

bizhub C203/C253/C353

User Manual



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9 Index

Introduction



1 Introduction

Thank you for choosing this machine.

This manual contains details on the operation of the various functions of the machine, precautions on its use, and basic troubleshooting procedures. In order to ensure that this machine is used correctly and efficiently, carefully read this manual as needed.

The illustrations used in this manual may appear slightly different from views of the actual equipment.

1.1 Energy Star®



As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency.

What is an ENERGY STAR® product?

An ENERGY STAR[®] product has a special feature that allows it to automatically switch to a "low-power mode" after a period of inactivity. An ENERGY STAR[®] product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

1.2 Software licence agreement

This package contains the following materials provided by KONICA MINOLTA BUSINESS TECHNOLOGIES, INC. (KMBT): software included as part of the printing system, the digitally-encoded machine-readable outline data encoded in the special format and in the encrypted form ("Font Programs"), other software which runs on a computer system for use in conjunction with the Printing Software ("Host Software"), and related explanatory written materials ("Documentation"). The term "Software" shall be used to describe Printing Software, Font Programs and/or Host Software and also include any upgrades, modified versions, additions, and copies of the Software.

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- 3. You may make one backup copy of the Host Software, provided your backup copy is not installed or used on any computer. Notwithstanding the above restrictions, you may install the on any number of computers solely for use with one or more printing systems running the Printing Software.
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- 5. You agree not to modify, adapt or translate the Software and Documentation.
- You agree that you will not attempt to alter, disassemble, decrypt, reverse engineer or decompile the Software.
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- 11. Notice to Government End Users: The Software is a "commercial item," as that term is defined at 48 C.F.R.2.101, consisting of "commercial computer software" and "commercial computer software documentation," as such terms are used in 48 C.F.R. 12.212. Consistent with 48 C.F.R. 12.212 and 48 C.F.R. 227.7202-1 through 227.7202-4, all U.S. Government End Users acquire the Software with only those rights set forth herein.
- 12. You agree that you will not export the Software in any form in violation of any applicable laws and regulations regarding export control of any countries.



1.3 **Explanation of manual conventions**

The marks and text formats used in this manual are described below.

Safety advices



🛝 DANGER

Failure to observe instructions highlighted in this manner may result in fatal or critical injuries in fact of electrical power.

Observe all dangers in order to prevent injuries.



WARNING

Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.

Observe all warnings in order to prevent injuries and to ensure safe use of the machine.



CAUTION

Failure to observe instructions highlighted in this manner may result in slight injuries or property damage.

Observe all cautions in order to prevent injuries and to ensure safe use of the machine.

Sequence of action

- The number 1 as formatted here indicates the first step of a sequence of actions.
- Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.
 - Text formatted in this style provides additional assistance.
 - → Text formatted in this style describes the action that will ensure the desired results are achieved.

An illustration inserted here shows what operations must be performed.

Tips



Note

Text highlighted in this manner contains useful information and tips to ensure safe use of the machine.



Text highlighted in this manner contains information that should be reminded.



Detail

Text highlighted in this manner contains references for more detailed information.

Special text markings

[Stop] key

The names of keys on the control panel are written as shown above.

MACHINE SETTING

Display texts are written as shown above.



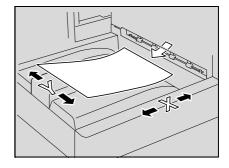
Note

The machine illustrations shown in this manual can vary and depend on the machine configuration.

1.4 Descriptions of originals and paper

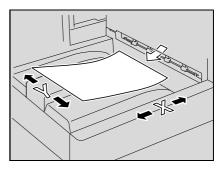
The descriptions used in this manual for originals and paper are explained below.

Whenever original and paper dimensions are mentioned in this manual, the value shown as Y in the illustration refers to the width, and the value shown as X refers to the length.



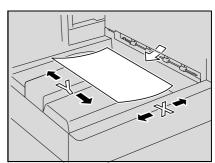
Lengthwise (□)

If the width (Y) of the paper is shorter than the length (X), the paper has a vertical or portrait orientation, indicated by \Box .



Crosswise (1)

If the width (Y) of the paper is longer than the length (X), the paper has a horizontal or landscape orientation, indicated by \square .



Installation and operation precautions

2 Installation and operation precautions

2.1 Safety information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.

Make sure you observe all of the precautions appear in each section of this manual.

KM_Ver.01E_C



Note

Some parts of the contents of this section may not correspond with the purchased product.

Warning and precaution symbols

The following indicators are used on the warning labels or in this manual to categorize the level of safety warnings.



WARNING

Ignoring these warnings could cause serious injury or even death.

Do not ignore these safety advices.



CAUTION

Ignoring this cautions could cause injury or damage to property.

→ Do not ignore these safety advices.

