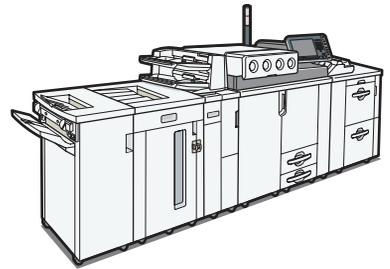




Pro C901

Operating Instructions General Settings Guide



-
- 1 Connecting the Machine
 - 2 System Settings
 - 3 Registering Addresses and Users
 - 4 Other User Tools
 - 5 Appendix

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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.

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.

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 print 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 RT5030 (optional) → Large capacity tray (LCT)
- LCIT RT5050 (optional) → Wide large capacity tray (Wide LCT)
- Z-folding Unit ZF4000 (optional) → Z-folding unit
- High Capacity Stacker SK5010 (optional) → Stacker
- Perfect Binder GB5000 (optional) → Perfect binder

Notes

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

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.

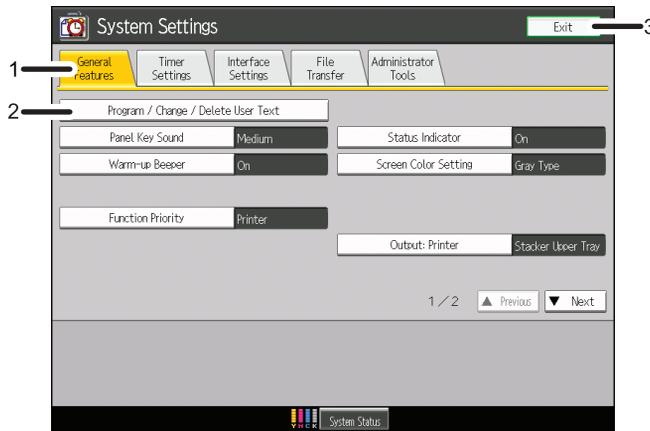
When you select or specify an item on the display panel, it is highlighted like **On**. Keys appearing as **OK** cannot be used.

★ 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.



CAH101

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.

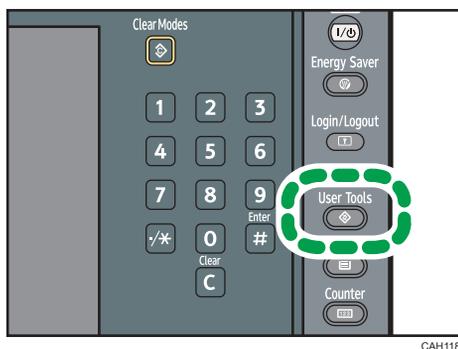
Changing Default Settings

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.



2. Select the menu.

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

To adjust color registration, 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].

↓ Note

- 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 other settings such as adjusting color registration, changing the language, checking inquiry and counter, see "Other User Tools".
- For details about specifying Adjustment Settings for Operators, see "Adjustment Settings for Operators".

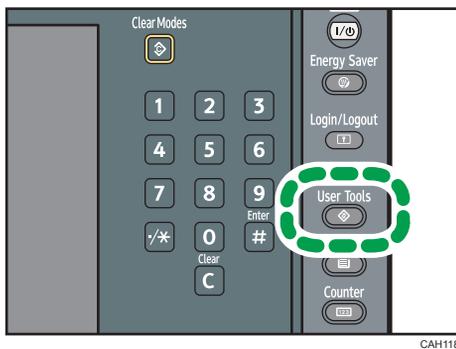
Reference

- p.13 "System Settings"
- p.67 "Other User Tools"
- p.73 "Adjustment Settings for Operators"

Quitting User Tools

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

1. Press the [User Tools] key.



Note

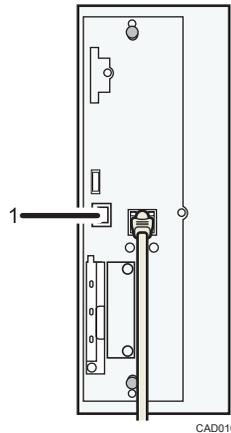
- You can also quit User Tools by pressing [Exit].

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.



1. Ethernet port

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

Connecting to the Ethernet Interface

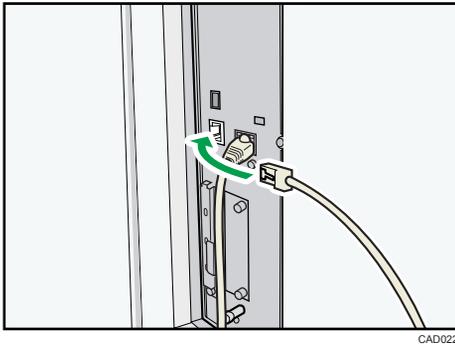
This section describes how to connect the Ethernet cable to the Ethernet port.

★ 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.

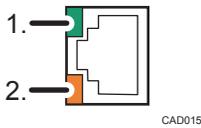
1. Make sure the main power switch of the machine is off.

2. Connect the Ethernet cable to the Ethernet port.



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.



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.

2. System Settings

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

General Features

2

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

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

You can have the beeper sound when the machine becomes ready to print 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.

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: [Printer]

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]

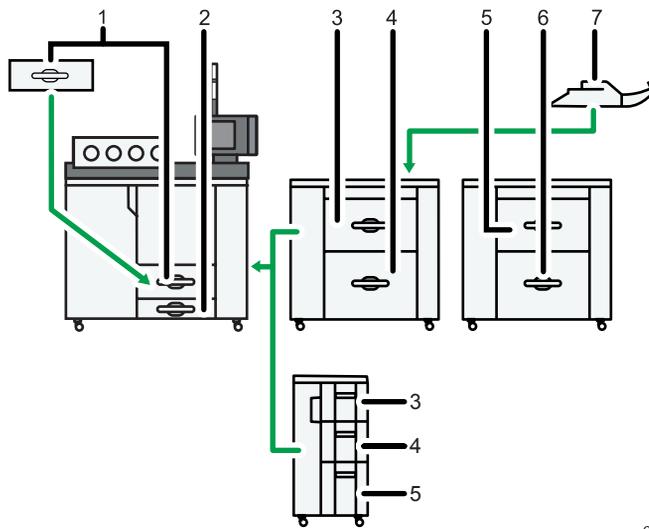
Output: Printer

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".

Paper Tray Priority: Printer

Specify a tray to supply paper for output.



CAH017

1. Tray 1
2. Tray 2
3. Tray 3
4. Tray 4
5. Tray 5
6. Tray 6
7. Tray 7

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.

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.)
- 8¹/₂ × 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.

2

Output Tray Setting

Use this setting to switch between [According to Function Setting] and [Auto Change].

- Output Tray

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

- 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.9 "Accessing User Tools"
- p.17 "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.

