Pro C901s
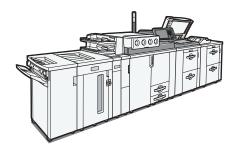
Operating Instructions

General Settings Guide

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

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

TABLE OF CONTENTS

3. Copier/Document Server Features

4. Scanner Features

5. Registering Addresses and Users for Scanner Functions

6. Other User Tools

7. Appendix

Manuals for This Machine

Read this manual carefully before you use 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.

About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual introduces the machine's various functions. 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 resolving common usage-related problems, and explains how to replace paper, toner, staples, 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.

Scanner Reference

Explains Scanner functions and operations.

Network Guide

Explains how to configure and operate the machine in a network environment.

General Settings Guide

Explains how to connect the machine to a network. Also explains how to change User Tools settings, and how to register information in the Address Book.

Paper Settings Reference

Explains how to make paper settings.

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.

Note

- In addition to the above, manuals are also provided for the Printer function.
- The following optional software products are referred to using general names:

Product name	General name
ScanRouter EX Professional and ScanRouter EX Enterprise	the ScanRouter delivery software

Notice

Important

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 copy 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.

How to Read This Manual

Symbols

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.

Names of Major Items

Major items of this machine are referred to as follows in this manual:

- Auto Document Feeder → ADF
- LCIT RT5050 (optional) → Wide large capacity tray (Wide LCT)
- Z-folding Unit ZF4000 (optional) → Z-folding unit
- Trimmer Unit TR5020 (optional) → Trimmer
- High Capacity Stacker SK5010 (optional) → Stacker
- Ring Binder RB5000 (optional) → Ring binder
- Perfect Binder GB5000 (optional) → Perfect binder

Notes

Contents of this manual are subject to change without prior notice.

Colors on color keys or the color circle may differ slightly from the colors of actual copies.

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

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

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

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

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 On . 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] 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.

CAD101

1. **The menu tabs for various settings appear. To display the setting you want to specify or change, press the appropriate menu tab.**

2. **A list of settings appears. To specify or change a setting, press the appropriate key in the list.**

3. **Press this to quit the User Tools menu.**

Accessing User Tools

This section describes how to access User Tools menu.

User Tools allow you to change or set defaults.

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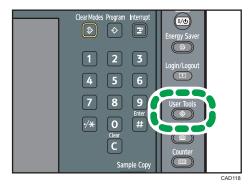
- Operations for system settings differ from normal operations. Always quit User Tools when you have finished.
- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the [Energy Saver] or [Clear Modes] key is pressed.

Changing Default Settings

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] key.**

CAD118

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 Scanner Features, press [Scanner Features].

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

   To change the Adjustment Settings for Operators, press [Adjustment Settings for Operators].

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

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

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

- To cancel changes made to settings and return to the initial display, press the [User Tools] 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 Scanner Features, see "Scanner Features".
- For details about specifying other settings such as adjusting color registration, adjusting gradation, changing the language, checking inquiry and counter, see "Other User Tools".
- For details about specifying Adjustment Settings for Operators, see "Adjustment Settings for Operators".
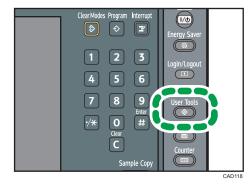
🔖 Reference

- p.31 "System Settings"
- p.69 "Copier/Document Server Features"
- p.97 "Scanner Features"
- p.161 "Other User Tools"
- p.167 "Adjustment Settings for Operators"

Quitting User Tools

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

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

CAD118

🔱 Note

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

Menu Protect

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

- [Copier / Document Server Features]
- [Scanner Features]
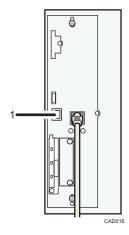
For details, consult your administrator.

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

CAD016

1. **Ethernet port**
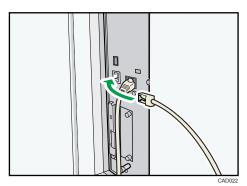
   Port for using the 100BASE-TX, or 10BASE-T cable.

Connecting to the Ethernet Interface
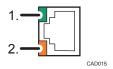
This section describes how to connect Ethernet cable to the Ethernet port.

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

2. **Connect the Ethernet cable to the Ethernet port.**

CAD022

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

4. **Turn on the main power switch of the machine.**

CAD015

1. Indicator (green)

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

2. Indicator (orange)

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

↓Note

- For details about turning the machine on and off with the main power switch, see "Turning On/Off the Power", About This Machine.

Network Settings Required to Use E-mail Function

1

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

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

⭐**Important**

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

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	Permit SNMPv3 Communication	As required
Interface Settings/Network	Host Name	As required
File Transfer	SMTP Server	Necessary
File Transfer	SMTP Authentication	As required
File Transfer	POP before SMTP	As required
File Transfer	Reception Protocol	As required
File Transfer	POP3 / IMAP4 Settings	As required
File Transfer	Administrator's E-mail Address	As required
File Transfer	E-mail Communication Port	As required
File Transfer	Program / Change / Delete E-mail Message	As required

Menu	User Tool	Setting Requirements
File Transfer	Auto Specify Sender Name	As required
File Transfer	Scanner Resend Interval Time	As required
File Transfer	Number of Scanner Resends	As required

🔸**Note**

- In [Effective Protocol], check that the protocol you want to use is set to [Active].

- 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.44 "Interface Settings"

- p.49 "File Transfer"

Network Settings Required to Use Scan to Folder Function

This section lists the network settings required for sending files with an Ethernet connection.

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

⭐ **Important**

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

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	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL / TLS Communication	As required
Interface Settings/Network	Host Name	As required
File Transfer	Default User Name / Password (Send)	As required
File Transfer	Scanner Resend Interval Time	As required
File Transfer	Number of Scanner Resends	As required

⬇ **Note**

- In [Effective Protocol], check that the protocol you want to use is set to [Active].

📄 **Reference**

- p.44 "Interface Settings"
- p.49 "File Transfer"

Network Settings Required to Use the Network Delivery Scanner

This section lists the network 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".

⭐ **Important**

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

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	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**

- In [Effective Protocol], check that the protocol you want to use is set to [Active].
- If [Delivery Option] is set to [On], check that IPv4 Address is specified.

📄 **Reference**

- p.44 "Interface Settings"

- p.49 "File Transfer"

1

Network Settings Required to Use Network TWAIN Scanner

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

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

⭐ **Important**

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

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	Permit SNMPv3 Communication	As required
Interface Settings/Network	Permit SSL / TLS Communication	As required
Interface Settings/Network	Host Name	As required

⬇ **Note**

- In [Effective Protocol], check that the protocol you want to use is set to [Active].

📄 **Reference**

- p.44 "Interface Settings"

Network Settings Required to Use Document Server

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

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

⭐ **Important**

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

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

⬇ **Note**

- In [Effective Protocol], check that the protocol you want to use is set to [Active].

📄 **Reference**

- p.44 "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 and telnet.

🔽Note

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

Interface Settings

This section describes how to make Interface settings using utilities.

Change settings by using Web Image Monitor and telnet.

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

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

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

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

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

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

[Network] → [IPv4 Gateway Address]

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

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

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

[Network] → [IPv6 Gateway Address]

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

[Network] → [IPv6 Stateless Address Autoconfiguration]

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

- telnet: Can be used for specifying the setting.

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

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

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

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

[Network] → [DDNS Configuration]

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

[Network] → [IPsec]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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- telnet: Can be used for specifying the setting.

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

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

[Network] → [Effective Protocol] → "NetWare"

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

[Network] → [Effective Protocol] → "SMB"

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

[Network] → [NCP Delivery Protocol] → [IPX Only]

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

[Network] → [NW Frame Type] → [Auto Select]

- Web Image Monitor: Can 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.
- 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.
- 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.

- telnet: Can be used for specifying the setting.

[Network] → [NW Frame Type] → [Ethernet SNAP]

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

[Network] → [SMB Work Group]

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

[Network] → [Ethernet Speed]

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

[Network] → [Ping Command]

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

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

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

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

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

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

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

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

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

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

- Web Image Monitor: Can 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.

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- telnet: Can be used for specifying the setting.

[Network] → **[Machine Name]**

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

File Transfer

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

Change settings by using Web Image Monitor and telnet.

[File Transfer] → **[Delivery Option]**

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

[File Transfer] → **[SMTP Server]**

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

[File Transfer] → **[SMTP Authentication]**

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

[File Transfer] → **[POP before SMTP]**

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

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

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

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

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

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

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

[File Transfer] → **[POP3 / IMAP4 Settings]**

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

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

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

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

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

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

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

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

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

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

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

[File Transfer] → [Default User Name / Password (Send)]

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

[File Transfer] → [Program / Change / Delete E-mail Message]

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

[File Transfer] → [Auto Specify Sender Name]

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

[File Transfer] → [Number of Scanner Resends]

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

1

2. System Settings

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

General Features

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

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 the [User Tools] key.

  2. Press [System Settings].

  3. Check that [General Features] is selected.

  4. Press [Program / Change / Delete User Text].

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

  6. Select the user text you want to change.

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

  7. Enter the user text, and then press [OK].

     Enter the user text using up to 80 characters.

  8. Press [Exit].

  9. Press the [User Tools] key.

- Delete

  1. Press the [User Tools] key.

  2. Press [System Settings].

  3. Check that [General Features] is selected.

  4. Press [Program / Change / Delete User Text].

  5. Press [Delete].

  6. Select the user text you want to delete.

  7. Press [Yes].

  8. Press [Exit].

  9. Press the [User Tools] key.

Panel Key Sound

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

Default: [**Medium**]

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.

Default: [**On**]

If the Panel Key Sound setting is [Off], the beeper does not sound, whatever the Warm-up Beeper 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).

Default: [**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.

Default: [**Copier**]

Print Priority

Print Priority is given to the mode selected.

Default: [**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.

Default: [**Set Time**]

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

Default for Function Reset Time: [**3 second(s)**]

The Function Reset Timer setting is ignored if [Interleave] or [Job Order] is set for [Print Priority].

Interleave Print

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

Default: [**10 sheet(s)**]

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

Status Indicator

You can specify whether the status indicator shows the machine status or not.

Default: [**On**]

Screen Color Setting

You can select the screen color among from five types.

Default: [**Gray Type**]

Output: Copier (Copier)

Specify a tray to which document are delivered.

The available output trays and default settings vary depending on which options are installed. See "Selectable Output Trays".

Output: Document Server (Document Server)

Specify a tray to which documents are delivered.

The available output trays and default settings vary depending on which options are installed. See "Selectable Output Trays".
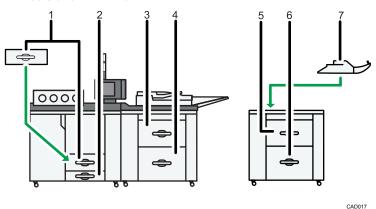
Output: Printer (Printer)

Specify a tray to which documents are delivered.

The output trays set on the printer driver have priority over the output tray specified in this setting.

The available output trays and default settings vary depending on which options are installed. See "Selectable Output Trays".

Paper Tray Priority: Copier

Specify a tray to supply paper for output.

CAD017

1. Tray 1

2. Tray 2

3. Tray 3

4. Tray 4

5. Tray 5

6. Tray 6

7. Tray 7

Default: [**Tray 1**]

Paper Tray Priority: Printer

Specify a tray to supply paper for output.