Meaning of symbols

Symbol	Meaning	Example	Meaning
\triangle	A triangle indicates a danger against which you should take precaution.		This symbol warns against possible causes of burns.
\bigcirc	A diagonal line indicates a prohibited course of action.	®	This symbol warns against dismantling the device.
	A black circle indicates an imperative course of action.	9=5	This symbol indicates you must unplug the device.

Disassemble and modification



♠ WARNING

Ignoring these warnings could cause serious injury or even death.

Do not ignore these safety advices.

Warning	Symbol
 Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness. 	®
Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.	

Power cord



⚠ WARNING

Ignoring these warnings could cause serious injury or even death.

Warning	Symbol
 Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock. 	0
 Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or elec- trical shock. 	0
Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.	

Power source



♠ WARNING

Ignoring these warnings could cause serious injury or even death.

Do not ignore these safety advices.

Warni	ing	Symbol
	se only the specified power source voltage. Failure to do that could result in a fire or ectrical shock.	0
Us ag	onnect power plug directly into wall outlet having the same configuration as the plug. se of an adapter leads to the product connecting to inadequate power supply (voltge, current capacity, grounding), and may result in fire or shock. If proper wall outlet not available, the customer shall ask qualified electrician for the installation.	0
ac	o not use a multiple outlet adapter nor an extension cord in principle. Use of an dapter or an extension cord could cause a fire or electrical shock. ontact your authorized service representative if an extension cord is required.	\Diamond
	onsult your authorized service representative before connecting other equipment on e same wall outlet. Overload could result in a fire.	0



⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.

Do not ignore these safety advices.

Caution	Symbol
The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs.	0

Power plug



WARNING

Ignoring these warnings could cause serious injury or even death.

Do not ignore these safety advices.

W	arning	Symbol
•	Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.	
•	Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.	0



⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.

Caution	Symbol
Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.	\Diamond
Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.	0

Grounding



⚠ WARNING

Ignoring these warnings could cause serious injury or even death.

→ Do not ignore these safety advices.

Warning	Symbol
Connect the power cord to an electrical outlet that is equipped with a grounding terminal.	

Installation



♠ WARNING

Ignoring these warnings could cause serious injury or even death.

Do not ignore these safety advices.

Warning	Symbol
Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.	



⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.

Do not ignore these safety advices.

Caution	Symbol
After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.	0
Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.	\Diamond
Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.	\Diamond
Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.	\Diamond
Do not use flammable sprays, liquids, or gases near this product, as a fire could result.	\Diamond

Ventilation



⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.

Caution	Symbol
 Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals. 	0

Actions in response to troubles



⚠ WARNING

Ignoring these warnings could cause serious injury or even death.

Do not ignore these safety advices.

Warning	Symbol
 Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result. 	•
Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.	



⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.

Do not ignore these safety advices.

Caution	Symbol
 The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label. 	

Consumables



♠ WARNING

Ignoring these warnings could cause serious injury or even death.

Do not ignore these safety advices.

Warning	Symbol
Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.	\Diamond



CAUTION

Ignoring this cautions could cause injury or damage to property.

Caution	Symbol
Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.	\Diamond
Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.	\Diamond

When moving the machine



⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.

Do not ignore these safety advices.

Caution	Symbol
 Whenever moving this product, be sure to disconnect the power cord and other ca- bles. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown. 	
 When moving this product, always hold it by the locations specified in the user manual or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction. 	0

Before successive holidays

When the optional Fax Kit FK-502 is not installed:



⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.

Caution	Symbol
Unplug the product when you will not use the product for long periods of time.	915

2.2 Regulation notices

CE Marking (Declaration of Conformity) for users of the European Union (EU)

This product complies with the following EU directives: 2006/95/EC, 2004/108/EC and 1999/5/EC directives.

This declaration is valid for the area of the European Union.

This device must be used with a shielded network cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

Optional Authentication Unit AU-201 (IC Card Reader/Writer):

This product is wireless system equipment (Short-Range Device) which the R & TTE directive (1999/5/EC) covers. Frequency of operation is 13.56 MHz.

User Instructions FCC Part 15 - Radio Frequency Devices (for U.S.A. users)

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

A

WARNING

The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control.

Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

→ This device must be used with a shielded network (10 Base-T/100 Base-TX) cable and a shielded parallel cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

Interference-Causing Equipment Standard (ICES-003 ISSUE 4) (for Canada users)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

For users in countries not subject to class B regulations



WARNING

Interference with radio communications:

- → This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.
- → This device must be used with a shielded network cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

Laser safety

This is a digital machine which operates using a laser. There is no possibility of danger from the laser provided the machine is operated according to the instructions in this manual.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product: This means the machine does not produce hazardous laser radiation.