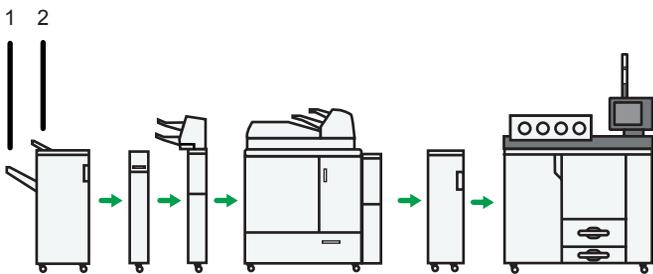
★ Important

- 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.

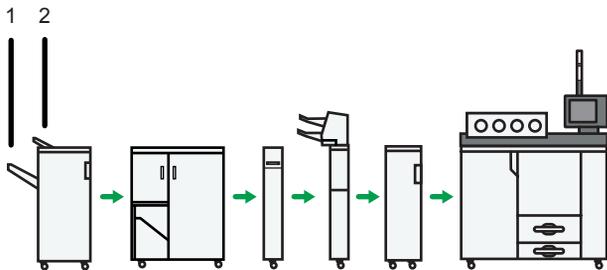
2

If the Finisher SR5000 is attached

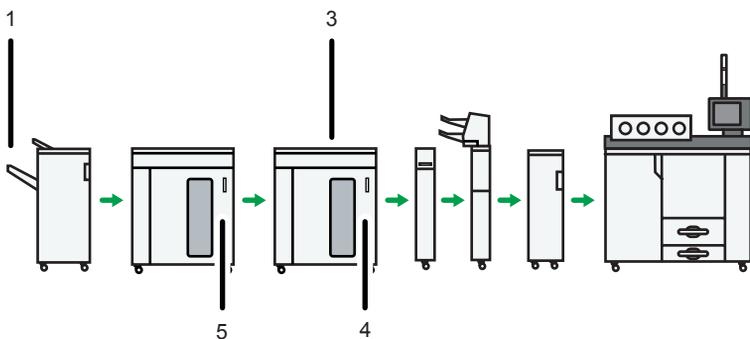
This illustration shows the output trays that can be selected when using the Finisher SR5000.



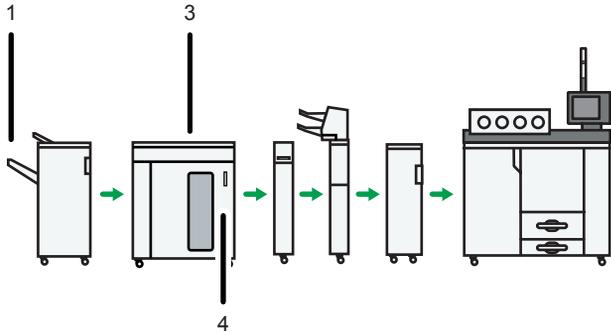
CAH010



CAH011



CAH023



CAH012

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]

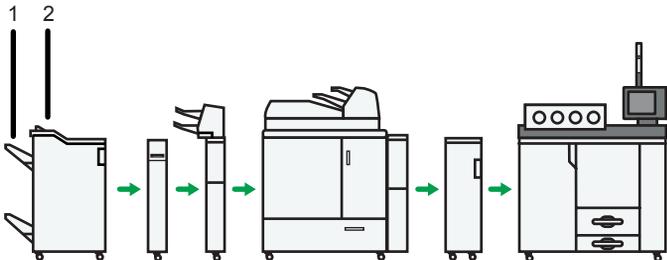
Default tray if the stacker is installed: [Stacker Upper Tray]

Note

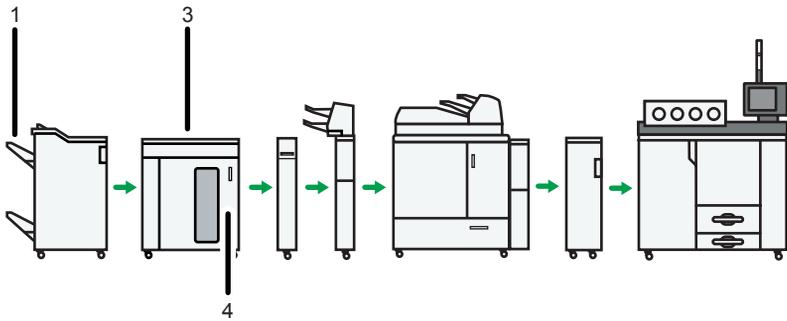
- [Second Stacker Tray] appears only if [Output Tray] is set to [According to Function Setting] in [Output Tray Setting]. If you set [Output Tray] to [Auto Change], you can specify [Stacker Tray], in which case, the stacker tray or second stacker tray will be automatically selected.

If the Booklet Finisher SR5020 is attached

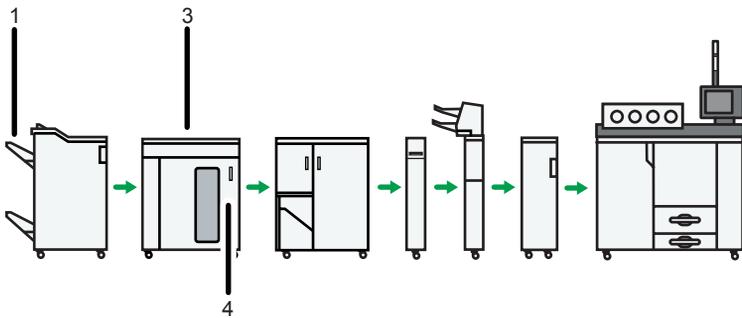
This illustration shows the output trays that can be selected when using the Booklet Finisher SR5020.



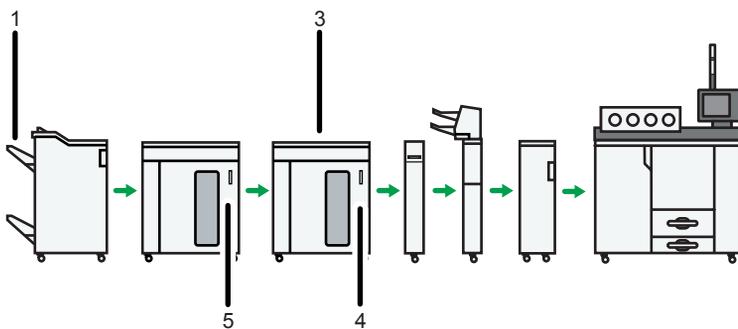
CAH003



CAH004



CAH005



CAH006

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**]

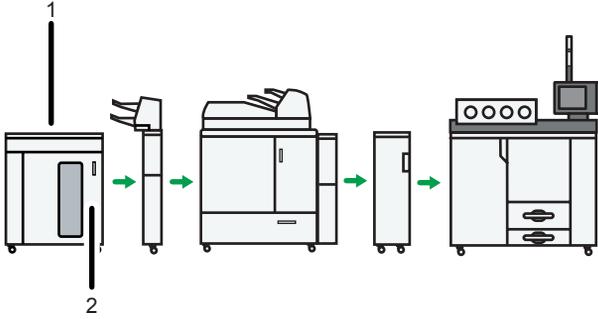
↓ Note

- [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.