Default: [**Tray 1**]

System Status/Job List Display Time

Specify how long to display the System Status and Job List display for.

Default: [**On**], [**15 second(s)**]

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

Time Interval between Printing Jobs

Specify interval time after printing is completed until starting the next printing.

Default: [**Set Time**], [**3 second(s)**]

By selecting [Set Time], you can specify an interval time between 0 and 999 seconds.

ADF Original Table Elevation

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

Default: [**When Original is Set**]

ADF Feed Speed

You can specify the feeding speed of the Auto Document Feeder (ADF). By setting the speed to [Slow], you can reduce the noise level of operation.

Default: [**Normal**]

Key Repeat

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

Default: [**Normal**]

Z-fold Position

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

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

- A3: 2-25 mm (0.1-1.0 in.)
- B4 JIS: 2-40 mm (0.1-1.6 in.)
- A4: 2-10 mm (0.1-0.4 in.)
- 11 × 17: 2-20 mm (0.1-0.8 in.)
- $8^1/_2$ × 14: 2-35 mm (0.1-1.4 in.)

Default: [**2 mm**] (Metric version) / [**0.1 inch**] (Inch version).

This setting appears only when the Z-folding unit is installed.

Output Tray Setting

Use this setting to switch output tray selection between Function-dependant Tray Select and Auto Tray Select.

If you often make copies with different settings for each page, specify a high value for this setting to avoid other jobs starting before the current job is finished.

- Output Tray

  This setting appears only when more than one stacker trays are attached to the machine.

  You can select the [Auto Change] is available for Output Tray, only when [Job Order] is selected at "Print Priority".

  - According to Function Setting

  - Auto Change

  Default: [**According to Function Setting**]

- Multi-job Output Method to Stacker

  This setting appears only when stacker tray is attached to the machine.

  - Stack Jobs

  - Do not Stack jobs

  Default: [**Stack Jobs**]

- Output Settings when Stacker is Full

  This setting appears only when more than one stacker trays are attached to the machine.

  - Auto Detect

  - Priority Stacker

  Default: [**Auto Detect**]

Perfect Binding Cut Fine Adjustment

Adjust the cut size applied when perfect binding.

This setting appears only when the perfect binder is installed.

Default for "Vertical": [**0 inch**]

Default for "Horizontal": [**0 inch**]

Default for "Cut Position": [**0 inch**]

⬇ Note

- For details on how to access System Settings, see "Accessing User Tools".

📑 Reference

- p.11 "Accessing User Tools"

- p.36 "Selectable Output Trays"

Selectable Output Trays

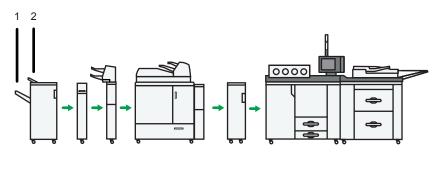This section lists the output trays that you can select.

The output trays that you can select vary depending on which options are installed on the machine.
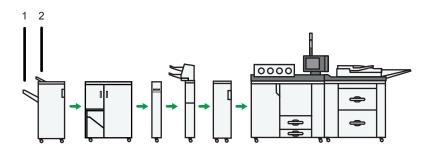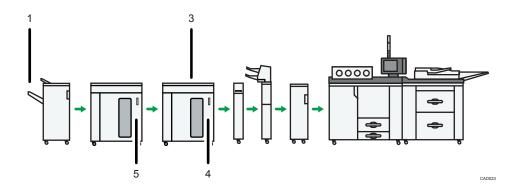
⭐**Important**

- When a finisher is installed and stapling or shift-sorting is specified for the job, prints will always be delivered to the finisher shift tray, even if a different output tray is specified.
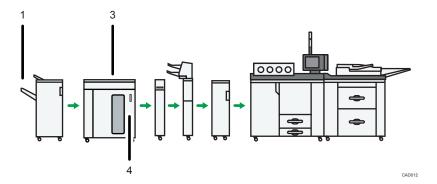
If the Finisher SR5000 is attached

This illustration shows the output trays that can be selected when using the Finisher SR5000.

CAD010

CAD011

CAD023

CAD012

2

1. **Finisher Shift Tray**

2. **Finisher Upper Tray**

3. **Stacker Upper Tray**

4. **Stacker Tray**

5. **Second Stacker Tray**

Default tray if the stacker is not installed: [**Finisher Shift Tray**]

Default tray if the stacker is installed: [**Stacker Upper Tray**]

⬇️**Note**

- [Second Stacker Tray] appears only if [Output Tray] is set to [According to Function Setting] in [Output Tray Setting]. If you set [Output Tray] to [Auto Change], you can specify [Stacker Tray], in which case, the stacker tray or second stacker tray will be automatically selected.

If the Booklet Finisher SR5020 is attached

This illustration shows the output trays that can be selected when using the Booklet Finisher SR5020.

CAD003

CAD004

CAD005

CAD006

1. **Finisher Shift Tray**

2. **Finisher Upper Tray**

3. **Stacker Upper Tray**

4. **Stacker Tray**

5. **Second Stacker Tray**

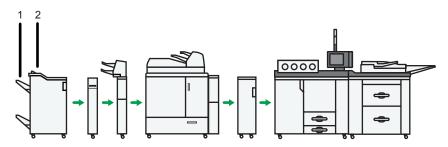Default tray if the stacker is not installed: [**Finisher Shift Tray**]

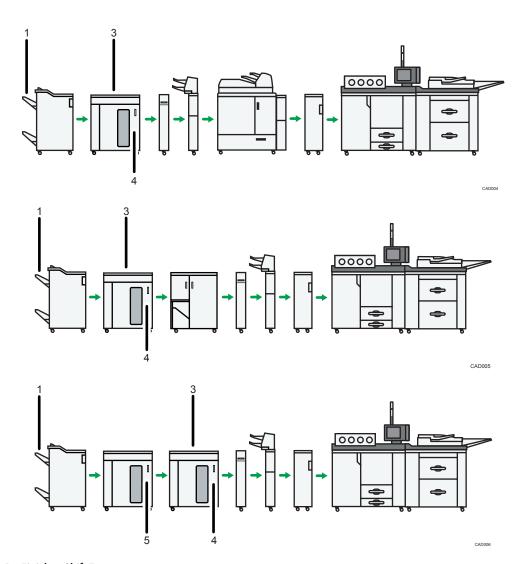Default tray if the stacker is installed: [**Stacker Upper Tray**]

Note

- [Second Stacker Tray] appears only if [Output Tray] is set to [According to Function Setting] in [Output Tray Setting]. If you set [Output Tray] to [Auto Change], you can specify [Stacker Tray], in which case, the stacker tray or second stacker tray will be automatically selected.

2
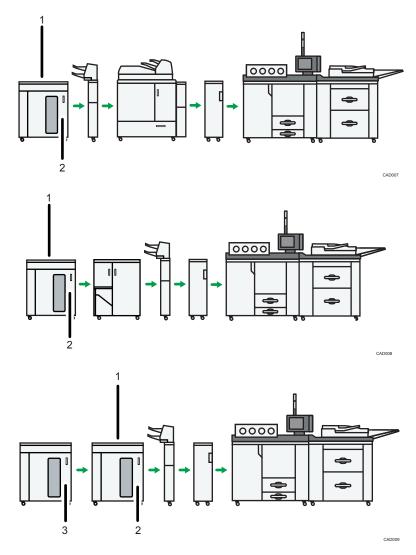
If there is no finisher installed

This illustration shows the output trays that can be selected when there is no finisher installed and the stacker is being used.

CAD007

CAD008

CAD009

2

CAD013

1. **Stacker Upper Tray**

2. **Stacker Tray**

3. **Second Stacker Tray**
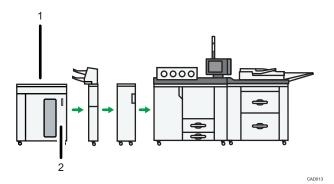
Default: [**Stacker Upper Tray**]

⬇Note

- [Second Stacker Tray] appears only if [Output Tray] is set to [According to Function Setting] in [Output Tray Setting]. If you set [Output Tray] to [Auto Change], you can specify [Stacker Tray], in which case, the stacker tray or second stacker tray will be automatically selected.

Timer Settings

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

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.
>
> You can specify this setting only if [AOF (Always On)] is set to [On] in [Administrator Tools] in [System Settings].
>
> Default: [**240 minute(s)**]
>
> The time can be set from 1 to 240 minutes, using the number keys.
>
> Auto Off may not work when error messages appear.

Energy Saver Timer

> Set the amount of time the machine waits before switching to lower-power mode after copying has finished or the last operation is performed.
>
> Default: [**15 minute(s)**]
>
> 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.
>
> Default: [**On**], [**1 min. 0 sec.**]

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.
>
> Default: [**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.
>
> Default: [**On**], [**60 second(s)**]

Scanner Auto Reset Timer (scanner)

Specify 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.

Default: [**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 12-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.

Default: [**On**], [**180 second(s)**]

Weekly Timer Code

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

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

Default: [**Off**]

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

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

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

Binding Glue Heater Auto Off Timer

Specify how long the machine keeps the glue heated.

This setting appears only when the perfect binder is installed.

If you select "Heater Always On", the binding glue heater does not turn off automatically. You can specify a heating time of 10 minutes to 4 hours.

Default: [**30 minutes**]

Weekly Timer: Monday - Sunday

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

- Power On Time

- Power Off Time

Enter the time using the 12-hour system.

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

Note

- For details on how to access System Settings, see "Accessing User Tools".

Reference

- p.11 "Accessing User Tools"

2

Interface Settings

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

Network

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

Machine IPv4 Address

Specify the machine's IPv4 network address.

Default: [**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.

Default: [**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.

Default: [**Active**]

DNS Configuration

Make settings for the DNS server.

2

Default: [**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.

Default: [**Active**]

IPsec

Specify the machine's IPsec function Active/Inactive.

Default: [**Inactive**]

Domain Name

Specify the domain name.

Default: [**Auto-Obtain (DHCP)**]

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

WINS Configuration

Specify the WINS server settings.

Default: [**On**]

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.

Do not enter "255.255.255.255" as the primary or secondary WINS server address.

Effective Protocol

Select the Protocol to use in the network.

Default for "IPv4": [**Active**]

Default for "IPv6": [**Inactive**]

Default for "NetWare": [**Active**]

Default for "SMB": [**Active**]

NCP Delivery Protocol

Select the protocol NCP delivery.

Default: [**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.

Default: [**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.

Default: [Auto Select]

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

		Machine Setting				
		10Mbps Half Duplex	10Mbps Full Duplex	100Mbps Half Duplex	100Mbps Full Duplex	Auto Select
Connection	10Mbps Half Duplex	●	—	—	—	●
	10Mbps Full Duplex	—	●	—	—	●
	100Mbps Half Duplex	—	—	●	—	●
	100Mbps Full Duplex	—	—	—	●	●
	Auto Select*	●	●	●	●	●

*Terms will vary depending on the network.

BZU022

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.

Default: [**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.

Default: [**Ciphertext Priority**]

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.

🔽 Note

- For details on how to access System Settings, see "Accessing User Tools".

🔖 Reference

- p.11 "Accessing User Tools"

Print List

This section describes how to print the configuration page.

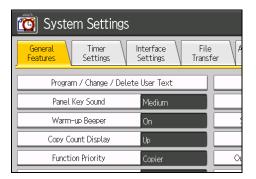You can check items related to the network environment.