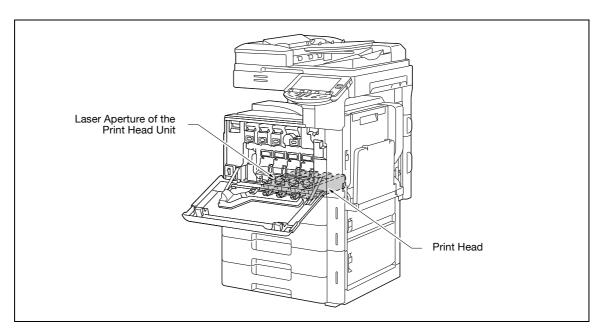
Internal laser radiation

Specification	
Maximum average radiation power	bizhub C253/C203: 7.7 µW at the laser aperture of the print head unit bizhub C353:
	11.6 μW at the laser aperture of the print head unit
Wavelength	775-800 nm

№ WARNING

This product employs a Class 3B laser diode that emits an invisible laser beam.

- The laser diode and the scanning polygon mirror are incorporated in the print head unit.
- The print head unit is NOT A FIELD SERVICE ITEM: Therefore, the print head unit should not be opened under any circumstances.



CDRH regulations

This machine is certified as a Class 1 Laser product under Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page 2-13 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.



CAUTION

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

This is a semiconductor laser. The maximum power of the laser diode is 30 mW and the wavelength is 775-800 nm.

For European users



CAUTION

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

This is a semiconductor laser. The maximum power of the laser diode is 30 mW and the wavelength is 775-800 nm.

For Denmark users



ADVARSEL

Dette er en halvlederlaser.

Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC 60825 sikkerheds kravene.

Dette er en halvlederlaser. Laserdiodens højeste styrke er 30 mW og bølgelængden er 775-800 nm.

For Finland, Sweden users

LOUKAN 1 LASERLAITE KLASS 1 LASER APPARAT



VAROITUS

Tämä on puolijohdelaser.

Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

Tämä on puolijohdelaser. Laserdiodin sunrin teho on 30 mW ja aallonpituus on 775-800 nm.



⚠ VARNING

Det här är en halvledarlaser.

Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 30 mW och våglängden är 775-800 nm.



VAROITUS

Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle.

Älä katso säteeseen.



VARNING

Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad.

Betrakta ei strålen.

For Norway users

ADVARSEL!

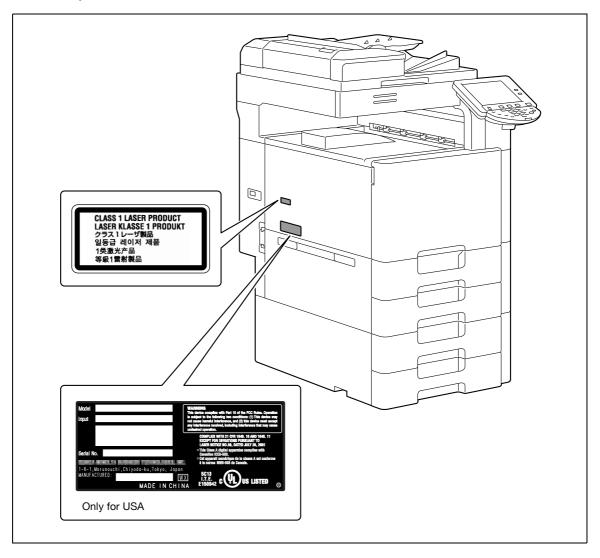
Dette en halvleder laser.

Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for unsynlig laserstråling som overskrider grensen for laser klass 1.

Dette en halvleder laser. Maksimal effekt till laserdiode er 30 mW og bølgelengde er 775-800 nm.

Laser safety label

A laser safety label is attached to the outside of the machine, as shown below.



Ozone release



⚠ CAUTION

Locate the machine in a well ventilated room

A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room well ventilated.

ATTENTION

Placer l'appareil dans une pièce largement ventilée.

Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l'appareil.

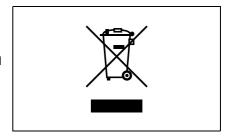
Acoustic noise (for European users only)

Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

For EU member states only

This symbol means: Do not dispose of this product together with your household waste!

Please refer to the information of your local community or contact our dealers regrading the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health caused by inappropriate waste handling.



This product complies with RoHS (2002/95/EC) Directive.