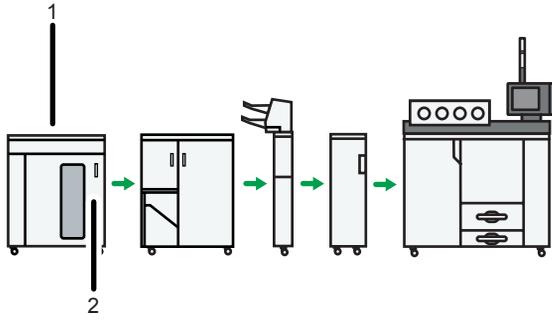
If there is no finisher installed

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

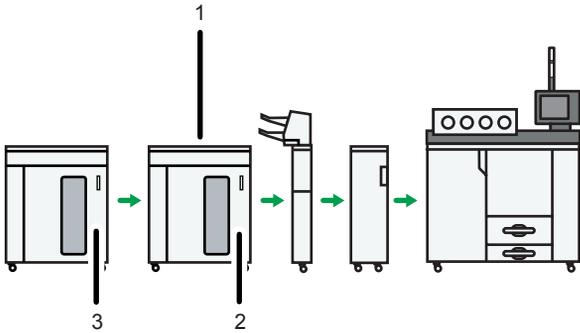
2



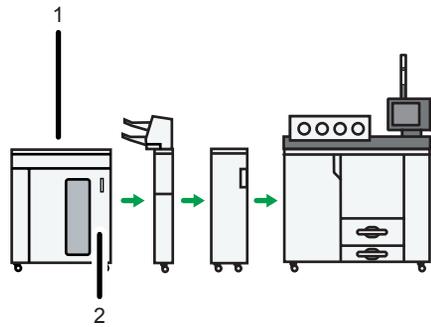
CAH007



CAH008



CAH009



CAH013

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".

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 printing 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 printing 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)]

Set Date

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

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

Set Time

Set the time for the machine'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.

Enter the time using the 12-hour system.

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

Reference

- p.9 "Accessing User Tools"

Interface Settings

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

Network

2

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.

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]**

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 "SMB": **[Active]**

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.

2

		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.9 "Accessing User Tools"

2

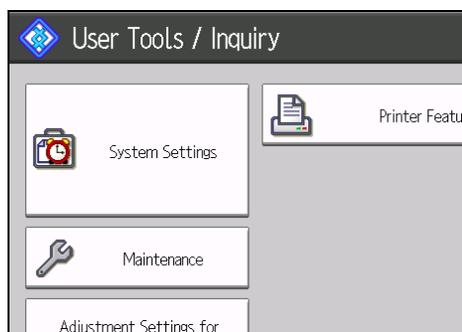
Print List

This section describes how to print the configuration page.

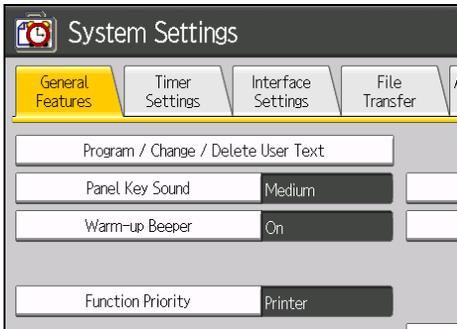
You can check items related to the network environment.

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

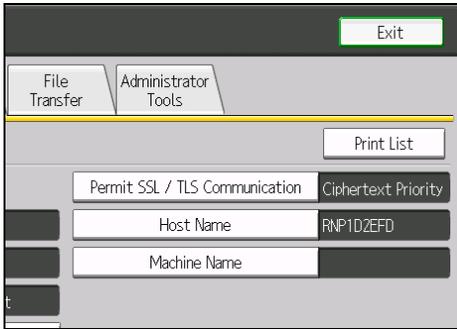
1. Press the [User Tools] key.
2. Press [System Settings].



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.

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]

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

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.

Enter up to 128 characters.

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.

E-mail Storage in Server

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

Default: [Off]

Reference

- p.9 "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.

2

Address Book Management

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

For details, see "Address Book".

- Program / Change

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

- Names

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

- Auth. Info

You can register a user code, and specify the functions available to each user code. You can also register user names and passwords to be used when accessing an LDAP server.

- Protection

You can protect the information registered in the address book. For details, ask your administrator.

- 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 500 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 protect the information registered in the address book. For details, ask your administrator.

- 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.

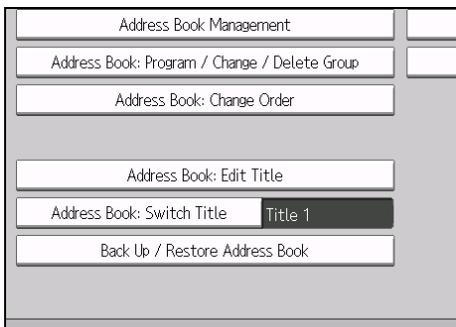
Address Book: Change Order

Changes the order of registered names.

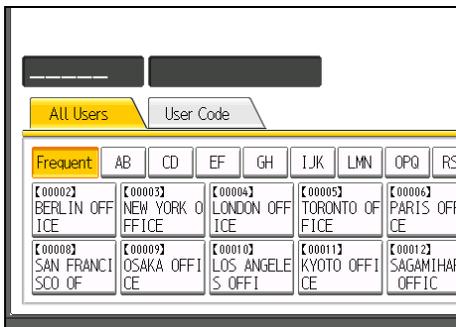
You can rearrange the order of items on the same page, but you cannot move items to another page.

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].

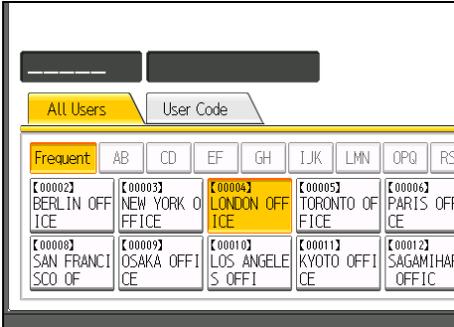


5. Press the name key to be moved.



You can select a name using the number keys.

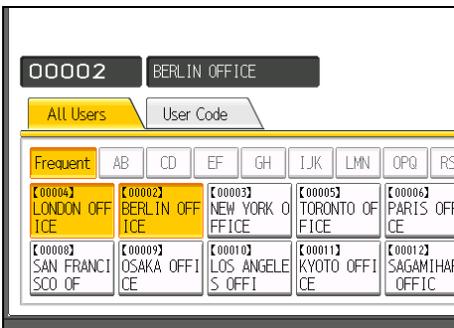
6. Press the name key in place you want to move it to.



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.