The configuration page shows the current network settings and network information.
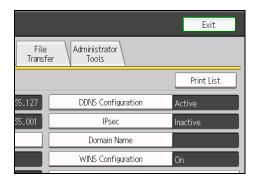
1. **Press the [User Tools] key.**

2. **Press [System Settings].**

3. **Press [Interface Settings].**

4. **Press [Print List].**

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

The configuration page is printed.

6. **Press [Exit].**

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

File Transfer

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

Delivery Option

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

Default: [**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.

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.

Default for "Port No.": [**25**]

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

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

SMTP Authentication

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

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

Default: [**Off**]

- User Name

    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".

- E-mail Address

    Enter the E-mail address using up to 128 characters.

- Password

    Enter the password using up to 128 characters.

- Encryption

    Select Encryption as follows:

    [Auto]

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

[On]

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

[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.

Default: [**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.

  Default: [**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 receiving e-mail.

Default: [**POP3**]

POP3 / IMAP4 Settings

Specify the POP3/IMAP4 server name for receiving e-mail.

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

Default: [**Auto**]

- Server Name

  If DNS is in use, enter the host name.

2

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.

- Encryption

Select Encryption as follows:

[Auto]

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

[On]

Encrypt password.

[Off]

Do not encrypt password.

Administrator's E-mail Address

Specify the Administrator's E-mail Address.

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

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-mail. The specified POP3 port number is used for [POP before SMTP].

Default for POP3: [110]

Default for IMAP4: [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 via POP3 or IMAP4 server.

Default: [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.

Default: [2 MB]

Enter a size from 1 to 50 MB in increments of one megabyte.

E-mail Storage in Server

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

Default: [Off]

Default User Name / Password (Send)

You can specify the user name and password required when sending scan files directly to a shared folder on a Windows PC or a Mac, or to an FTP or NetWare server.

Enter in up to 64 characters.

Program / Change / Delete E-mail Message

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

- Program / Change:

  1. Press the [User Tools] key.

  2. Press [System Settings].

  3. Press [File Transfer].

  4. Press [Program / Change / Delete E-mail Message].

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

  6. Press [*Not Programmed].

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

  7. Press [Change] under "Name".

  8. Enter a name, and then press [OK].

     Enter the name using up to 20 characters.

  9. 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:".

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

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

  11. Press [OK].

  12. Press [Exit].

  13. Press the [User Tools] key.

- Delete:

  1. Press the [User Tools] key.

  2. Press [System Settings].

  3. Press [File Transfer].

  4. Press [Program / Change / Delete E-mail Message].

  5. Press [Delete].

  6. Select the e-mail message to delete.

     The confirmation message about deleting appears.

7. Press [Yes].

8. Press [Exit].

9. Press the [User Tools] key.

Auto Specify Sender Name

Set whether or not to specify the name of the sender when sending e-mail.

Default: [**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.

- 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.

Default: [**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.

Default: [**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.

🔽 **Note**

- For details on how to access System Settings, see "Accessing User Tools".

🔖 **Reference**

- p.11 "Accessing User Tools"

Administrator Tools

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

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

We recommend specifying Administrator Authentication before making Administrator Tools settings.

Address Book Management

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

For details, see "Address Book".

- Program / Change

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

    - Names

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

    - Auth. Info

        You can register a user code, and specify the functions available to each user code. You can also register user names and passwords to be used when sending e-mail, sending files to folders, or accessing an LDAP server.

    - Protection

        You can register a protection code.

    - E-mail

        You can register an e-mail address.

    - Folder

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

    - Add to Group

        You can put names registered in the Address Book into a group.

- Delete

    You can delete a name from the Address Book.

    You can register up to 2,000 names.

    You can register up to 500 user codes.

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

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.
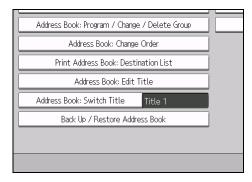
Address Book: Change Order
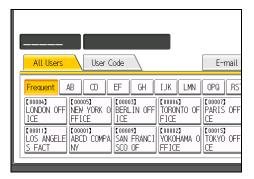
Changes the order of registered names.

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 the [User Tools] key.

2. Press [System Settings].

3. Press [Administrator Tools].

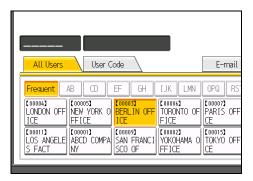4. Press [Address Book: Change Order].

5. Press the name key to be moved.
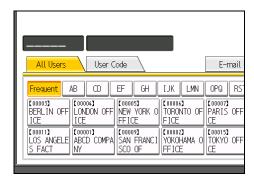
You can select a name using the number keys.

6. 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
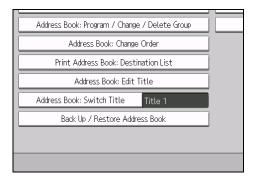
  Prints the group Address Book.

  1. Press the [User Tools] key.

  2. Press [System Settings].

  3. Press [Administrator Tools].

  4. Press [Print Address Book: Destination List].

  5. Select the print format.

  6. To print the list on two-sided pages, select [Print on 2 Sides].

  7. Press the [Start] key.

     The list prints out.

Address Book: Edit Title

You can edit the title to easily find a user.

1. Press the [User Tools] key.

2. Press [System Settings].

3. Press [Administrator Tools].

4. Press [Address Book: Edit Title].

5. Press the title key you want to change.

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

7. Press [OK].

8. Press the [User Tools] key.

Address Book: Switch Title

Specifies the title to select a name.

Default: [**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.

Backup requires a removable SD card to be installed in this machine.

For details about installing and removing the SD card, contact your sales or service representative.

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

You can also back up and restore the machine's Address Book using Web Image Monitor. For details, see the Help files of Web Image Monitor.

- Back Up

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

- Restore

  You can restore the backup copy of the address book from external storage.

- Format

  You can format the external storage.

- Obtain Media Info

  The free space and occupied space of the external storage are displayed.

Display / Print Counter

Allows you to view and print the number of prints.

- Display / Print Counter

Displays the number of prints for each function (Total, Copier, Printer, A3 / DLT, Duplex, Scanner Send, Send / TX Total).

- 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.

For details about printing the counter, see "Printing the Counter for Each User" and "Printing the Counter for All Users".

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.

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

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

  - Copier:

  "Restrict All (B & W / Single Color / Two-color / Full Color)", "Single Color / Two-color / Full Color", "Two-color / Full Color", "Full Color", "Do not Restrict"

  - Printer:

  "Black & White / Color", "Color", "PC Control", "Do not Restrict"

- Other Functions:

  "Document Server", "Scanner"

- Basic Auth.
- Windows Auth.
- LDAP Auth.
- Integration Svr. Auth.
- Off

Default: [**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.

External Charge Unit Management

Using the key card, you can use the key card to specify an upper limit onto machine use.

For details about this function, consult your administrator.

Enhanced External Charge Unit Management

Specify whether or not to make available enhanced features for enhanced external charge unit management.

For details about this function, consult your administrator.

Extended Security

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

Auto Delete File in Document Server

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

Default: [**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.

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.

- Name
- Server Name
- Search Base
- Port Number
- Use Secure Connection (SSL)
- Authentication
- User Name
- Password
- Search Conditions
- Search Options

This function supports LDAP Version 2.0 and 3.0. Digest authentication ([High Security] in the authentication setting) can only be used under LDAP Ver.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.

Default: [**Off**]

If you select [Off], LDAP server list will not appear on the searching display.

AOF (Always On)

Specify whether or not to use Auto Off.

Default: [**On**]

Service Mode Lock

For details about this function, consult your administrator.

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.

🔖 **Reference**

- p.11 "Accessing User Tools"
- p.63 "Programming the LDAP server"
- p.103 "Address Book"
- p.117 "Printing the Counter for Each User"
- p.118 "Printing the Counter for All Users"

Programming the LDAP server

This section describes how to specify the LDAP server settings.

This function supports LDAP versions 2.0 and 3.0.

Program the LDAP server to find user information in the LDAP server Address Book directly.

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.

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

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

Digest authentication ([High Security] in the authentication setting) can only be used under LDAP Ver.3.0.

Programming the LDAP server

This section describes how to program the LDAP server.

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

   When programming the server, select [*Not Programmed].
8. **Press [Change] under "Name".**
9. **Enter the name, and then press [OK].**
10. **Press [Change] under "Server Name".**
11. **Enter the server name, and then press [OK].**
12. **Press [Change] under "Search Base".**

    Select the root folder from which to start the search. Users registered in the selected folder and its subfolders become search targets.

13. **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.

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

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

15. **Enter the port number using the number keys, and then press the [#] key.**

16. **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.
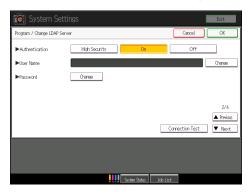
17. **Press [▼Next].**

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

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.

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

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

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

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

20. **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

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

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

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

    You can connect to the LDAP server using a user name and password stored in the Address Book. For details, see "Registering SMTP and LDAP Authentication".

23. **Press [Connection Test].**

    Access the LDAP server to check that the proper connection is established. Check 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", "Company Name", "Fax Number", 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.

    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] key.**

🔲 Reference

- p.156 "Registering SMTP and LDAP Authentication"

Changing the LDAP server

This section describes how to change the programmed LDAP server.

1. **Press the [User Tools] key.**
2. **Press [System Settings].**
3. **Press [Administrator Tools].**
4. **Press [▼Next] twice.**
5. **Press [Program / Change / Delete LDAP Server].**
6. **Check that [Program / Change] is selected.**
7. **Select the LDAP server you want to change.**
8. **Change the settings as necessary.**
9. **Press [OK] after changing each item.**
10. **Press [Exit].**
11. **Press the [User Tools] key.**

Deleting the LDAP server

This section describes how to delete the programmed LDAP server.

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

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [▼Next] twice.**

5. **Press [Program / Change / Delete LDAP Server].**

6. **Press [Delete].**

7. **Select the LDAP server you want to delete.**

8. **Press [Yes].**

9. **Press [Exit].**

10. **Press the [User Tools] 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.

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.

Default for "Full Color / Two-color: Photo": [**Off**]

Default for "Full Color / Two-color: Non-photo": [**Off**]

Default for "B & W / Single Color: Photo": [**Off**]

Default for "B & W / Single Color: Non-photo": [**On**]

Original Type Priority

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

Default for "Full Color / Two-color": [**Text / Photo**]

Default for "B & W / Single Color": [**Text / Photo**]

Original Photo Type Priority

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

Default for "Text / Photo": [**Printed Photo**]

Default for "Photo": [**Printed Photo**]

Original Orientation in Duplex Mode

Set the original orientation when making two-sided copies.

Default: [**Top to Top**]

Copy Orientation in Duplex Mode

Set the copy orientation when making two-sided copies.

Default: [**Top to Top**]

Reserve Job Mode

You can set whether to reset the mode to the initial state or return to the mode in use before the reserved operation was started when you return to the initial screen after reserved copying finishes.

Default: [**Reset**].

Reservation Screen Auto-off Timer

You can set the time required until the display is switched to the reserved first job display after reservation is set.

If you select "Yes", use the numbers keys to enter the time (10-99 seconds).

