [Administrator Tools].

3. Press [Address Book Management].

4. Check that [Program / Change] is selected.

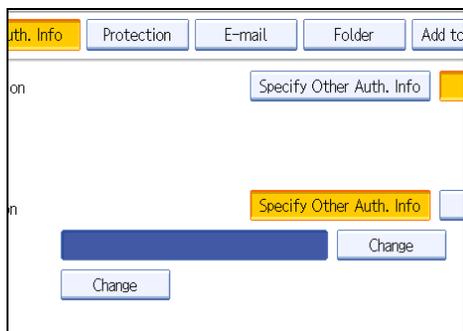
5. Press the name you want to register or enter the registered number using the number keys.

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

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

7. Press [Specify Other Auth. Info] under "LDAP Authentication".

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



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

10. Press [Change] under "Login Password".

11. Enter the password, and then press [OK].

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

13. Press [OK].

14. Press [Exit].

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

 **Note**

- To register the name, see "Registering Name".
- You can enter up to 128 characters for the user name.
- To change the LDAP Authentication settings, repeat step 2 to 15.

 **Reference**

- p.136 "Registering Names"
- p.83 "Programming the LDAP server"

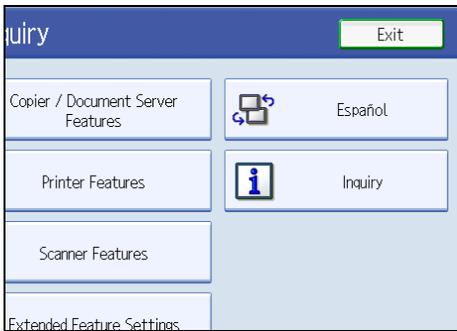
# 7. Other User Tools

Initial settings allow you to switch the language as well as checking the number of printed papers by displaying the counter. For details on how to access respective settings, see "Accessing User Tools".

## Changing the Display Language

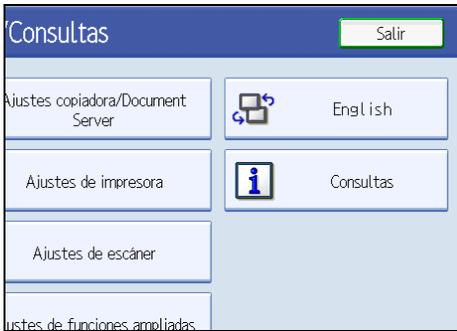
You can change the language used on the display. English is set as default.

1. Press [Español].



The language is changed to Spanish.

2. Press [Salir].



The menu appears in Spanish.

### Reference

- p.10 "Accessing User Tools"

# Inquiry

The inquiry function lets you check the telephone numbers to contact for repairs. Be sure to contact your service engineer to verify the following:

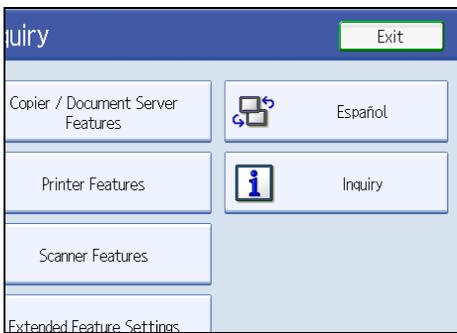
## Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

## Sales Representative

- Telephone No.

### 1. Press [Inquiry].



Inquiry information appears.

### 2. Press [Print Inquiry List].



### 3. Press the [Start] key.

Inquiry information prints out.

### 4. Press [Exit] twice.

## Reference

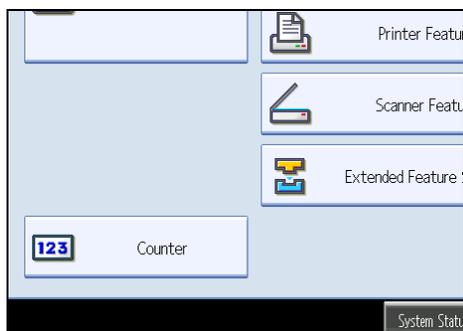
- p.10 "Accessing User Tools"

# Counter

## Displaying the Total Counter

You can display the total counter value used for all functions.

1. Press [Counter].



2. To print a counter list, press [Print Counter List].



3. Press the [Start] key.

A counter list prints out.

### Reference

- p.10 "Accessing User Tools"



# 8. Appendix

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CMU libsasl

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## **IPS™ print language emulations**

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# INDEX

## A

Accessing User Tools.....	10
Ad-hoc Channel.....	65
Adding a Group to Another Group.....	173
Address Book.....	131
Address Book Change Order.....	75
Address Book Edit Title.....	77
Address Book Management.....	74
Address Book Program / Change / Delete Group.....	74
Address Book Switch Title.....	78
Adjust Position.....	98
Administrator Authentication Management.....	80
Administrator Tools.....	74
Administrator's E-mail Address.....	71
AOF (Always On).....	81
Authentication Information.....	140
Auto Continue.....	119
Auto Delete File in Document Server.....	80
Auto Delete Stored Print Jobs.....	119
Auto Delete Temporary Print Jobs.....	119
Auto Erase Memory Setting.....	81
Auto Image Density Priority.....	93
Auto Logout Timer.....	60
Auto Off Timer.....	59
Auto Specify Sender Name.....	73
Auto Tray Switching.....	93