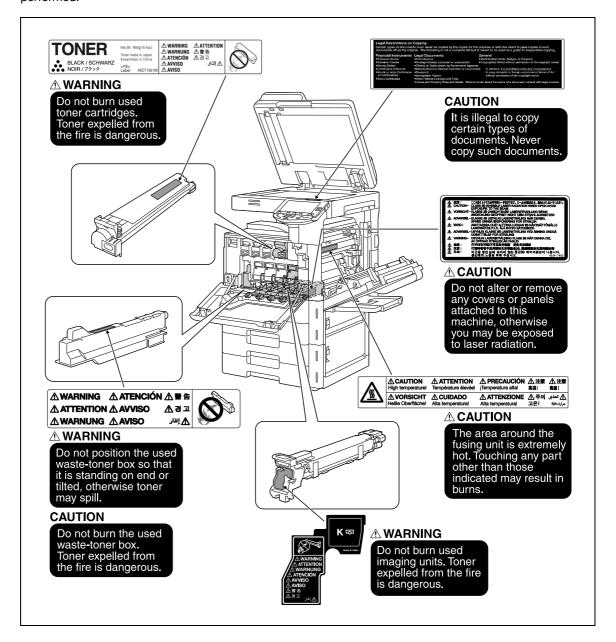
This device is not intended for use at a video workstation in compliance with BildscharbV.

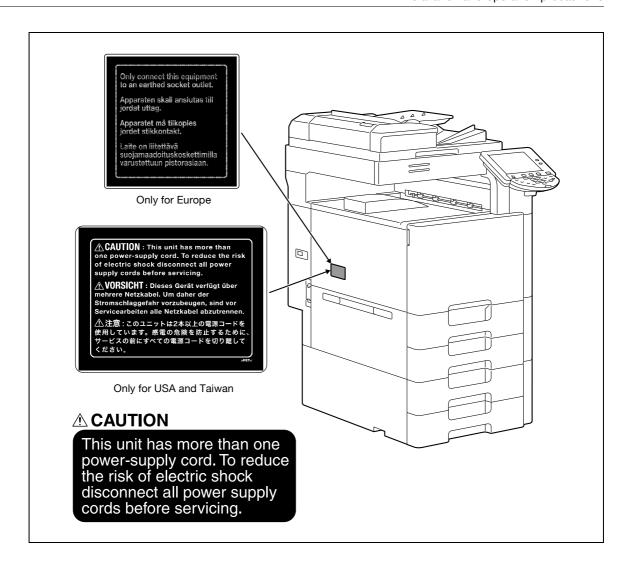
Das Gerät ist nicht für die Benutzung am Bildschirmarbeitsplatz gemäß BildscharbV vorgesehen.

2.3 Caution notations and labels

Safety precaution notations and labels appear on this machine at the following positions.

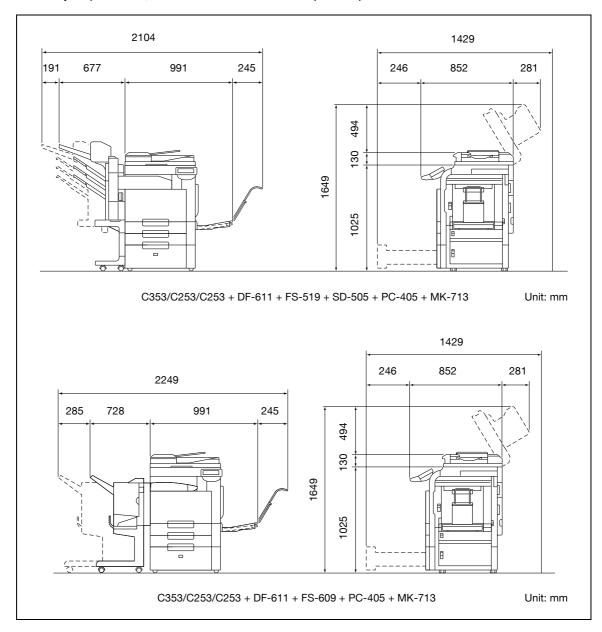
Be very careful that an accident does not occur when operations such as removing paper misfeeds are performed.





2.4 Space requirements

To ensure that machine operation, consumables replenishing, part replacement, and regular maintenance can easily be performed, adhere to the recommended space requirements detailed below.





Reminder

When the option is not installed, be sure to allow a clearance of 200 mm or more at the back of this machine for the ventilation duct.

2.5 Operation precautions

To ensure the optimum performance of this machine, observe the precautions described below.

Power source

The power source requirements are as follows.

- Voltage fluctuation: Maximum ± 10% (at 220 to 240 V AC)
- Frequency fluctuation: Maximum ± 3 Hz (at 50 Hz/60 Hz)
- Use a power source with as little voltage or frequency fluctuations as possible.

Operating environment

The environmental requirements for correct operation of the machine are as follows.

- Temperature: 10°C (50°F) to 30°C (86°F) with fluctuations of no more than 10°C (18°F) within an hour
- Humidity: 15% to 85% with fluctuations of no more than 10% within an hour

Storage of copies

To store copies, follow the recommendation listed below.

- Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.
- Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.
- Color copies have a thicker layer of toner than normal black-and-white copies. Therefore, when a color copy is folded, the toner at the fold may peel off.