Default: [**Yes**], [**15 second(s)**]

Max. Copy Quantity

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

Default: [**9999 sheet(s)**]

Manual Original Counter Reset

You can set whether to enable the document counter reset key.

Default: [**Off**]

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.

Default: [**On**]

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

Dark Background

You can set whether "Dark Background" can be selected as an original type.

Default: [**Off**]

Panel Features Default

You can set which items will appear as the function buttons on the basic display.

Default: [**Off**]

Image Adjustment Priority

You can set the items, to be preferentially displayed, to the function buttons on the basic display.

Default: [**Off**]

Paper Display

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

Default: [**Display**]

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

Original Type Display

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

Default: [**Display**]

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

Alert Sound: Original left on Exposure Glass

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

Default: [**On**]

If the "Panel Key Sound" during system settings is set to "Off", this function is invalidated even if it is set to "On".

Job End Call

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

Default: [**On**]

If Panel Key Sound of General Features (System Settings) is "Low", "Medium", or "High", 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.
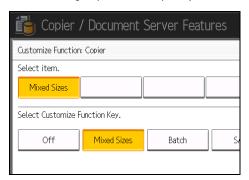
Switch Original Counter Display

Specify the original counter display.

Default: [**Original Sheet Counter**]

Customize Function: Copier
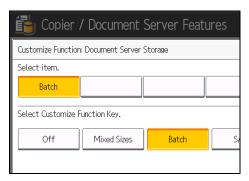
You can assign up to four frequently-used functions to Copy Function keys.

- Off
- Mixed Sizes
- Batch
- SADF
- Thin Paper

Customize Function: Document Server Storage

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

- Off
- Mixed Sizes
- Batch
- SADF
- Thin Paper

🗐 Reference

- p.11 "Accessing User Tools"
- p.31 "General Features"

Reproduction Ratio

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

Shortcut Reduce/Enlarge

You can register up to two frequently used Reduce / Enlarge ratios other than the fixed Reduce / Enlarge ratio and have them shown on the initial display. You can also change registered Reduce / Enlarge ratios.
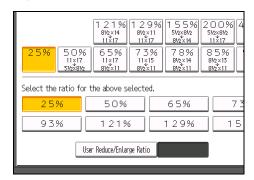
When you select [User Reduce/Enlarge Ratio], the ratio can be set from 25 to 400%, using the number keys.

Default for "F1": [**71%**] (Metric version) / [**73%**] (Inch version)

Default for "F2": [**141%**] (Metric version) / [**129%**] (Inch version)

Reproduction Ratio

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

- Metric version
    - 25%
    - A3 → A5, 8 × 13 → A5 (50%)
    - A3 → 8 × 13 (65%)
    - A3 → A4, A4 → A5 (71%)
    - B4JIS → 8 × 13 (75%)
    - 8 × 13 → A4, B4JIS → 8 × 13 (82%)
    - 93%
    - B4JIS → A3 (115%)
    - 8 × 13 → A3, A4 → B4JIS (122%)
    - A4 → A3, A5 → A4 (141%)
    - A5 → A3 (200%)

- 400%
- User Reduce/Enlarge Ratio (25-400%)
- Inch version
  - 25%
  - $11 \times 17 \rightarrow 5^1/_2 \times 8^1/_2$ (50%)
  - $11 \times 17 \rightarrow 8^1/_2 \times 11$ (65%)
  - $11 \times 15 \rightarrow 8^1/_2 \times 11$ (73%)
  - $8^1/_2 \times 14 \rightarrow 8^1/_2 \times 11$ (78%)
  - $8^1/_2 \times 13 \rightarrow 8^1/_2 \times 11$ (85%)
  - 93%
  - $8^1/_2 \times 14 \rightarrow 11 \times 17$ (121%)
  - $8^1/_2 \times 11 \rightarrow 11 \times 17$ (129%)
  - $5^1/_2 \times 8^1/_2 \rightarrow 8^1/_2 \times 14$ (155%)
  - $5^1/_2 \times 8^1/_2 \rightarrow 11 \times 17$ (200%)
  - 400%
  - User Reduce/Enlarge Ratio (25-400%)

Reduce/Enlarge Ratio Priority

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

Default: [**71%**] (Metric version) / [**65%**] (Inch version)

Ratio for Create Margin

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

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

Default: [**93%**]

🔖 Reference

- p.11 "Accessing User Tools"

Edit

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

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

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

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

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

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

Front Margin: Left / Right

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

Default: [**Left: 5 mm**] (Metric version) / [**Left: 0.2 inch**] (Inch version).

Back Margin: Left / Right

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

Default: [**Right: 5 mm**] (Metric version) / [**Right: 0.2 inch**] (Inch version).

Front Margin: Top / Bottom

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

Default: [**T / B: 0 mm**] (Metric version) / [**T / B: 0.0 inch**] (Inch version).

Back Margin: Top / Bottom

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

Default: [**T / B: 0 mm**] (Metric version) / [**T / B: 0.0 inch**] (Inch version).

1 Sided → 2 Sided Auto Margin: TtoT

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

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

Default: [**Right: 5 mm**] (Metric version) / [**Right: 0.2 inch**] (Inch version).

1 Sided → 2 Sided Auto Margin: TtoB

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

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

Default: [**T / B: 0 mm**] (Metric version) / [**T / B: 0.0 inch**] (Inch version).

Creep Setting for Magazine

Specify the creep binding margin width.

Default: [**5 mm**] (Metric version) / [**0.2 inch**] (Inch version).

Erase Border Width

Specify the width for erasing border.

Default: [**10 mm**] (Metric version) / [**0.4 inch**] (Inch version).

Erase Original Shadow in Combine

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

Default: [**On**]

Erase Center Width

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

Default: [**10 mm**] (Metric version) / [**0.4 inch**] (Inch version).

Front Cover Copy in Combine

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

CAD002

Default: [**Combine**]

Copy Order in Combine

You can set the copy order in Combine mode.

cad024

Default: [**From Left to Right**]

Orientation: Booklet, Magazine

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

Default: [**Open to Left**]

Image Repeat Separation Line

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

- None

- Solid

- Broken A

- Broken B

- Crop Marks

Default: [**None**]

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

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

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

Double Copies Separation Line

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

- None

- Solid

- Broken A

- Broken B

- Crop Marks

Default: [**None**]

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

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

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

Separation Line in Combine

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

• None

• Solid

• Broken A

• Broken B

- Crop Marks

Default: [**None**]

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

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

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

Copy on Designating Page in Combine

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

Default: [**Combine**]

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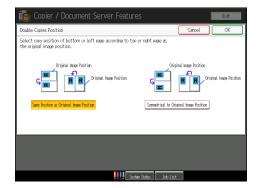
When Copying the back cover, you can specify whether to have the back cover outside (outside page) or inside (inside page).

Default: [**Outside**]

Double Copies Position

You can select the copy position of bottom or left page according to top or right page as the original image position.

Default: [**Same Position as Original Image Position**]

3

Stamp

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

Preset Stamp

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

Stamp Language

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

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

Default: [**English**]

Stamp Priority

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

Default: [**COPY**]

Stamp Format

Specify how each stamp is printed.

- Stamp Position

  Specify where to print the stamp.

  Default: [**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: 4-144 mm, L/R: 4-144 mm

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

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

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

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

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

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

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

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

  - Inch version:

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

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

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

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

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

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

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

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

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

- Size

   You can set the size of the stamp.

   Default: [**1 X**]

- Density

   You can set the pattern used to print the stamp.

   - Normal

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

   - Lighter

      The image can be seen through the stamp.

   - Lightest

      The image appears even clearer than in the Lighter setting.

   Default: [**Normal**]

- Adj. Back Side Stamp Position

   You can adjust the stamp position for back side in duplex mode, within the available range as shown below.

   - Metric version:

      Top-Bottom: Top 432 mm Bottom 432 mm

      Left-Right: Left 432 mm Right 432 mm

   - Inch version:

      Top-Bottom: Top 17.0 inches Bottom 17.0 inches

      Left-Right: Left 17.0 inches Right 17.0 inches

- Page to Stamp

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

   Default: [**All Pages**]

Stamp Color

Sets the stamp print color.

Default: [**Black**]

User Stamp

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

Program / Delete Stamp

You can register, change, or delete user stamps.

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

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

Stamp Format: 1 - 5

Specify how each registered User Stamps 1 to 5 is printed.

- Stamp Position

 Specify where to print the User Stamp.

 Default: [**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: 4-144 mm, L/R: 4-144 mm

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

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

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

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

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

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

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

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

 - Inch version:

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

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

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

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

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

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

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

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

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

- Adj. Back Side Stamp Position

  You can adjust the stamp position for back side in duplex mode, within the available range as shown below.

  - Metric version:

    Top-Bottom: Top 432 mm Bottom 432 mm

    Left-Right: Left 432 mm Right 432 mm

  - Inch version:

    Top-Bottom: Top 17.0 inches Bottom 17.0 inches

    Left-Right: Left 17.0 inches Right 17.0 inches

- Page to Stamp

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

  Default: [**All Pages**]

Stamp Color: 1 - 5

Sets the color registered in User Stamp color (1 to 5).

Default: [**Black**]

Date Stamp

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

Format

You can select the date format for Date Stamp mode.

Default: [**DD/MM/YYYY**] (Metric version) / [**MM/DD/YYYY**] (Inch version).

Font

You can select the Date Stamp font.

Default: [**Font 1**]

Size

You can set the Date Stamp size.

Default: [**Auto**]

Superimpose

You can have the date stamp printed in white when it overlaps black parts of the image.

Default: [**Off**]

Stamp Color

Sets the selected priority color when printing the date.

Default: [**Black**]

Stamp Setting

Specify how Date Stamp is printed.

- Stamp Position

    Specify where to print the Date Stamp.

    Default: [**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: 4-144 mm, L/R: 4-144 mm

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

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

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

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

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

    - Inch version:

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

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

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

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

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

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

- Adj. Back Side Stamp Position

    You can adjust the stamp position for back side in duplex mode, within the available range as shown below.

    - Metric version:

        Top-Bottom: Top 432 mm Bottom 432 mm

        Left-Right: Left 432 mm Right 432 mm

- Inch version:

  Top-Bottom: Top 17.0 inches Bottom 17.0 inches

  Left-Right: Left 17.0 inches Right 17.0 inches

- Page to Stamp

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

  Default: [**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.

Default: [**P1,P2...**]

Font

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

Default: [**Font 1**]

Size

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

Default: [**Auto**]

Duplex Back Page Stamping Position

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

Default: [**Opposite Position**]

Page Numbering in Combine

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

Default: [**Per Original**]

Stamp on Designating Slip Sheet

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

Default: [**Off**]

Stamp Position

Specify how each of stamp is printed.

- Stamp Position

  Specify where to print the stamp.

For the patterns of "P1,P2...", "1/5,2/5...", "P.1,P.2...", and "1,2...", the machine is shipped from the factory with this position set to [Top Right].

For the patterns of "-1-,-2-..." and "1-1,1-2...", the machine has this position set to [Bottom Center].

- Adjust Stamp Position

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

  - Metric version:

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

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

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

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

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

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

  - Inch version:

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

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

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

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

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

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

- Adj. Back Side Stamp Position

  You can adjust the stamp position for back side in duplex mode, within the available range as shown below.