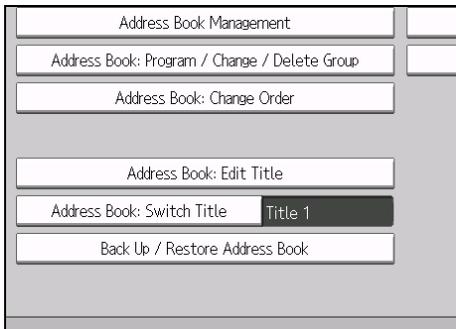


You can also select a name using the number keys.

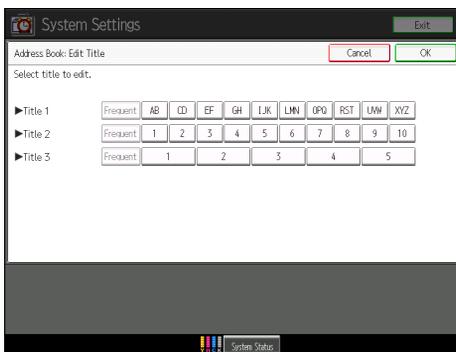
Address Book: Edit Title

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, Printer, A3 / DLT, Duplex,).

- Print Counter List

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

Display / Clear / Print Counter per User

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

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

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

- Print Counter List for All Users

Prints the counter value for all the users.

- Clear Counter List for All Users

Resets the counter value for all the users.

- Print Counter List per User

Prints the counter value for each user.

- Clear Counter List per User

Resets the counter value for each user.

- Select All on the Page

Select all the users on the page.

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.

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

- Printer:
"Black & White / Color", "Color", "PC Control", "Do not Restrict"
- Other Functions:
 - Basic Auth.
 - Windows Auth.
 - LDAP Auth.
 - Integration Svr. Auth.
 - Off

Default: [Off]

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.

Program / Change / Delete LDAP Server

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

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

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.

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

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.9 "Accessing User Tools"
- p.39 "Programming the LDAP server"
- p.43 "Address Book"
- p.54 "Printing the Counter for Each User"
- p.55 "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 authentication, 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

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.

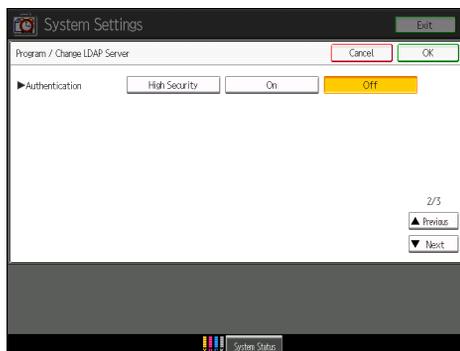
17. Press [▼Next].**18. Press [On] or [High Security] under "Authentication".**

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 [▼Next].**

20. Press [Change] under "Name".

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

21. Enter the name, and then press [OK].**22. Press [OK].****23. Press [Exit].****24. Press the [User Tools] key.**

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. Registering Addresses and Users

This chapter describes how to register users in the Address Book. For details on how to access System Settings, see "Accessing User Tools".

Address Book

This section describes Address Book settings.

Registering information such as the names of users in the Address Book allows you to manage them easily.

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

3

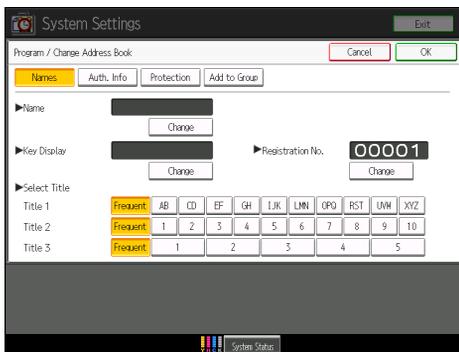
★ Important

- 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.
- User codes are used for authentication. If necessary, register user codes matching the codes specified in the printer function. For details about how to register codes for the printer function, see the manual provided for the printer function.

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

Names

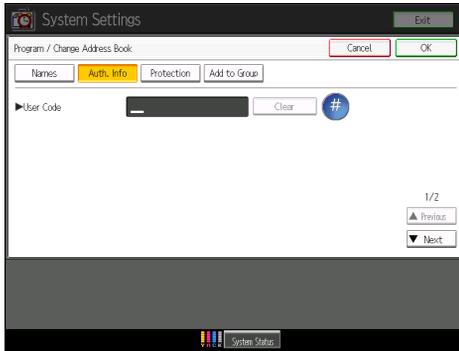
You can register the name of the user and the key display. This is the basic information required for managing users of the machine.



Auth. Info

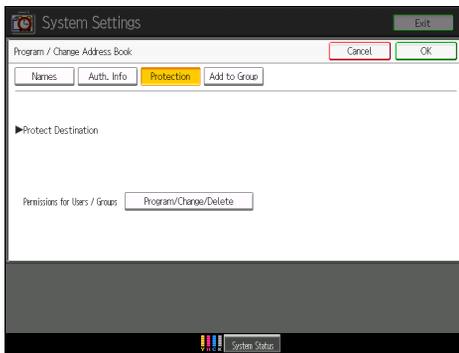
You can register user codes in order to restrict particular functions to certain users, and to check their use of each function. You can also register login user names and login passwords to be used when accessing an LDAP server.

3



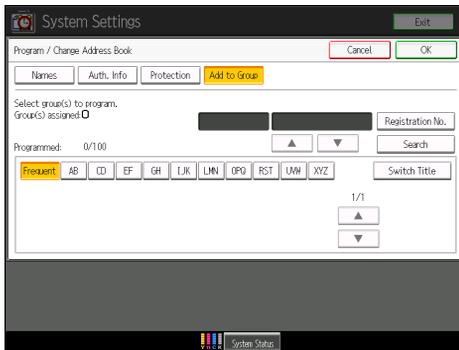
Protection

You can protect the information registered in the address book. For details, ask your administrator.



Add to Group

You can put registered names of users 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.32 "Administrator Tools"

Managing users and machine usage

Registering user codes enables you to restrict and monitor printer usage.

Reference

- p.49 "Authentication Information"

Registering Names

Register user information including their names.

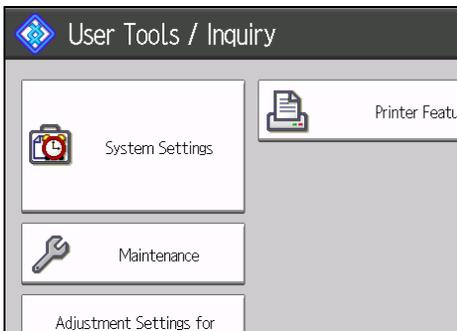
You can register up to 500 user names.

Registering Names

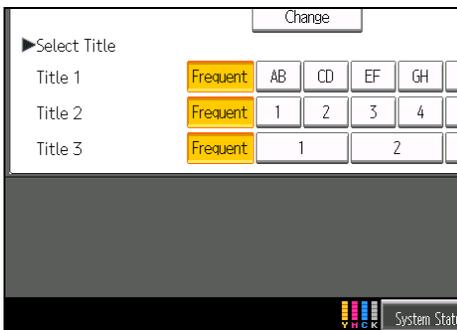
3

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.