## B

Back Up / Restore Address Book.....	78
Background Numbering.....	103
Bidirectional Communication.....	65
Blank Page Print.....	120
Bypass Tray Setting Priority.....	120

## C

Capture Server IP Address.....	69
Change PDF Password.....	124
Changing a Group Name.....	177
Changing a Registered Name.....	137
Changing a User Code.....	142
Changing an E-mail Destination.....	149
Changing the Display Language.....	187

Clearing the Number of Prints.....	146
Communication Mode.....	65
Compression (Black & White).....	128
Compression (Gray Scale / Full Color).....	128
Configuration Page.....	115
Connecting to the Ethernet Interface.....	14
Connecting to the Interfaces.....	13
Connecting to the Wireless LAN Interface.....	19
Copier / Document Server Auto Reset Timer.....	59
Copies.....	120
Copy Count Display.....	50
Copy Order in Combine.....	101
Copyrights.....	191
Counter.....	189
Customize Function Fold Type/Fold Option.....	109

## D

Data Format.....	123
Data Security for Copying.....	81
Date Stamp.....	106
DDNS Configuration.....	62
Default Printer Language.....	121
Default User Name / Password (Send).....	72
Delete All Files in Document Server.....	80
Delete All Logs.....	81
Delete All Stored Print Jobs.....	118
Delete All Temporary Print Jobs.....	118
Delete Scanner Journal.....	126
Deleting a Group.....	178
Deleting a Group Within Another Group.....	176
Deleting a Registered Name.....	138
Deleting a User Code.....	143
Deleting an E-mail Destination.....	151
Delivery Option.....	69
Density / (Background Numbering).....	103
Destination List Display Priority 1.....	125
Destination List Display Priority 2.....	126
Display / Clear / Print Counter per User.....	79
Display / Print Counter.....	78
Display Panel.....	9
Displaying Names Registered in a Group.....	174
Displaying the Counter for Each User.....	144
Displaying the Total Counter.....	189

Divide & Send E-mail.....	128
DNS Configuration.....	62
Domain Name.....	62
Double Copies Separation Line.....	99

## E

E-mail Communication Port.....	71
E-mail Destination.....	148
E-mail Reception Interval.....	71
E-mail Storage in Server.....	72
Edge to Edge Print.....	121
Edit.....	98
Effective Protocol.....	62
Energy Saver Timer.....	59
Enhanced Authentication Management.....	80
Erase All Memory.....	81
Erase Border Width.....	98
Erase Original Shadow in Combine.....	98
Error Log.....	115
Ethernet Speed.....	63
Extended Security.....	80

## F

Feed Start Method.....	51
File Transfer.....	69
Fine Ratio Adjustment Copier.....	51
Fine Ratio Adjustment Printer.....	52
Firmware Version.....	81
Fixed USB Port.....	82
Fold Width Fine Adjustment.....	52
Font / (Date Stamp).....	106
Font / (Page Numbering).....	107
Format / (Date Stamp).....	106
Function Priority.....	50
Function Reset Timer.....	50, 97

## G

General Features.....	49, 93
General Settings.....	125

## H

Hex Dump.....	115
Host Interface.....	122
Host Name.....	64

## I

I/O Buffer.....	122
I/O Timeout.....	122
Image Repeat Separation Line.....	98
Initial Print Job List.....	119
Input Prime.....	65
Input/Output.....	109
Inquiry.....	188
Insert Additional E-mail Info.....	129
Interface Settings.....	61
Interleave Print.....	51
IPSec.....	62
IPv4 Gateway Address.....	61
IPv6 Gateway Address.....	61
IPv6 Stateless Address Autoconfiguration.....	61

## J

Job End Call.....	94
-------------------	----

## K

Key Counter Management.....	80
Key Repeat.....	50

## L

LAN Type.....	63
LDAP Authentication.....	184
LDAP Search.....	81
List / Test Print.....	115
List / Test Print Lock.....	118

## M

Machine Data Encryption Settings.....	82
Machine IPv4 Address.....	61
Machine IPv6 Address.....	61
Machine Name.....	64
Magnification Key Display.....	97
Maintenance.....	118
Managing names in the Address Book.....	134
Managing users and machine usage.....	135
Margin Adjustment Priority.....	102
Margin Fold Margin Adjustment.....	53
Max. Copy Quantity.....	93
Max. E-mail Size.....	128
Max. Reception E-mail Size.....	72

Memory Overflow.....	119
Memory Usage.....	120
Menu List.....	115
Multiple Lists.....	115

## N

NCP Delivery Protocol.....	62
Network.....	61
Network Security Level.....	81
Next Original Wait Setting.....	127
No. of Digits for Single Page Files.....	129
Number of Scanner Resends.....	73
NW Frame Type.....	63

## O

Original Feed Delay 2.....	51
Original Photo Type Priority.....	93
Output Printer.....	50
Output tray settings.....	54
Overlay Format.....	111