  - Metric version:

    Top-Bottom: Top 432 mm Bottom 432 mm

    Left-Right: Left 432 mm Right 432 mm

  - Inch version:

    Top-Bottom: Top 17.0 inches Bottom 17.0 inches

    Left-Right: Left 17.0 inches Right 17.0 inches

Superimpose

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

Default: [**Off**]

Stamp Color

Sets the selected priority color when printing the page number.

Default: [**Black**]

Page Numbering Initial Letter

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

Default: [**P1,P2.../P.1,P.2...**]

Stamp Text

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

Font

You can select the font in stamp text mode.

Default: [**Font 1**]

Size

You can set the stamp text size.

Default: [**Auto**]

Superimpose

You can have the stamp text printed in white when it overlaps black parts of the image.

Default: [**Off**]

Stamp Color

Sets the selected priority color when printing the text.

Default: [**Black**]

Stamp Setting

Specify how stamp text is printed.

- Stamp Position

    Specify where to print the Stamp Text.

    Default: [**Top Right**]

- Adjust Stamp Position

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

    - Metric version:

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

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

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

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

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

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

- Inch version:

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

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

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

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

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

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

- Adj. Back Side Stamp Position

  You can adjust the stamp position for back side in duplex mode, within the available range as shown below.

  - Metric version:

    Top-Bottom: Top 432 mm Bottom 432 mm

    Left-Right: Left 432 mm Right 432 mm

  - Inch version:

    Top-Bottom: Top 17.0 inches Bottom 17.0 inches

    Left-Right: Left 17.0 inches Right 17.0 inches

- Page to Stamp

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

  Default: [**All Pages**]

Input/Output

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

SADF Auto Reset

> In SADF mode, an original must be set within a specified time after the previous original has been fed.
>
> Default: [**5 second(s)**]
>
> You can adjust this time from 3 to 99 seconds in increments of 1 second.

Copy Eject Face Method in Glass Mode

> You can specify the way in which copies are delivered when copying an original placed on the exposure glass.
>
> Default: [**Face Up**]

Memory Full Auto Scan Restart

> When memory becomes full while scanning originals, the machine can make copies of scanned originals first, and then automatically proceed scanning remaining originals.
>
> Default: [**Off**]
>
> - On
>
>   You can leave the machine unattended to make copies, but sorted pages will not be sequential.
>
> - Off
>
>   When memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray.

Sort/ Stack Shift Tray Setting

> You can specify whether to shift the Shift Tray in sort mode or stack mode.
>
> Default: [**On**]

Insert Separation Sheet

> You can specify the number of copy pages for inserting the separation sheet from 1 to 999 pages in increments of 1 page.
>
> Default: [**1 set(s)**]

Letterhead Setting

> If you select [Yes] in this function, the machine rotates the image correctly.
>
> Default: [**No**]
>
> Orientation-fixed (top to bottom) or two-sided paper might not be printed correctly depending on how the originals and paper are placed.

Fore Edge Cut Setting

> Specify the length of the fore edge cut.

The Fore Edge Cut function is available only if the trimmer is installed.

Select the cut length as follows:

- Metric version: 2.0 - 20.0 mm (in increments of 1 mm)
- Inch version: 0.08 - 0.79 inch (in increments of 0.01 inch)

Default: [**4.0 mm**] (Metric Version) / [**0.16 inch**] (Inch Version).

Staple Position

Specify which staple type has priority to be shown on the initial display.

The Finisher SR5000 or Booklet Finisher SR5020 is required to use this function.

- When the Finisher SR5000 is installed:

  Default for "Staple Position 1": [**Top 1**]

  Default for "Staple Position 2": [**Slant**]

  Default for "Staple Position 3": [**Left 2**]

  Default for "Staple Position 4": [**Top 2**]

- When the Booklet Finisher SR5020 is installed:

  Default for "Staple Position 1": [**Top 1**]

  Default for "Staple Position 2": [**Center**]

  Default for "Staple Position 3": [**Left 2**]

  Default for "Staple Position 4": [**Top 2**]

Punch Type

Specify which punch type has priority to be shown on the initial display.

The Finisher SR5000 or Booklet Finisher SR5020 is required to use this function.

Default for "Punch Type 1": [**Left 2**]

Default for "Punch Type 2": [**Top 2**]

Ring Binding/Fold Type/Stacker Output Tray

You can specify which ring binding types, fold types and stacker tray have priority on the initial display.

Depending on which options are installed, "Ring Binding/Fold Type/Stacker Output Tray" will appear under different names.

The following functions are available:

- Ring Binding: Left
- Ring Binding: Top
- Ring Binding: Right
- Punch Only: Left
- Punch Only: Top

- Punch Only: Right

- Right Fold

- Bottom Fold

- Stacker

- 2nd Stacker

- Upper Tray

Finisher: Staple Position

Specify which staple type has display priority on the [Finisher] tab in [Output/ Customize Function/ Finisher] on the initial display.

The Finisher SR5000 or Booklet Finisher SR5020 is required to use this function.

Default for "Finisher: Staple Position 1": not programmed

Default for "Finisher: Staple Position 2": not programmed

Default for "Finisher: Staple Position 3": not programmed

Default for "Finisher: Staple Position 4": not programmed

Finisher: Punch Type

Specify which punch type has display priority on the [Finisher] tab in [Output/ Customize Function/ Finisher] on the initial display.

The Finisher SR5000 or Booklet Finisher SR5020 is required to use this function.

Default for "Finisher: Punch Type 1": not programmed

Default for "Finisher: Punch Type 2": not programmed

Default for "Finisher: Punch Type 3": not programmed

Default for "Finisher: Punch Type 4": not programmed

Finisher: Ring Binding Type

Specify which ring binding type has display priority on the [Finisher] tab in [Output/ Customize Function/ Finisher] on the initial display.

The ring binder is required to use this function.

Default for "Finisher: Ring Binding Type 1": not programmed

Default for "Finisher: Ring Binding Type 2": not programmed

Default for "Finisher: Ring Binding Type 3": not programmed

Default for "Finisher: Ring Binding Type 4": not programmed

Simplified Screen: Finishing Types

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

Default for "Simplified Screen: Finishing Types 1": not programmed

Default for "Simplified Screen: Finishing Types 2": not programmed

Default for "Simplified Screen: Finishing Types 3": not programmed

🔖 **Reference**

- p.11 "Accessing User Tools"

Adjust Color Image

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

Background Density of ADS (Full Color / Two-color)

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

The default setting is the middle of five adjustment levels.

Color Sensitivity

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

The default setting is the middle of five adjustment levels.

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

A.C.S. Sensitivity

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

The default setting is the middle of five adjustment levels.

A.C.S. Priority

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

Default: [**Full Color**]

Inkjet Output Type

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

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

Default: [**Inkjet Output 1**]

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

Increase image redness, select [Inkjet Output 2].

Increase image blueness, select [Inkjet Output 3].

Reference

- p.11 "Accessing User Tools"

Settings for the Document Server

This section describes user tool settings for the Document Server.

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

Copier / Document Server Features

Heading	Item	Default
General Features	Customize Function: Document Server Storage	-

System Settings

Heading	Items	Default
General Features	Warm-up Beeper	**On**
General Features	Copy Count Display	**Up**
General Features	Output: Document Server	• **Finisher Shift Tray** • **Stacker Upper Tray (If there is no finisher installed)**
General Features	Paper Tray Priority: Copier	**Tray 1**
Timer Settings	Copier / Document Server Auto Reset Timer	**60 second(s)**
Administrator Tools	Auto Delete File in Document Server	**3 day(s)**
Administrator Tools	Delete All Files in Document Server	-

🔖 Reference

4. 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.

Switch Title

Select the title to be shown on the destination list.

Default: [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].

Default: [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.

Default: [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].

Default: [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].

Default: [**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.

Default: [**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.11 "Accessing User Tools"
- p.49 "File Transfer"
- p.54 "Administrator Tools"

Scan Settings

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

A.C.S. Sensitivity Level

Sets the sensitivity level for judging color/black and white for scanning originals when [Scan Type] is set to [Auto Color Select].

The default setting is the middle of five adjustment levels.

Wait Time for Next Orig.: Exposure Glass

To divide originals and scan them individually with the exposure glass to form a single file, select [Continuous Wait], [Off], or [Set Wait Time] for the waiting status.

Default: [**Set Wait Time**], [**60 second(s)**]

If you select [SADF] in [Original Feed Type] on the Scan to Folder screen, the [Wait Time for Next Orig.: Exposure Glass] setting becomes invalid.

If you select [Batch] in [Original Feed Type] on the Scan to Folder screen, the [Wait Time for Next Orig.: Exposure Glass] setting becomes invalid, and the machine waits for an additional original to be placed.

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 upper cover of the ADF
- Pressing the [Interrupt] key to activate the copy mode

Wait Time for Next Original(s): SADF

When dividing originals and scanning them separately with the ADF to form a single file, select [Set Wait Time] or [Continuous Wait] for the waiting status.

Default: [**Set Wait Time**], [**60 second(s)**]

This setting is valid if [SADF] is specified for [Original Feed Type] when scanning.

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 automatically if additional originals are placed 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 the 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.

Even if originals are placed on the exposure glass, the machine will operate according to the specified settings. However, every time originals are placed on the exposure glass, you must press the [Start] key to start scanning.

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 upper cover of the ADF
- Pressing the [Interrupt] key to activate the copy mode

Background Density of ADS (Full Color)

Characteristics due to the type of paper such as nonwhiteness like newspaper or transparent originals can be reduced by correcting the scanning density.

The default setting is the middle of five adjustment levels.

🔖 Reference

- p.11 "Accessing User Tools"

Send Settings

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

Compression (Black & White)

Select whether or not to compress black and white scan files.

Default: [**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.

Compression (Gray Scale / Full Color)

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

Default: [**On**], [**Compression Level 4**]

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.

High Compression PDF Level

Select compression level when creating high compression PDF files.

Default: [**Standard**]

Max. E-mail Size

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

Default: [**On**], [**2048 KB**]

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.

Default: [**Yes (per Max. Size)**], [**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.

Default: [**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.

Default: [**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:

Default: [**Send File**]

- Send File

  Sending Stored Files by E-mail

- Send URL Link

  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

5. 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.

We recommend you back up the Address Book regularly. For details about backing up/restoring the Address Book, see "Administrator Tools".

⭐**Important**
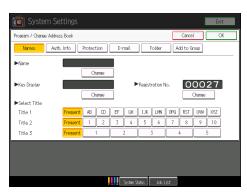
* Address Book data is stored on the hard disk. It can be lost if there is some kind of hard disk failure.

* 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.
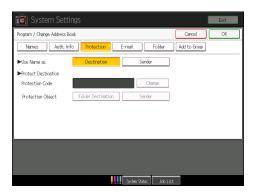
Auth. Info

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.
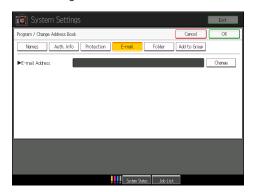
Protection

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

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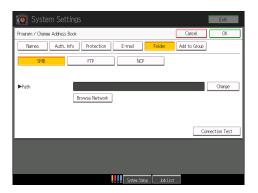
You can register e-mail destinations in the Address Book.