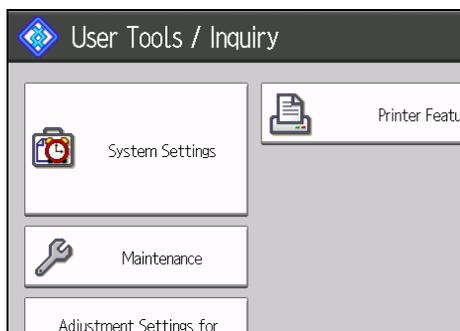
3

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 or user code.

Deleting a Registered Name

This section describes how to delete a name.

3

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.

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.

Registering user codes enables you to restrict and monitor printer usage.

↓ Note

- You can register up to 500 user codes.
- To automatically register the printer driver user code, select [PC Control] under Printer for the printer in User Code Authentication. To use the user code set in User Tools, set the user codes registered in User Tools for the printer driver.
- For details about registering user codes for the printer driver, see the manual provided for the printer function.

3

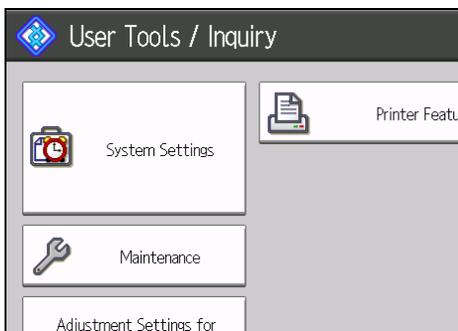
Registering a User Code

This section describes how to register a user code.

★ Important

- User codes are used for authentication. If necessary, register user codes matching the codes specified in the printer function. For details about how to register codes for the printer function, see the manual provided for the printer function.

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

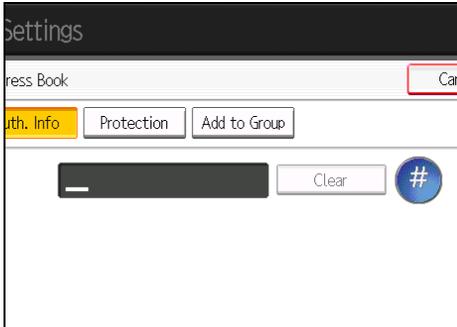


3. Press [Administrator Tools].
4. Press [Address Book Management].
5. Check that [Program / Change] is selected.

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.

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].
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.46 "Registering Names"

Changing a User Code

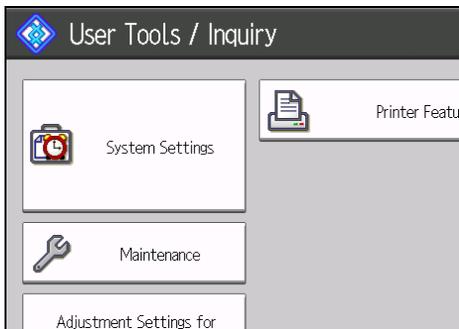
This section describes how to change a user code.

Important

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

1. Press the [User Tools] key.

2. Press [System Settings].



3. Press [Administrator Tools].

4. Press [Address Book Management].

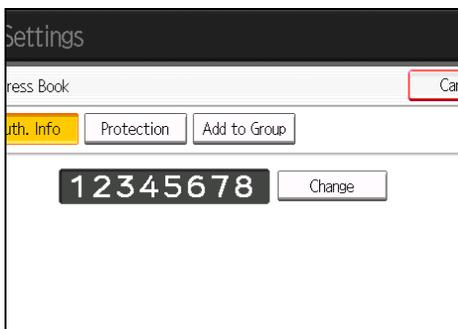
5. Check that [Program / Change] is selected.

6. Select the user 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 or user code.

7. Press [Auth. Info].

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



9. Press the [#] key.

10. To change the available functions, press [▼Next].

11. 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.

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.47 "Changing a Registered Name"

Deleting a User Code

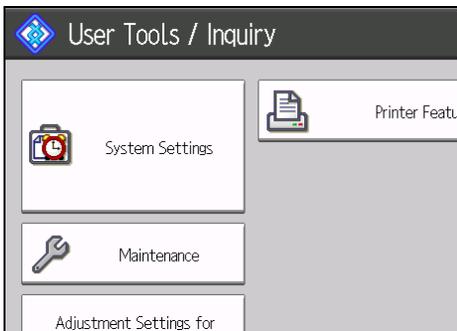
3

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].



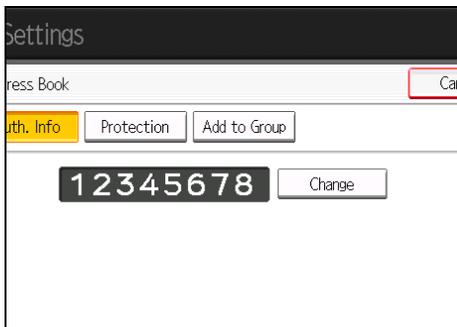
3. Press [Administrator Tools].
4. Press [Address Book Management].
5. Press [Program / Change].
6. Select the name whose code is to be deleted.

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

You can search by the registered name or user code.

7. Press [Auth. Info].

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



- Press [OK].
- Press [Exit].
- Press the [User Tools] key.

↓ Note

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

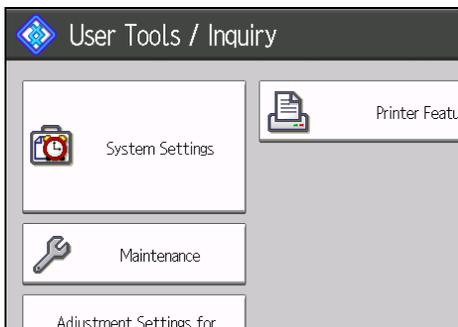
📖 Reference

- p.48 "Deleting a Registered Name"

Displaying the Counter for Each User

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

- Press the [User Tools] key.
- Press [System Settings].

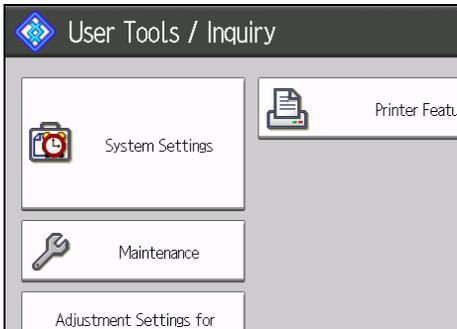


- Press [Administrator Tools].
- Press [Display / Clear / Print Counter per User].