2.6 Legal restrictions on copying

Certain types of originals must never be copied with the purpose or intent to pass copies of such originals off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

Financial Instruments

- Personal checks
- Traveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

Legal Originals

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

General

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, *it is prohibited under any circumstances* to copy domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of an original, consult with legal counsel.



Detail

In order to prohibit the illegal reproduction of certain originals, such as paper currency, this machine is equipped with a counterfeit prevention feature.

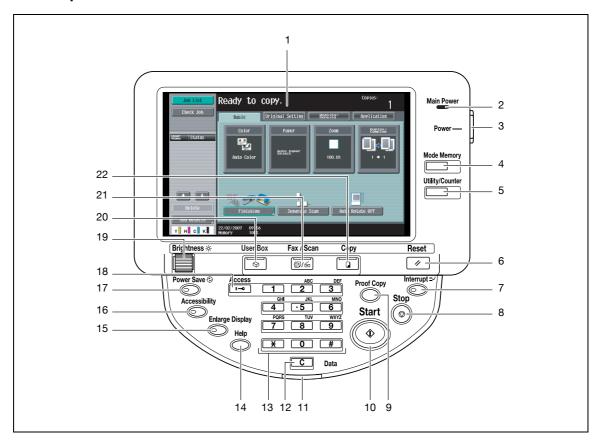
Due to the counterfeit prevention feature that this machine is equipped with, images may be distorted.

3 Copy Operations

3 Copy Operations

3.1 Part names and their functions

3.1.1 Control panel



No.	Part name	Description
1	Touch panel	Displays various screens and messages. Specify the various settings by directly touching the panel.
2	Main Power indicator	Lights up in green when the machine is turned on with the main power switch.
3	Sub power switch	Press to turn on/off machine operations. When turned off, the machine enters a state where it conserves energy.
4	[Mode Memory] key	Press to register (store) the desired copy/fax/scan settings as a program or to recall a registered program. (See p. 3-80.)
5	[Utility/Counter] key	Press to display the Meter Count screen and the Utility screen.
6	[Reset] key	Press to clear all settings (except programmed settings) entered in the control panel and touch panel.
7	[Interrupt] key	Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the [Interrupt] key lights up in green and the message "Now in Interrupt mode." appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again.
8	[Stop] key	Pressing the [Stop] key while copying, scanning or printing temporarily stops the operation.
9	[Proof Copy] key	Press to print a single proof copy to be checked before printing a large number of copies. Press the [Proof Copy] key before pressing the [Start] key to display the preview image of the currently specified settings on the touch panel. (See p. 3-73)
10	[Start] key	Press to start the copy, scan or fax operation. When this machine is ready to begin the operation, the indicator on the [Start] key lights up in blue. If the indicator on the [Start] key lights up in orange, copying cannot begin. Press to restart a stopped job.

No.	Part name	Description
11	Data indicator	Flashes in blue while a print job is being received. Lights up in blue when a print job is queued to be printed or while it is being printed. The indicator lights up in blue when there is saved fax data or unprinted fax data.
12	[C] (clear) key	Press to clear a value (such as the number of copies, a zoom ratio, or a size) entered using the keypad.
13	Keypad	Use to type in the number of copies to be produced. Use to type in the zoom ratio. Use to type in the various settings.
14	[Help] key	Press to display the Help Menu screen. From this screen, descriptions of the various functions and details of operations can be displayed. (See p. 3-85.)
15	[Enlarge Display] key	Press to enter Enlarge Display mode. If authentication is performed with PageScope Authentication Manager, it does not enter Enlarge Display mode.
16	[Accessibility] key	Press to display the screen for specifying settings for user accessibility functions.
17	[Power Save] key	Press to enter Power Save mode. While the machine is in Power Save mode, the indicator on the [Power Save] key lights up in green and the touch panel goes off. To cancel Power Save mode, press the [Power Save] key again.
18	[Access] key	If user authentication or account track settings have been applied, press this key after entering the user name and password (for user authentication) or the account name and password (for account track) in order to use this machine.
19	[Brightness] dial	Use to adjust the Brighthess of the touch panel.
20	[User Box] key	Press to enter User Box mode. While the machine is in User Box mode, the indicator on the [User Box] key lights up in green.
21	[Fax/Scan] key	Press to enter Fax/Scan mode. While the machine is in Fax/Scan mode, the indicator on the [Fax/Scan] key lights up in green.
22	[Copy] key	Press to enter Copy mode. (As a default, the machine is in Copy mode.) While the machine is in Copy mode, the indicator on the [Copy] key lights up in green.