Folder
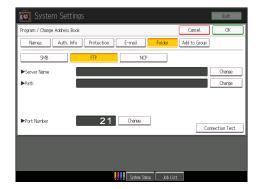
You can register the protocol, path name and server name.
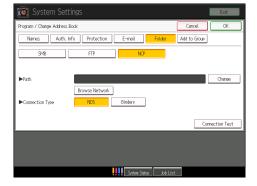
- SMB

- FTP
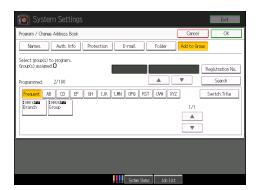
- NCP

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

Reference

- p.54 "Administrator Tools"

Managing names in the Address Book

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

Reference

- p.108 "Registering Names"

Sending E-mail by Quick Dial

You can specify an e-mail address by selecting the destination shown on the initial scanner 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.121 "E-mail Destination"

Sending scanned files to a shared folder directly

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

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

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

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

Reference

- p.126 "Registering Folders"

Preventing unauthorized user access to shared folders from the machine

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

You can prevent unauthorized access to registered folders.

Reference

- p.153 "Registering a Protection Code"

Managing users and machine usage

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

- Copier
- Document Server
- Printer
- Scanner

Reference

- p.112 "Authentication Information"

Registering Names

Register user information including their names.

The user name is useful for selecting a destination when sending e-mail.

You can also use it as a folder destination.

You can register up to 2000 names.

Registering Names

This section describes how to register names.

1. **Press the [User Tools] key.**
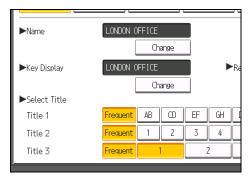
2. **Press [System Settings].**

3. **Press [Administrator Tools].**

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

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

6. **Press [New Program].**

7. **Press [Change] under "Name".**

   The name entry display appears.

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

9. **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.

10. **Press [OK].**

11. **Press [Exit].**

12. **Press the [User Tools] key.**

↓Note
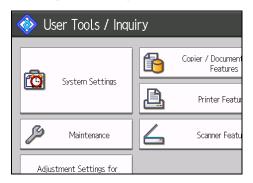
* The name can be used for documents in the Document Server. For details about the Document Server, see "Using the Document Server", Copy/Document Server Reference.

Changing a Registered Name

This section describes how to change a name.

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

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

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

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

6. **Select the registered name you want to change.**

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

7. **To change the name or key display, press [Change] under "Name" or "Key Display".**

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

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

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

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

12. **Press [OK].**

13. **Press [Exit].**

14. **Press the [User Tools] key.**

⬇ **Note**

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

Deleting a Registered Name

This section describes how to delete a name.

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

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

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

5. **Press [Delete].**

6. **Select the name you want to delete.**

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

7. **Press [Yes].**

8. **Press [Exit].**

9. **Press the [User Tools] key.**

5

Authentication Information

Following 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 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 registering user codes for the printer driver, see the manual provided for the printer function.

📄 **Reference**

* p.54 "Administrator Tools"

Registering a User Code

This section describes how to register a user code.

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

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

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

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

6. **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, user code, folder name, or e-mail address.

7. **Press [Auth. Info].**

8. **Enter the user code using the number keys, and then press the [#] key.**

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

9. **Press [▼Next] twice.**

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

11. **Press [OK].**

12. **Press [Exit].**

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

🔸**Note**

• You can enter a one-to eight-digit user code.

• To register the name, see "Registering Names".

Reference

- p.108 "Registering Names"

Changing a User Code
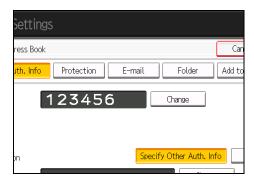
This section describes how to change a user code.

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, user code, 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 [▼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] key.**

🔸**Note**

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

📘**Reference**

- p.109 "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 the [User Tools] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

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

5. **Press [Program / Change].**

6. **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, user code, folder name, or e-mail address.

7. **Press [Auth. Info].**

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

9. **Press [OK].**

10. **Press [Exit].**

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

⬇️Note

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

📖Reference

- p.110 "Deleting a Registered Name"

Displaying the Counter for Each User

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

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

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

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

5. **Select the function usage you want to display the usage of, from [Copier Counter], [Printer Counter], or [Scanner Counter].**

Counters for individual function usage under each user code appear.

Printing the Counter for Each User
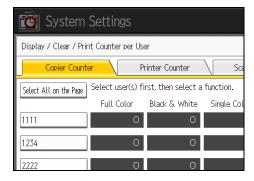
This section describes how to print the counter for each user.
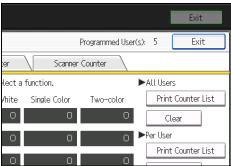
1. **Press the [User Tools] key.**
2. **Press [System Settings].**

3. **Press [Administrator Tools].**
4. **Press [Display / Clear / Print Counter per User].**
5. **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.

6. Press [Print Counter List] under "Per User".

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

8. Press [Print].

9. Press [Exit].

10. Press the [User Tools] key.

Printing the Counter for All Users

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

1. Press the [User Tools] key.
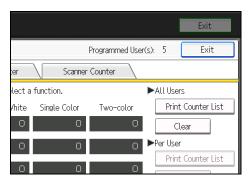
2. Press [System Settings].

3. Press [Administrator Tools].

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

5. **Press [Print Counter List] under "All Users".**
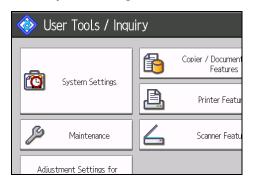
6. **Select the function usage you want to print from [Copier Counter], [Printer Counter], [Scanner Counter], and [Total Prints].**

7. **Press [Print].**

8. **Press [Exit].**

9. **Press the [User Tools] key.**
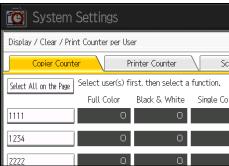
Clearing the Number of Prints

This section describes how to clear the counter.

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

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

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

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 [All Counters].**

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 [All Counters].**

11. **Press [OK].**

12. **Press [Exit].**

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

E-mail Destination

This section describes the procedure for registering, changing, and deleting E-mail Destinations.

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.153 "Registering a Protection Code"

Registering an E-mail Destination

This section describes how to register an e-mail destination.
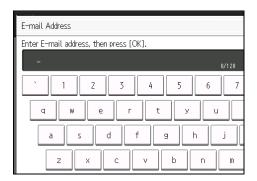
1. **Press the [User Tools] key.**
2. **Press [System Settings].**

3. **Press [Administrator Tools].**
4. **Press [Address Book Management].**
5. **Check that [Program / Change] is selected.**
6. **Select the name whose e-mail address you want to register.**

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

7. **Press [E-mail].**

8. **Press [Change].**

9. **Enter the e-mail address.**

10. **Press [OK].**

11. **Press [OK].**

12. **Press [Exit].**

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

⬇Note

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

- To register the name, see "Registering Names".

🖹 Reference
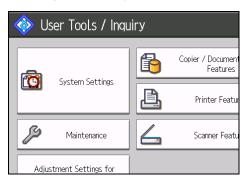
- p.108 "Registering Names"

Changing an E-mail Destination

This section describes how to change an e-mail destination.
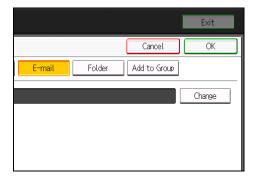
1. **Press the [User Tools] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

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

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

6. **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.

7. **Press [E-mail].**

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

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

10. **Press [OK].**

11. **Press [Exit].**

12. **Press the [User Tools] key.**

Note

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

Reference

- p.109 "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 the [User Tools] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

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

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

6. **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, user code, folder name, or e-mail address.

7. **Press [E-mail].**

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

9. **Press [Delete All], and then press [OK].**

10. **Press [OK].**

11. **Press [Exit].**

12. **Press the [User Tools] key.**

Note

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

Reference

- p.110 "Deleting a Registered Name"

5

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 folders on Windows and Mac OS X.

- FTP

  For sending files to an FTP server.

- NCP

  For 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.153 "Registering a Protection Code"

Using SMB to Connect

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

Note

- To register a folder on an FTP server, see "Using FTP to Connect".

- To register a folder on a NetWare server, see "Using NCP to Connect".

Reference

- p.132 "Using FTP to Connect"

- p.137 "Using NCP to Connect"

Registering an SMB Folder

This section describes how to register an SMB folder.

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

2. **Press [System Settings].**

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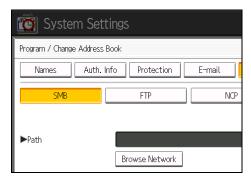
   Press the name key, or enter the registered number using the number keys.

7. **Press [Auth. Info], and then press [▼Next].**
8. **Press [Specify Other Auth. Info] on the right side of "Folder Authentication".**

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

9. **Press [Change] under "Login User Name".**
10. **Enter the login user name, and then press [OK].**
11. **Press [Change] under "Login Password".**
12. **Enter the password, and then press [OK].**
13. **Enter the password again to confirm, and then press [OK].**
14. **Press [Folder].**
15. **Check that [SMB] is selected.**

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

16. **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".

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

18. **Press [Exit].**

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

19. **Press [OK].**

20. **Press [Exit].**

21. **Press the [User Tools] key.**

🔽 **Note**

- To register the name, see "Registering Names".

- You can enter up to 64 characters for the login user name and password.

- You can enter a path using up to 128 characters.

- If User Authentication is specified, contact your administrator.

🔗 **Reference**

- p.108 "Registering Names"

- p.128 "To locate the SMB folder manually"

- p.129 "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 in 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 the [User Tools] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**
4. **Press [Address Book Management].**
5. **Check that [Program / Change] is selected.**
6. **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, user code, folder name, or e-mail address.

7. **Press [Folder].**
8. **Select the items you want to change.**

   When specifying a folder, enter the path directly or select it by referencing the network. For more information, see "To locate the folder manually" and "To locate the SMB folder using Browse 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] key.**

Note

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

Reference
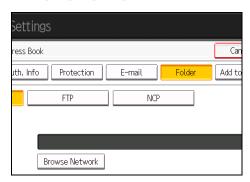
- p.109 "Changing a Registered Name"
- p.128 "To locate the SMB folder manually"
- p.129 "To locate the SMB folder using Browse Network"

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.132 "Using FTP to Connect"
* p.137 "Using NCP to Connect"

Deleting an SMB registered folder

This section describes how to delete the registered SMB folder.

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

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

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

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

6. **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, user code, folder name, or e-mail address.

7. **Press [Folder].**

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

   A confirmation message appears.

9. **Press [Yes].**

10. **Press [OK].**

11. **Press [Exit].**

12. **Press the [User Tools] key.**

🔽 Note

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

📗 Reference

- p.110 "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.126 "Using SMB to Connect"

- p.137 "Using NCP to Connect"

Registering an FTP Folder

This section describes how to register an FTP folder.

1. **Press the [User Tools] key.**
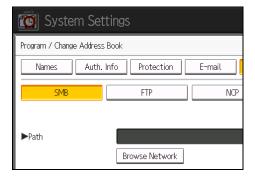
2. **Press [System Settings].**

3. **Press [Administrator Tools].**

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

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

6. **Select the name whose folder you want to register.**

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

7. **Press [Folder].**

8. **Press [FTP].**

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

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

11. **Press [Change] under "Path".**

12. **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.

13. **To change the port number, press [Change] under "Port Number".**

14. Enter the port number using the number keys, and then press the [#] key.

You can enter a number from 1 to 65535.