## P

Page Numbering.....	107
Page Numbering in Combine (Page Numbering).....	107
Page Numbering Initial Letter.....	108
Panel Key Sound.....	49
Panel Off Timer.....	59
Paper Size Standard for Cut Paper.....	54
Paper Thickness	
Paper Bypass.....	58
Paper Thickness Paper Tray.....	57
Paper Tray Priority Copier.....	55
Paper Tray Priority Printer.....	55
Paper Type Bypass Tray.....	56
Paper Type Tray 1-4.....	56
Paper Volume.....	58
Parallel Communication Speed.....	64
Parallel Interface.....	64
Parallel Timing.....	64
PDF Configuration / Font Page.....	115
PDF Group Password.....	124
PDF Menu.....	124
Permit SNMPv3 Communication.....	64

Permit SSL / TLS Communication.....	64
Ping Command.....	64
POP before SMTP.....	70
POP3 / IMAP4 Settings.....	70
Preset Stamp.....	103
Preventing unauthorized user access to shared folders from the machine.....	134
Preview Area Settings.....	54
Print & Delete Scanner Journal.....	126
Print Address Book Destination List.....	76
Print Error Report.....	119
Print List.....	67
Print Priority.....	50
Print Scanner Journal.....	126
Printer Auto Reset Timer.....	60
Printer Bypass Paper Size.....	56
Printer Language.....	120
Printing the configuration page.....	115
Printing the Counter for All Users.....	146
Printing the Counter for Each User.....	145
Program / Change / Delete E-mail Message.....	72
Program / Change / Delete LDAP Server.....	80
Program / Change / Delete Realm.....	81
Program / Change / Delete User Text.....	49
Program / Change Administrator.....	80
Program / Delete / Format.....	101
Program Fold 1.....	54
Program/Delete Stamp / (User Stamp).....	105
Programming the LDAP server.....	83
Programming the Realm.....	89
PS Configuration / Font Page.....	115
PS Menu.....	123

## R

Reception Protocol.....	70
Reduce/Enlarge Ratio Priority.....	97
Registering a Group.....	170
Registering a Protection Code.....	180
Registering a Protection Code to a Group User.....	181
Registering a Protection Code to a Single User.....	180
Registering a User Code.....	140
Registering an E-mail Destination.....	148
Registering an FTP Folder.....	159

Registering an SMB Folder.....	152
Registering Folders.....	152
Registering Names.....	136
Registering Names to a Group.....	170
Registering SMTP and LDAP Authentication.....	183
Removing a Name from a Group.....	175
Reproduction Ratio.....	95
Reserved Job Waiting Time.....	120
Resolution.....	123, 124
Restore Factory Defaults.....	67
Rotate by 180 Degrees.....	119
Rotate Sort Auto Paper Continue.....	109
<b>S</b>	
Scan Settings.....	127
Scanner Auto Reset Timer.....	60
Scanner Resend Interval Time.....	73
Search Destination.....	125
Security Method.....	66
Selection Signal Status.....	65
Send Settings.....	128
Sending e-mail by Quick Dial.....	134
Sending scanned files to a shared folder directly... .....	134
Separation Line in Combine.....	100
Set Date.....	60
Set Time.....	60
Signal Control.....	65
Simplified Screen Fold Type/Fold Option.....	109
Size (Background Numbering).....	103
Size / (Date Stamp).....	106
Size / (Page Numbering).....	107
SMB Computer Name.....	63
SMB Work Group.....	63
SMTP Authentication.....	69, 183
SMTP Server.....	69
SSID Setting.....	65
Stamp.....	103
Stamp Format / (Page Numbering).....	107
Stamp Format / (Preset Stamp).....	103
Stamp Format 1-4 / (User Stamp).....	105
Stamp Language / (Preset Stamp).....	103
Stamp Position (Page Numbering).....	107
Stamp Priority.....	103
Stamp Setting / (Date Stamp).....	106
Stored File E-mail Method.....	129
Sub Paper Size.....	120
Superimpose (Page Numbering).....	108
Superimpose / (Date Stamp).....	106
Switch Title.....	125
System.....	119
System Auto Reset Timer.....	59
System Status/Job List Display Time.....	51
<b>T</b>	
Timer Settings.....	59
To locate the NCP folder manually.....	165
To locate the NCP folder using Browse Network... .....	166
To locate the SMB folder manually.....	154
To locate the SMB folder using Browse Network... .....	155
Transfer Log Setting.....	81
Tray Paper Settings.....	55
Tray Paper Size Tray 1-4.....	55
Tray Switching.....	121
TWAIN Standby Time.....	125
<b>U</b>	
Update Delivery Server Destination List.....	125
User Authentication Management.....	79
User Auto Reduce / Enlarge.....	97
User Reduce/Enlarge Ratio.....	95
User Stamp.....	105
Using FTP to Connect.....	158
Using NCP to Connect.....	163
Using SMB to Connect.....	152
<b>W</b>	
Warm-up Beeper.....	50
WINS Configuration.....	62
Wireless LAN.....	65
Wireless LAN Signal.....	67

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