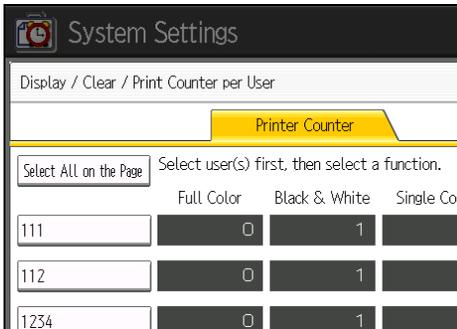
Printing the Counter for Each User

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

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

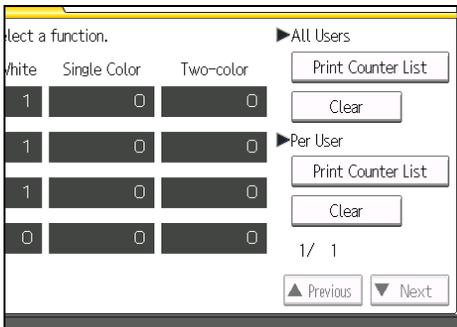


3. Press [Administrator Tools].
4. Press [Display / Clear / Print Counter per User].
5. Select a user code from the left side of the display.



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

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



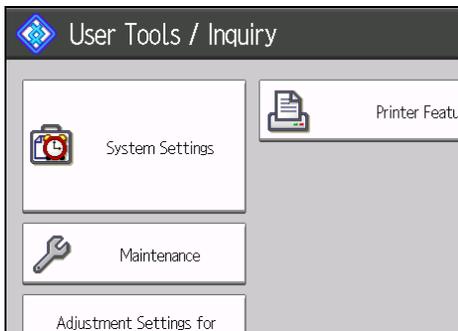
7. Select the function usage you want to print from [Printer Counter] and [Total Prints].
8. Press [Print].
9. Press [Exit].
10. Press the [User Tools] key.

Printing the Counter for All Users

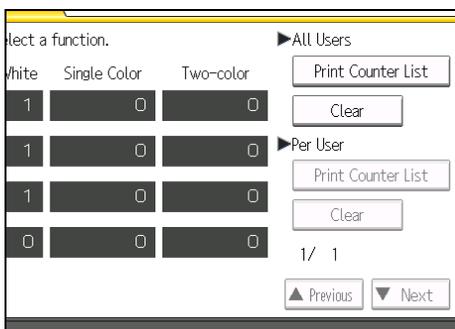
This section describes how to print the counter for all users.

3

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".

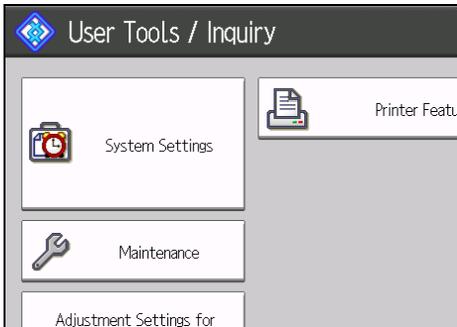


6. Select the function usage you want to print from [Printer Counter] and [Total Prints].
7. Press [Print].
8. Press [Exit].
9. Press the [User Tools] key.

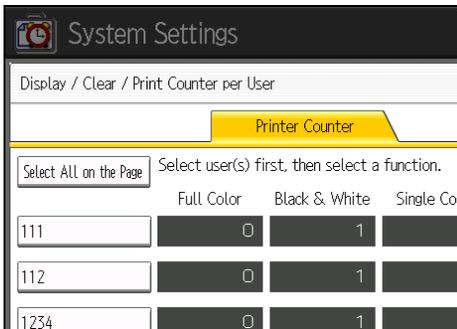
Clearing the Number of Prints

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 [Printer 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 [Printer Counter] and [All Counters].
11. Press [OK].
12. Press [Exit].
13. Press the [User Tools] key.

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.

To add names to a group, the groups must be registered beforehand.

★ Important

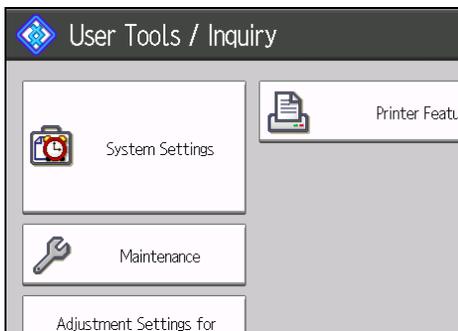
- The maximum number of names registrable to a group is 500.

3

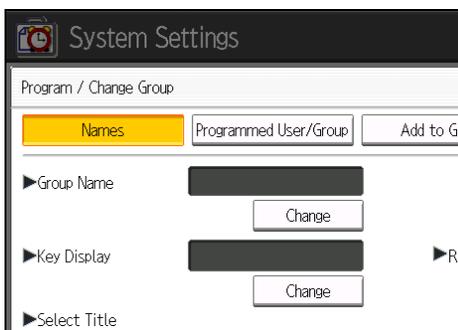
Registering a Group

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.

3

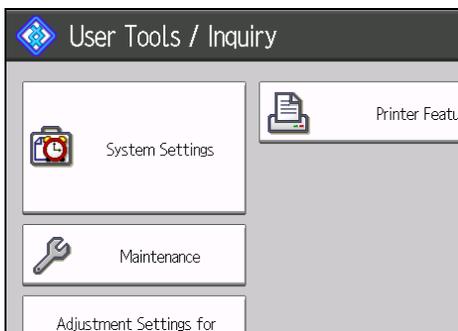
Registering Names to a Group

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].**

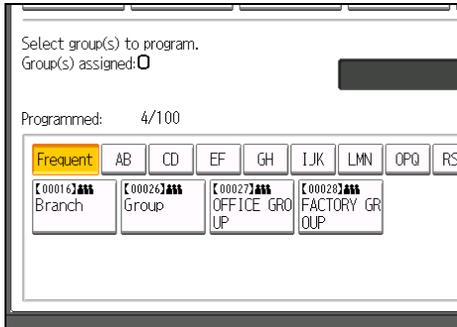


- 3. Press [Administrator Tools].**
- 4. Press [Address Book Management].**
- 5. Check that [Program / Change] is selected.**
- 6. Select the name to register in a group.**

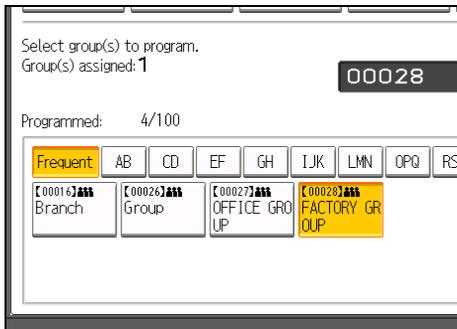
Press the name key, or enter the registered number using the number keys.

You can search by the registered name or user code.

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.



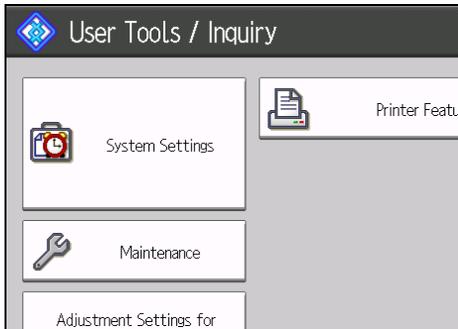
9. Press [OK].
10. Press [Exit].
11. Press the [User Tools] key.