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

16. Press [Exit].

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

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

18. Press [Specify Other Auth. Info] on the right side of "Folder Authentication".

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

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

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

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

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

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

24. Press [OK].

25. Press [Exit].

26. Press the [User Tools] 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.108 "Registering Names"
- p.49 "File Transfer"

Changing an FTP Folder

This section describes how to change the registered FTP folder.

1. Press the [User Tools] key.

2. **Press [System Settings].**

3. **Press [Administrator Tools].**
4. **Press [Address Book Management].**
5. **Check that [Program / Change] is selected.**
6. **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, user code, folder name, or e-mail address.
7. **Press [Folder].**
8. **Select the items you want to change.**
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] key.**

Note

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

Reference

- p.109 "Changing a Registered Name"

To change 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.126 "Using SMB to Connect"

- p.137 "Using NCP to Connect"

Changing items under FTP

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 the [User Tools] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

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

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

6. **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, e-mail address.

7. **Press [Folder].**

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

   A confirmation message appears.

9. **Press [Yes].**

10. **Press [OK].**

11. **Press [Exit].**

12. **Press the [User Tools] key.**

⬇ Note

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

🔖 Reference

- p.110 "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.126 "Using SMB to Connect"
- p.132 "Using FTP to Connect"

Registering an NCP Folder

This section describes how to register an NCP folder.

1. **Press the [User Tools] key.**
2. **Press [System Settings].**

3. **Press [Administrator Tools].**
4. **Press [Address Book Management].**
5. **Check that [Program / Change] is selected.**
6. **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.

7. **Press [Folder].**
8. **Press [NCP].**
9. **Select the 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".

10. **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".

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

12. **Press [Exit].**

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

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

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

15. **Press [Change] under "Login User Name".**

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

17. **Press [Change] under "Login Password".**

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

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

20. **Press [OK].**

21. **Press [Exit].**

22. **Press the [User Tools] key.**

⬇ **Note**

- To register the name, see "Registering Names".
- You can enter up to 64 characters for the login user name and 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**

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.**
5. **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 the [User Tools] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

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

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

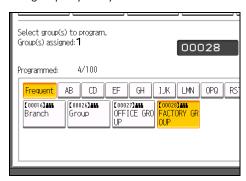6. **Select the user of the registered folder you want to change.**

   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.

7. **Press [Folder].**

8. **Select the 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].

9. **Specify the folder.**

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

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

11. **Press [Exit].**

12. **Press [OK].**

13. **Press [Exit].**
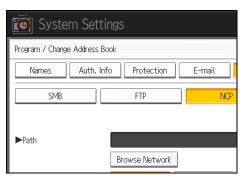
14. **Press the [User Tools] key.**

⬇ Note

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

🅱 Reference

* p.109 "Changing a Registered Name"

To change 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.126 "Using SMB to Connect"
- p.132 "Using FTP to Connect"

Deleting an NCP Folder

This section describes how to delete the registered NCP folder.

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

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

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

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

6. **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, user code, folder name, or e-mail address.

7. **Press [Folder].**

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

   A confirmation message appears.

9. **Press [Yes].**

10. **Press [OK].**

11. **Press [Exit].**

12. **Press the [User Tools] key.**

⬇ Note

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

🔖 Reference

- p.110 "Deleting a Registered Name"

5

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.153 "Registering a Protection Code"

Registering a Group
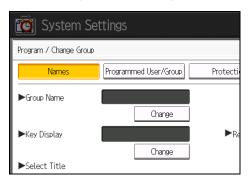
This section describes how to register a group.

1. **Press the [User Tools] key.**
2. **Press [System Settings].**

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

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

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

   The Key Display name is set automatically.

9. **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.

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

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

12. **Press [OK].**

13. **Press [Exit].**

14. **Press the [User Tools] 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 the [User Tools] key.**
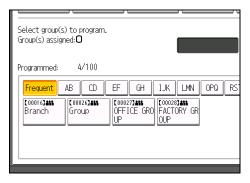
2. **Press [System Settings].**

3. **Press [Administrator Tools].**
4. **Press [Address Book Management].**
5. **Check that [Program / Change] is selected.**
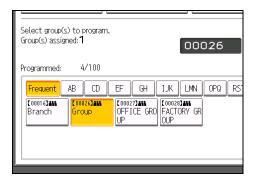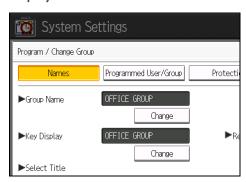6. **Select the name to register in a group.**

   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.

7. **Press [Add to Group].**
8. **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.

9. **Press [OK].**

10. **Press [Exit].**

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

Adding a Group to Another Group

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

1. **Press the [User Tools] key.**
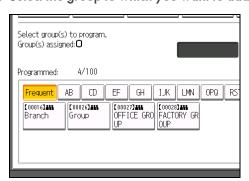
2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Address Book: Program / Change / Delete Group].**

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

6. **Select the group that you want to put into another group.**

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

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

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

8. **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.

9. Press [OK].
10. Press [Exit].
11. Press the [User Tools] key.

5

Displaying Names Registered in a Group

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

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

1. Press the [User Tools] key.
2. Press [System Settings].

3. Press [Administrator Tools].
4. Press [Address Book: Program / Change / Delete Group].
5. Check that [Program / Change] is selected.
6. Select the group where the members you want to check is registered.

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

7. Press [Programmed User/Group].

   All the names registered will be displayed.

8. Press [OK].

9. Press [Exit].

10. Press the [User Tools] key.

Removing a Name from a Group

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

1. Press the [User Tools] key.
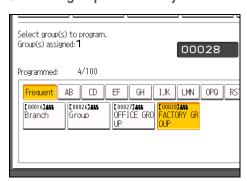
2. Press [System Settings].
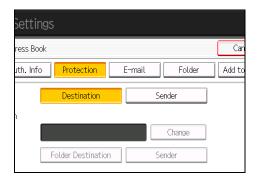

3. Press [Administrator Tools].

4. Press [Address Book Management].

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

6. Select the name to remove from 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.

7. Press [Add to Group].

8. Select the group from which you want to remove the name.

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

9. Press [OK].

10. **Press [Exit].**

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

Deleting a Group Within Another Group

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

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

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Address Book: Program / Change / Delete Group].**

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

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

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

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

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

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

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

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

9. Press [OK].

10. Press [Exit].

11. Press the [User Tools] key.

Changing a Group Name

This section describes how to change a group name.

1. Press the [User Tools] key.

2. Press [System Settings].

3. Press [Administrator Tools].

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

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

6. Press the group key you want to change.

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

7. To change the group name and key display, press [Change] under "Group Name" or "Key Display".

8. Enter the new group name or key display, and then press [OK].

9. To change the title, press the title key under "Select Title".

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

11. **Enter the new registration number using the number keys.**

12. **Press the [#] key.**

13. **Press [OK].**

14. **Press [Exit].**

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

Deleting a Group

This section describes how to delete a group.

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

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Address Book: Program / Change / Delete Group].**

5. **Press [Delete].**

6. **Press a group key you want to delete.**

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

7. **Press [Yes].**

8. **Press [Exit].**

9. **Press the [User Tools] 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.112 "Registering a User Code"

Registering a Protection Code to a Single User

This section describes how to register a Protection code to a single user.
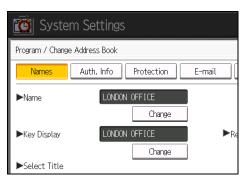
1. **Press the [User Tools] key.**
2. **Press [System Settings].**

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

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

7. **Press [Protection].**

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

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

9. **Press [Folder Destination] or [Sender] under "Protection Object".**

10. **Press [Change] under "Protection Code".**

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

12. **Press [OK].**

13. **Press [Exit].**

14. **Press the [User Tools] 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 the [User Tools] key.**

2. **Press [System Settings].**

3. **Press [Administrator Tools].**

4. **Press [Address Book: Program / Change / Delete Group].**

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

6. **Press the group key 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.

7. **Press [Protection].**

8. **Press [Folder Destination] under "Protection Object".**

9. **Press [Change] under "Protection Code".**

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

11. **Press [OK].**

12. **Press [Exit].**

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

🔽Note

- Specify a protection code of up to eight digits. You can also specify "Protection" without specifying a protection code.

- To change the protection code settings, repeat step 6 to 11.

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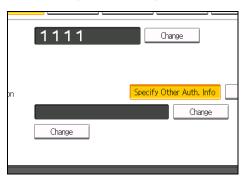
3. **Press [Administrator Tools].**
4. **Press [Address Book Management].**
5. **Check that [Program / Change] is selected.**
6. **Press the name you want to register or enter the registered number using the number keys.**

   You can search by the registered name, folder name, or e-mail address.
7. **Press [Auth. Info].**
8. **Press [Specify Other Auth. Info] under "SMTP Authentication".**

9. **Press [Change] under "Login User Name".**

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

11. **Press [Change] under "Login Password".**

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

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

14. **Press [OK].**

15. **Press [Exit].**

16. **Press the [User Tools] key.**

↓Note

- To register the name, see "Registering Names".

- You can enter up to 191 characters for the user name.

- You can enter up to 128 characters for the password.

- To change the SMTP Authentication settings, repeat step 6 to 14.

🖹Reference

- p.108 "Registering Names"

- p.49 "File Transfer"

LDAP Authentication

This section describes how to register LDAP Authentication.

For each user registered in the Address Book, you can register a login user name and login password to be used when accessing an LDAP server.
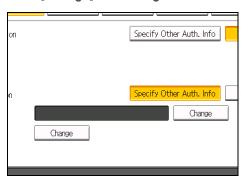
To use an LDAP server, you need to program it beforehand. For details, see "Programming the LDAP server".

⭐**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 the [User Tools] key.

2. Press [System Settings].

3. Press [Administrator Tools].

4. Press [Address Book Management].

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

6. 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.

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

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

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

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

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

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

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

14. **Press [OK].**

15. **Press [Exit].**

16. **Press the [User Tools] key.**

⬇ Note

- To register the name, see "Registering Names".

- You can enter up to 128 characters for the user name.

- You can enter up to 128 characters for the password.

- To change the LDAP Authentication settings, repeat step 6 to 14.

🖹 Reference

- p.108 "Registering Names"

- p.63 "Programming the LDAP server"

5

5

6. Other User Tools

This section explains how to adjust the printed image, change the display language, check the contact numbers when making an inquiry, and display the counter.

Maintenance

This section describes the user tools in Maintenance.

[Maintenance] allows color drift and gradient correction.

Auto Color Calibration

If a certain color is strong or the color of the copy differs from the original, adjust the yellow, magenta, cyan and black balance.

Color Registration

If the color documents show registration shifting, perform automatic color registration.

Erase Print Image Traces

When the same image is printed repeatedly or if the paper is changed to a larger size, there may be a difference in glossiness. These are called "print image traces". To remove them, execute Erase Print Image Traces.

🔽 Note

- For details about "Auto Color Calibration", see "Auto Color Calibration", Troubleshooting.

- For details about "Color Registration", see "Adjusting the Color Registration", Troubleshooting.

- For details about "Erase Print Image Traces", see "Erasing Print Image Traces", Troubleshooting.

🔖 Reference
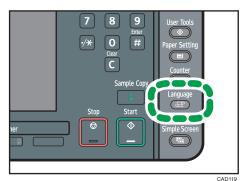
- p.11 "Accessing User Tools"

Changing the Display Language

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

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

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⬇Note

- If you want to return the display language to "English", repeat the step above.