Reminder

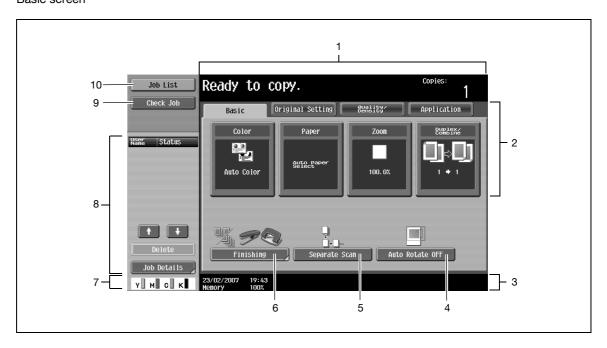
Do not apply extreme pressure to the touch panel, otherwise it may be scratched or damaged.

Never push down on the touch panel with force, and never use a hard or pointed object to make a selection in the touch panel.

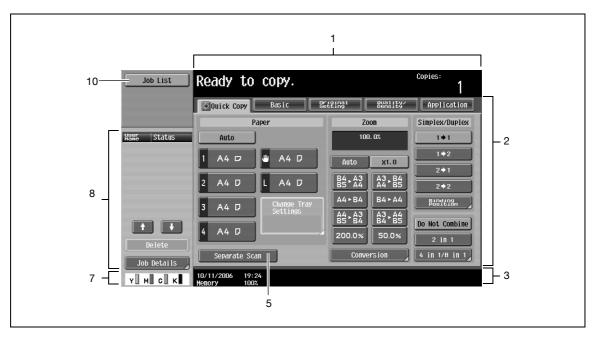
3.1.2 Basic settings screens

When the machine is ready to begin making copies after being turned on, the Basic screen appears.

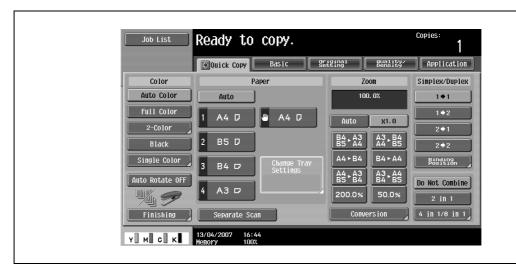
→ To activate a function or to select a setting, lightly touch the desired button in the touch panel. Basic screen



Quick Copy screen



→ Touch 🚯 to display the Color settings, [Finishing] and [Auto Rotate OFF] in the left panel.



No.	Item Name	Description
1	Message display area	The status of the machine and details on operations are displayed.
2	Functions/settings display area	Tabs and buttons for displaying screens containing various functions are displayed. Touch a tab or button to display the corresponding screen for specifying the settings.
3	Icon display area	Icons indicating the status of jobs and the machine are displayed.
4	[Auto Rotate OFF] button	Touch to copy with the image not rotated to fit the orientation of the loaded paper.
5	[Separate Scan] button	Touch to scan the original in separate batches. An original scanned in different batches can be treated as a single copy job.
6	[Finishing] button	Touch to specify settings for collating, grouping, stapling, or hole punching.
7	Toner supply indicators	These indicators show the amount of toner remaining for cyan (C), magenta (M), yellow (Y), and black (K).
8	Left panel	When the [Job List] button is pressed, a screen showing the jobs currently being performed or waiting to be performed is displayed. When the [Check Job] button is pressed, a screen showing the result of the specified settings is displayed.
9	[Check Job] button	The result of the specified settings is displayed.
10	[Job List] button	Jobs currently being performed or waiting to be performed are displayed. Various commands for checking and managing jobs are available.



Detail

The basic settings screen (Basic screen or Quick Copy screen) that appears can be set with the "Copier Settings" parameter in the Custom Display Settings screen (displayed from the User Setting screen). The arrangement of the buttons and screens differ with the Basic screen and Quick Copy screen; however, the functions that can be set are the same. As a default, "Basic" is selected.

The Quick Copy screen displays all of the settings from the Basic screen so that many settings can easily be specified.



Note

If settings have been changed from the factory defaults, the tab for the screen containing the changed settings appears framed with a green line.

The green line can be changed to another color with the "Color Selection Settings" parameter in the Custom Display Settings screen (displayed from the User Setting screen in Utility mode).

3.1.3 Icons that appear in the screen

Icon	Description
	Indicates that data is being sent from the machine, regardless of the current mode.
G -	Indicates that data is being received from the machine, regardless of the current mode.
A	Indicates that an error occurred during an image stabilization operation, a print operation or a scan operation. Touch this icon to view a screen containing a warning code.
View Warning	If the warning screen was closed when a warning occurred, touch this button to display the warning screen again.
B	Appears when there is a message indicating that consumables must be replaced or the machine requires maintenance. Touch this icon to display the message, and then perform the replacement or maintenance procedure.
POP	Appears when an error occurs with the connection to the POP server.
+	Indicates that paper is not loaded in the paper tray.
	Indicates that very little paper remains in the paper tray.
i	When the optional image controller has been installed onto bizhub C353/C253, touch this icon to display the image controller screen.
Sec	Indicates that "Enhanced Security Mode" is set to "ON".
*	Appears when a USB memory is connected.