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

3. Press [Administrator Tools].

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

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

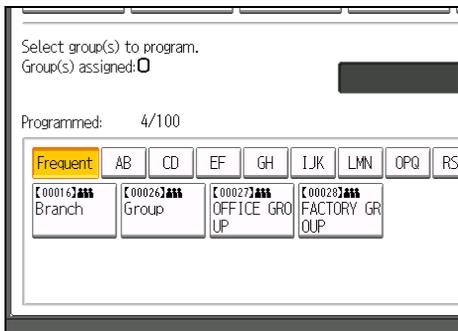
6. Select the group that you want to put into another group.

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

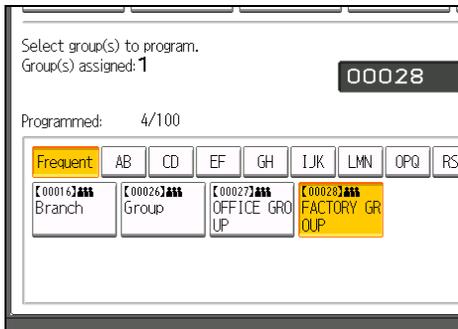
You can search by the registered name.

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.



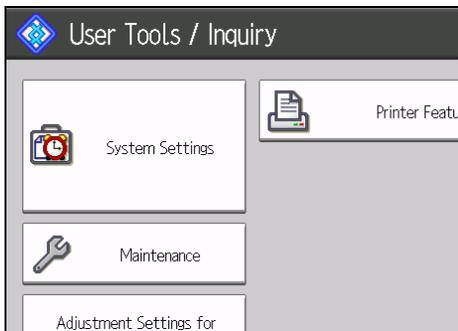
9. Press [OK].
10. Press [Exit].
11. Press the [User Tools] key.

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].



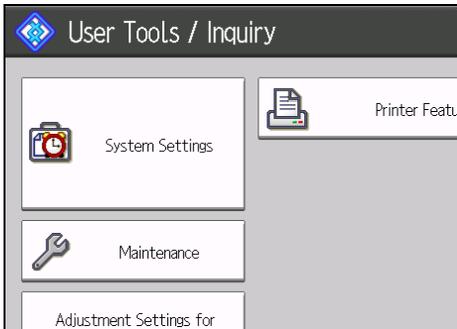
3. Press [Administrator Tools].
4. Press [Address Book: Program / Change / Delete Group].
5. Check that [Program / Change] is selected.
6. Select the group where the members you want to check is registered.
You can search by the registered name.
7. Press [Programmed User/Group].
All the names registered 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

3. Press [Administrator Tools].

4. Press [Address Book Management].

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

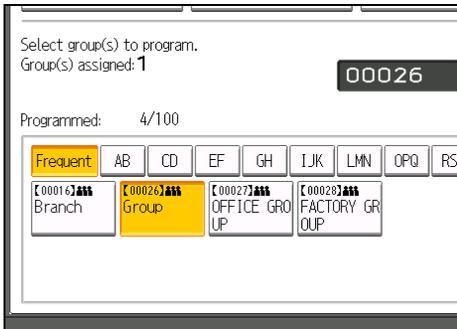
6. Select the name to remove from a group.

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

You can search by the registered name or user code.

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].

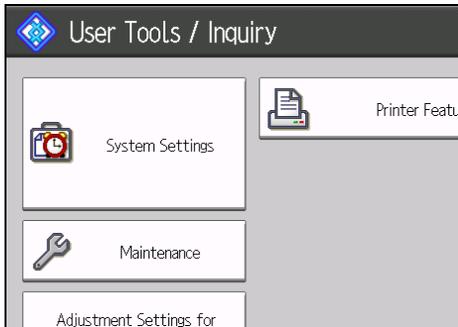
11. Press the [User Tools] key.

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.

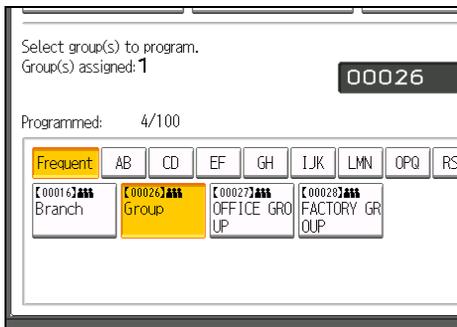
Press the group key, or enter the registered number during the number keys.

You can search by the registered name.

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].

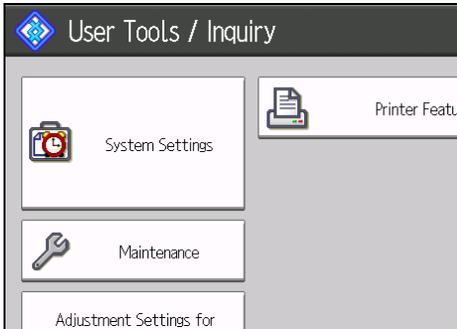
10. Press [Exit].

11. Press the [User Tools] key.

Changing a Group Name

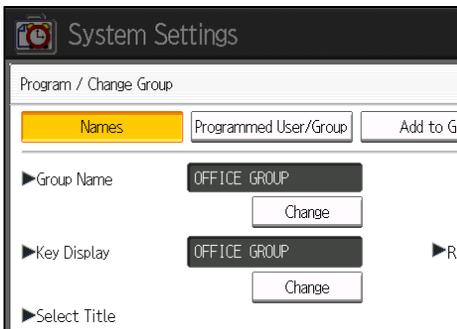
This section describes how to change a group name.

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



3

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

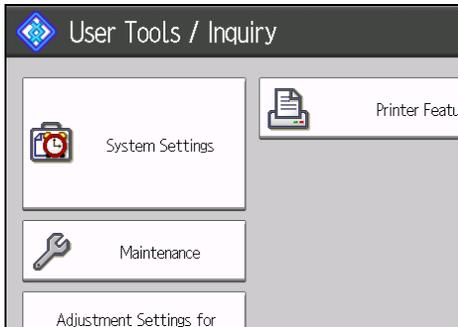


8. Enter the new group name or key display, and then press [OK].
9. To change the title, press the title key under "Select Title".
10. To change the registration number, press [Change] under "Registration No.".
11. Enter the new registration number using the number keys.
12. Press the [#] key.
13. Press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

4. 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.

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 "Color Registration", see "Adjusting the Color Registration", Troubleshooting.
- For details about "Erase Print Image Traces", see "Erasing Print Image Traces", Troubleshooting.

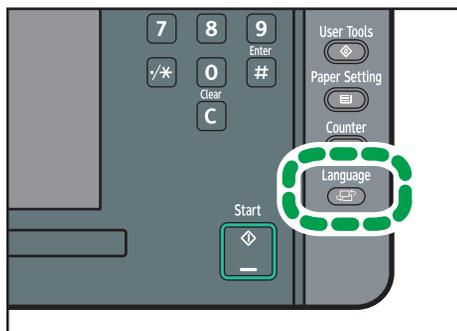
📖 Reference

- p.9 "Accessing User Tools"

Changing the Display Language

You can change the language used on the display.