Inquiry

The inquiry function lets you check the telephone numbers to contact for repairs, or ordering consumables such as toner. Be sure to contact your service engineer to verify the following:

Supplies

- Toner <Black>
- Toner <Cyan>
- Toner <Magenta>
- Toner <Yellow>
- Staple
- Staple (Booklet)
- Binding Glue
- Black Binding Combs (50 sheets)
- White Binding Combs (50 sheets)
- Black Binding Combs (100 sheets)
- White Binding Combs (100 sheets)

Machine Maintenance/Repair
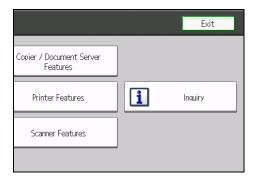
- Telephone No.
- Serial No. of Machine

Sales Representative

- Telephone No.

Supply Order

- Telephone No.

1. **Press the [User Tools] key.**
2. **Press [Inquiry].**

Inquiry information appears.

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

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

Inquiry information prints out.

5. **Press [Exit].**

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

Reference

- p.11 "Accessing User Tools"
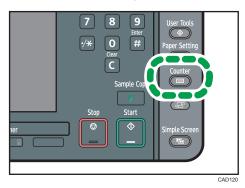
Counter

Displaying the Total Counter

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

You can also print out a counter data list.

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

CAD120

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

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

   A counter list prints out.
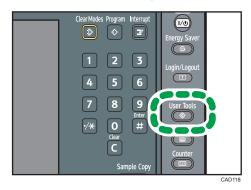
4. **Press [Exit].**

7. Appendix
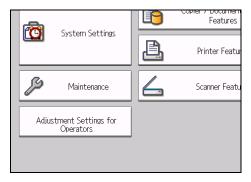
Adjustment Settings for Operators

Changing the Adjustment Settings for Operators

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

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2. **Press [Adjustment Settings for Operators].**
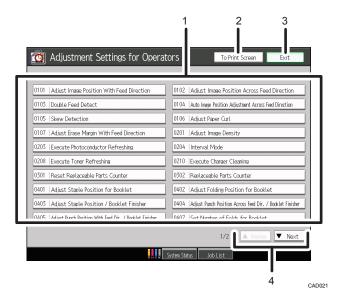
3. **Select the item that you want to change the value.**

4. **Specify the setting value.**

   To select the setting value, press the value on the display.

   To change the value, enter adjustment value with [$+$] or [$-$].

   To change the selecting item, select item that you want to change.

5. **Press [OK].**

6. **Press [Exit].**

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

Layout of the Adjustment Settings for Operators Menu

CAD021

1. Adjustment items are displayed in this area. When you select an item, its configuration screen will then open.

2. Press this button to display the print screen. You can use this screen to view the changes you have made.

3. Press this button to close the Adjustment Settings for Operators menu.

4. Press these buttons to move to the previous or next screen.

Setting Values

0101: Adjust Image Position With Feed Direction

- Paper Weight 1
- Paper Weight 2
- Paper Weight 3
- Paper Weight 4
- Paper Weight 5
- Paper Weight 6
- Paper Weight 7
- Paper Weight 1 (Back Side)
- Paper Weight 2 (Back Side)
- Paper Weight 3 (Back Side)

- Paper Weight 4 (Back Side)

- Paper Weight 5 (Back Side)

- Paper Weight 6 (Back Side)

- Paper Weight 7 (Back Side)

Adjustment Value

- Max.: 3.0 mm

- Min.: -3.0 mm

- Step: 0.1 mm

Default: [**0 mm**]

0102: Adjust Image Position Across Feed Direction

- Tray 1

- Tray 2

- Tray 3: Wide LCT

- Tray 4: Wide LCT

- Tray 5: Wide LCT

- Tray 6: Wide LCT

- Tray 7

- Tray 1 (Back Side)

- Tray 2 (Back Side)

- Tray 3: Wide LCT (Back Side)

- Tray 4: Wide LCT (Back Side)

- Tray 5: Wide LCT (Back Side)

- Tray 6: Wide LCT (Back Side)

- Tray 7 (Back Side)

Adjustment Value

- Max.: 3.0 mm

- Min.: -3.0 mm

- Step: 0.1 mm

Default: [**0 mm**]

0103: Double Feed Detect

- Tray 1

- Tray 2

- Tray 3: Wide LCT

- Tray 4: Wide LCT
- Tray 5: Wide LCT
- Tray 6: Wide LCT
- Tray 7

Adjustment Value

- On
- Off

Default: [On]

0104: Auto Image Position Adjustment Across Feed Direction

- Tray 1
- Tray 2
- Tray 3: Wide LCT
- Tray 4: Wide LCT
- Tray 5: Wide LCT
- Tray 6: Wide LCT
- Tray 7

Adjustment Value

- On
- Off

Default: [Off]

0105: Skew Detection

- Tray 1
- Tray 2
- Tray 3: Wide LCT
- Tray 4: Wide LCT
- Tray 5: Wide LCT
- Tray 6: Wide LCT
- Tray 7

Adjustment Value

- On
- Off

Default: [On]

0106: Adjust Paper Curl

- Tray 1
- Tray 2
- Tray 3: Wide LCT
- Tray 4: Wide LCT
- Tray 5: Wide LCT
- Tray 6: Wide LCT
- Tray 7

Adjustment Value

- Adjust ⌣ Curl: Off
- Adjust ⌣ Curl: Weak
- Adjust ⌣ Curl: Strong
- Adjust ⌢ Curl: Off
- Adjust ⌢ Curl: Weak
- Adjust ⌢ Curl: Strong

Default: [**Adjust ⌢ Curl: Off**]

0107: Adjust Erase Margin With Feed Direction

- Adjust Erase Margin of Leading Edge
- Adjust Erase Margin of Trailing Edge

Adjustment Value

- Max.: 6.0 mm
- Min.: 0.0 mm
- Step: 0.1 mm

Default: [**0 mm**]

0201: Adjust Image Density

- Image Density Adjustment: Manual Execute

To execute this, press [OK].

0203: Execute Photoconductor Refreshing

- Execute Photoconductor Refreshing

To execute this, press [OK].

0204: Interval Mode

- Execute Page

Adjustment Value

- Max.: 2000 page(s)

- Min.: 0 page(s)

- Step: 1 page(s)

Default: [**0 page(s)**]

- Idling Time

Adjustment Value

- Max.: 1000 second(s)

- Min.: 0 second(s)

- Step: 1 second(s)

Default: [**0 second(s)**]

0208: Execute Toner Refreshing

- All Colors

- Black

- Cyan

- Magenta

- Yellow

To execute this, press [OK].

0210: Execute Charger Cleaning

- Black

- Cyan

- Magenta

- Yellow

To execute this, press [OK].

0301: Reset Replaceable Parts Counter

- Waste Toner Bottle

To execute this, press [OK].

0302: Replaceable Parts Counter

- Waste Toner Bottle

This is read-only.

0401: Adjust Staple Position for Booklet

- A3▭

- B4 JIS▭

- A4▭

- B5 JIS↴

- 13 × 19↴

- 12 × 18↴

- 11 × 17↴

- $8^1/_2$ × 14↴

- $8^1/_2$ × 11↴

- Other Paper Sizes

Adjustment Value

- Max.: 1.0 mm

- Min.: -1.0 mm

- Step: 0.2 mm

Default: [**0 mm**]

0402: Adjust Folding Position for Booklet

- A3↴

- B4 JIS↴

- A4↴

- B5 JIS↴

- 13 × 19↴

- 12 × 18↴

- 11 × 17↴

- $8^1/_2$ × 14↴

- $8^1/_2$ × 11↴

- Other Paper Sizes

Adjustment Value

- Max.: 1.0 mm

- Min.: -1.0 mm

- Step: 0.2 mm

Default: [**0 mm**]

0403: Adjust Staple Position / Booklet Finisher

- A3↴

- B4 JIS↴

- A4↴

- A4↴

- B5 JIS▷
- B5 JIS▷
- 11 × 17▷
- $8^1/_2$ × 14▷
- $8^1/_2$ × 11▷
- $8^1/_2$ × 11▷
- 8K▷
- 16K▷
- 16K▷
- Other Paper Sizes

Adjustment Value

- Max.: 1.0 mm
- Min.: -1.0 mm
- Step: 0.5 mm

Default: [**0 mm**]

0404: Adjust Punch Position Across Feed Dir. / Booklet Finisher

- 2 Holes Type JP / EU
- 3 Holes Type US
- 4 Holes Type EU
- 4 Holes Type NE
- 2 Holes Type US

Adjustment Value

- Max.: 2.0 mm
- Min.: -2.0 mm
- Step: 0.5 mm

Default: [**0 mm**]

0405: Adjust Punch Position With Feed Dir. / Booklet Finisher

- 2 Holes Type JP / EU
- 3 Holes Type US
- 4 Holes Type EU
- 4 Holes Type NE
- 2 Holes Type US

Adjustment Value

- Max.: 4.0 mm

- Min.: -4.0 mm

- Step: 0.5 mm

Default: [**0 mm**]

0407: Set Number of Folds for Booklet

- Number of Folds for Booklet

Adjustment Value

- Max.: 9 time(s)

- Min.: -1 time(s)

- Step: 1 time(s)

Default: [**0 time(s)**]

0414: Adjust Staple Position / Finisher

- A3◻

- B4 JIS◻

- A4◻

- A4◻

- B5 JIS◻

- B5 JIS◻

- 11 × 17◻

- $8^1/_2$ × 14◻

- $8^1/_2$ × 11◻

- $8^1/_2$ × 11◻

- Other Paper Sizes

Adjustment Value

- Max.: 1.0 mm

- Min.: -1.0 mm

- Step: 0.5 mm

Default: [**0 mm**]

0415: Adjust Punch Position With Feed Dir. / Finisher

- 2 Holes Type JP / EU

- 3 Holes Type US

- 4 Holes Type EU

- 4 Holes Type NE

- 2 Holes Type US

Adjustment Value

- Max.: 3.5 mm

- Min.: -3.5 mm

- Step: 0.5 mm

Default: [**0 mm**]

0507: Maximum Stack Quantity in Stacker Tray

- Maximum Stack Quantity in Stacker Tray

Adjustment Value

- 100%

- 75%

- 50%

- 25%

Default: [**100%**]

0603: Cover Sheet Position for Perfect Binding With Feed Dir

- Cover Sheet Position for Perfect Bind With Feed

Adjustment Value

- Max.: 5.0 mm

- Min.: -5.0 mm

- Step: 0.1 mm

Default: [**0 mm**]

0604: Cover Sheet Position for Perfect Binding Across Feed Dir

- Cover Sheet Position for Perfect Bind Across Feed

Adjustment Value

- Max.: 5.0 mm

- Min.: -5.0 mm

- Step: 0.1 mm

Default: [**0 mm**]

0702: Switch Print Screen

- Print Screen

Adjustment Value

- Copier

- Printer

Default: [**Copier**]

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❖Note

- To obtain the source code for opening TrouSerS (Version 0.27), which is provided with this machine, access the Web site at the following URL: http://www.ricoh.com/support/trousers/index.html

- TrouSerS version control is by SourceForge CVS. For methods of obtaining the source code, access the Web site at the following URL: http://sourceforge.net/cvs/?group_id=126012

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