3.2 Turning on the main power and the sub power

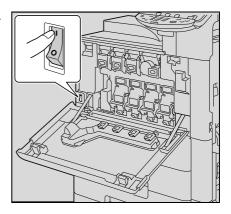
This machine has two power controls: the main power switch and the sub power switch.

3.2.1 Turning on the machine

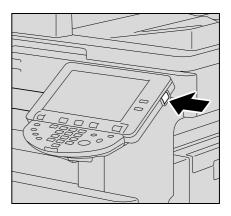
The main power switch turns on/off all functions of the machine. Normally, the main power switch is turned on.

The sub power switch turns on/off machine operations, for example, for copying, printing or scanning. When the sub power switch is turned off, the machine enters a state where it conserves energy.

1 Open the front door, and then set the main power switch to |.



- 2 Close the front door.
- 3 Press the sub power switch.
 Check that the touch panel is turned on.





Detai

When the sub power switch is turned on, the indicator on the [Start] key lights up in orange, and a screen indicating that the machine is starting up appears.

After a few seconds, the message "Warming up. Ready to scan." appears on the touch panel, and the indicator on the [Start] key lights up in blue, indicating that a job can now be queued.

The default settings are the settings that are selected immediately after the machine is turned on (the power switch is set to |) and before any setting is specified from the control panel or touch panel, and those that are selected when the [Reset] key is pressed to cancel all settings specified from the control panel or touch panel. The default settings can be changed.

The factory default settings are the settings that were selected when this machine was sent from the factory.



Note

A job can also be queued while the machine is warming up after the sub power switch is turned on. For details, refer to "Scanning during warm-up" on page 3-9.

After the machine has finished warming up, the scanned image will be printed.

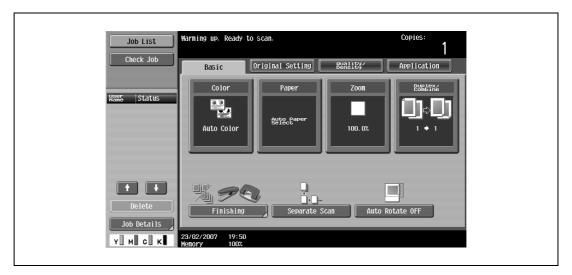
3.2.2 Scanning during warm-up

- 1 Press the sub power switch.
 - For details on turning on the machine, refer to "Turning off the machine" on page 3-10.

The indicator on the [Start] key lights up in orange.

After the warm-up message is displayed, the Basic screen appears. The indicator on the [Start] key lights up in blue.

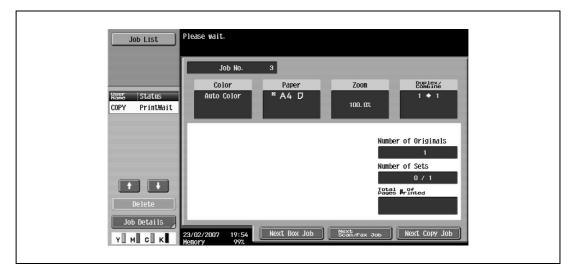
2 Check that the message "Warming up. Ready to scan." appears on the touch panel.



- 3 Position the original to be copied.
 - For details on positioning the original, refer to "Feeding the original" on page 3-28.
- Specify any other desired copy settings.
- 5 Using the keypad, specify the desired number of copies.
- 6 Press the [Start] key.

The original is scanned, and the job is added to the list of queued jobs.

If the "Copy Operating Screen" parameter in Utility mode was set to "Yes", touch [Next Copy Job] to display the Basic screen.



- After the machine has finished warming up, the jobs will automatically be printed.
- How can the job being printed be stopped?
- → Press the [Stop] key. For details, refer to "Temporarily stopping scanning/printing" on page 3-72.



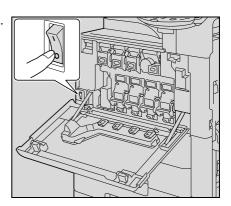
Detail

While the machine is warming up to begin printing after it is turned on using the sub power switch, copy settings can be specified and an original can be scanned to reserve a copy job. After the machine has finished warming up, the copies are automatically printed.

The print order can be changed or jobs can be deleted from the Detail screen of a job from the Current Jobs list in the Job List screen.

3.2.3 Turning off the machine

- Press the sub power switch.
 Check that the touch panel is turned off.
- 2 Open the front door, and then set the main power switch to O.