1. Press the [Language] key.



CAH119

↓ 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. 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

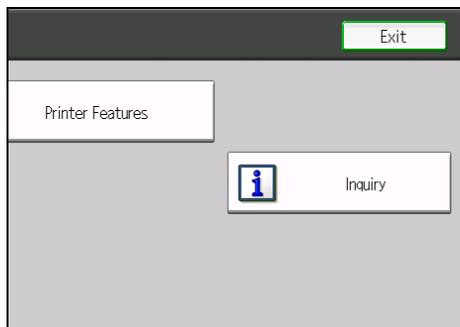
- Telephone No.

Supply Order

- Telephone No.

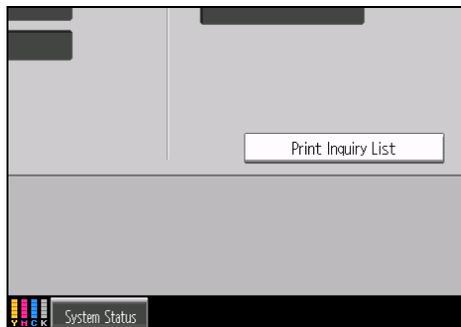
1. Press the [User Tools] key.

2. Press [Inquiry].



Inquiry information appears.

3. Press [Print Inquiry List].



4

4. Press the [Start] key.

Inquiry information prints out.

5. Press [Exit].

6. Press the [User Tools] key.

Reference

- p.9 "Accessing User Tools"

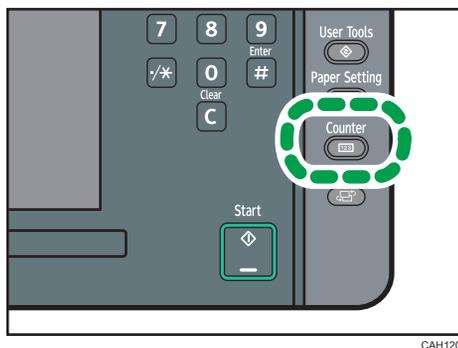
Counter

Displaying the Total Counter

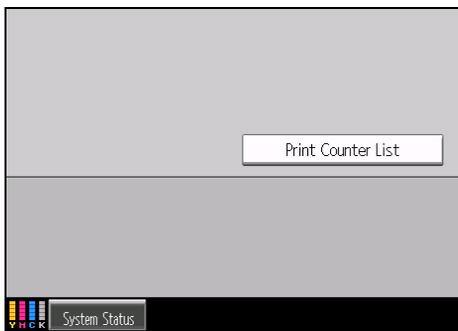
You can display the total counter value used for the printer function.

You can also print out a counter data list.

1. Press the [Counter] key.



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



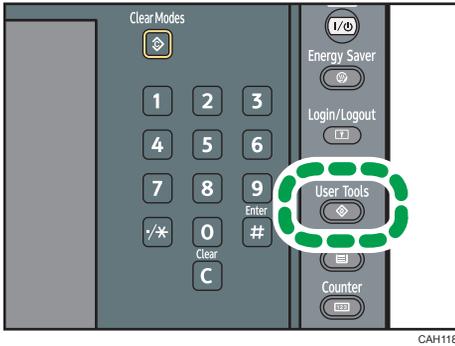
3. Press the [Start] key.
A counter list prints out.
4. Press [Exit].

5. Appendix

Adjustment Settings for Operators

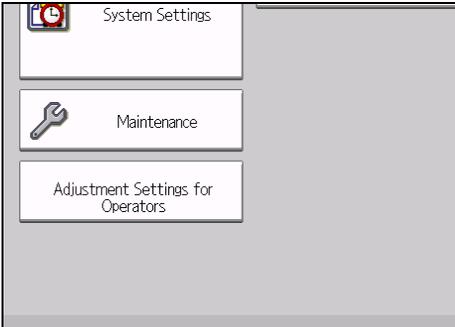
Changing the Adjustment Settings for Operators

1. Press the [User Tools] key.



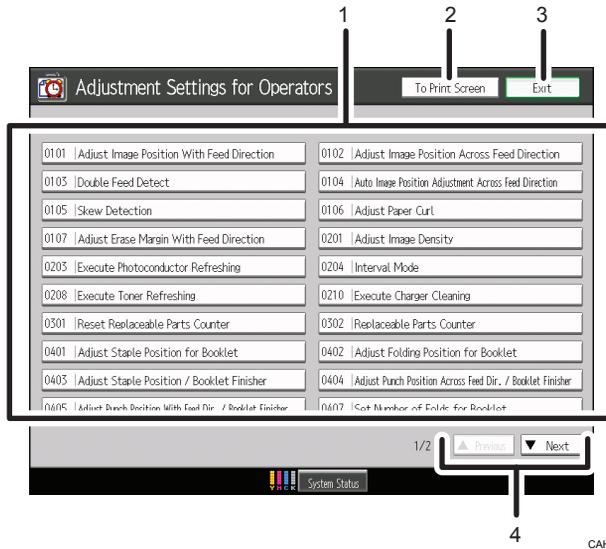
5

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



5

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 3: LCT
- Tray 4: LCT
- Tray 5: 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 3: LCT (Back Side)
- Tray 4: LCT (Back Side)
- Tray 5: 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 3: LCT
- Tray 4: LCT
- Tray 5: 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 3: LCT
- Tray 4: LCT
- Tray 5: 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 3: LCT
- Tray 4: LCT
- Tray 5: 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 3: LCT
- Tray 4: LCT
- Tray 5: LCT
- Tray 7

Adjustment Value

- Adjust \smile Curl: Off
- Adjust \smile Curl: Weak
- Adjust \smile Curl: Strong
- Adjust \frown Curl: Off
- Adjust \frown Curl: Weak
- Adjust \frown 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
- 8¹/₂ × 14
- 8¹/₂ × 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
- 8¹/₂ × 14
- 8¹/₂ × 11
- Other Paper Sizes

Adjustment Value

- Max.: 1.0 mm
- Min.: -1.0 mm
- Step: 0.2 mm

Default: [0 mm]

5

0403: Adjust Staple Position / Booklet Finisher

- A3
- B4 JIS
- A4
- A4
- B5 JIS
- B5 JIS
- 11 × 17
- 8¹/₂ × 14
- 8¹/₂ × 11
- 8¹/₂ × 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☐
- 8¹/₂ × 14☐
- 8¹/₂ × 11☐
- 8¹/₂ × 11☐
- Other Paper Sizes

Adjustment Value

- Max.: 1.0 mm
- Min.: -1.0 mm
- Step: 0.5 mm

Default: [0 mm]

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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]

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SASL

CMU libsasl

Tim Martin

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