3 Close the front door.



Reminder

When the machine is turned off, then on again with the main power switch, wait at least 10 seconds to turn the machine on after turning it off. The machine may not operate correctly if it is turned on immediately after being turned off.

Do not turn off the machine with the main power switch or the sub power switch while it is making copies or printing, otherwise a paper misfeed may occur.

Do not turn off the machine with the main power switch or the sub power switch while it is scanning or sending or receiving data, otherwise all scan data or transmission data will be deleted.

Do not turn off the machine with the main power switch while a queued job or stored data is waiting to be printed, otherwise the jobs will be deleted.



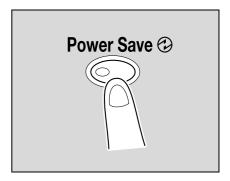
Detail

The following are cleared when the main power switch and sub power switch are turned off. Settings that have not been programmed Jobs queued to be printed

3.2.4 Manually conserving energy

The machine can be manually set to an energy conservation mode (Low Power mode or Sleep mode).

- → Press the [Power Save] key (or press the sub power switch).
 - As the factory default, the machine enters Low Power mode.





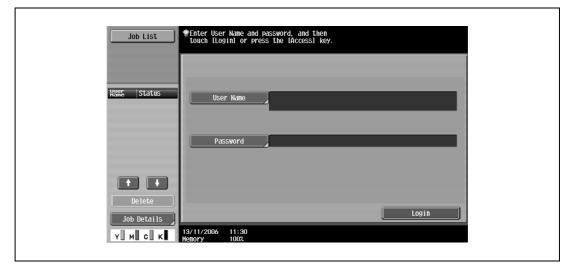
Detail

Whether the machine enters Low Power mode or Sleep mode when the [Power Save] key is pressed can be set from the Administrator Settings mode.

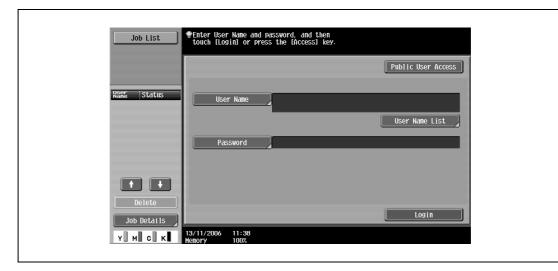
3.2.5 Controlling each user's use of this machine (User Authentication)

If user authentication settings have been specified by the administrator, only users that have been registered can use this machine. In addition, the number of printed pages can be managed for each user.

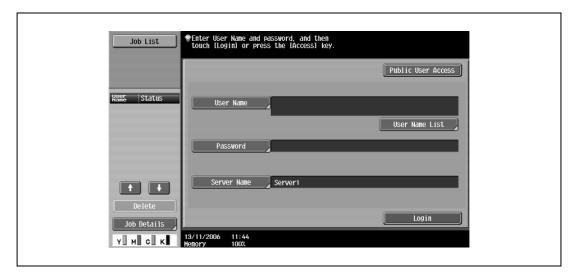
- ✓ When user authentication settings have been specified, only users who enter passwords for specified users can use this machine.
- ✓ Contact the administrator for a user name and password and for the server name.
- If machine authentication or external server authentication has been set, a total of 1,000 users and accounts can be registered.
- 1 Touch [User Name].



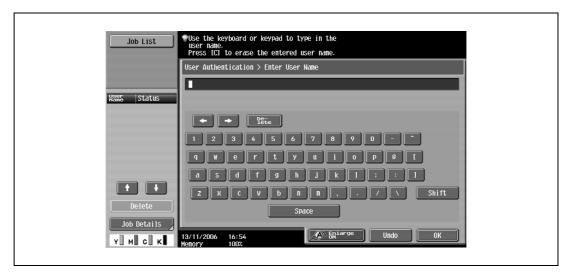
- If a list of user names can be displayed, the desired user name can be selected from the list. Touch
 [User Name List], touch the button for the desired user name to select it, and then touch [OK].
- Users who have no access to a user name and password can touch [Public User Access] to use this
 machine.
- If "Enhanced Security Mode" is set to "ON", [Public User Access] and [User Name List] do not appear.



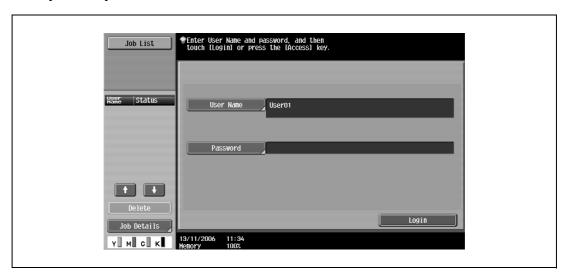
If external server authentication was selected as the user authentication method, [Server Name] appears with the name of the default server.
 Touch [Server Name] to display the names of the registered servers, and then select the desired server.



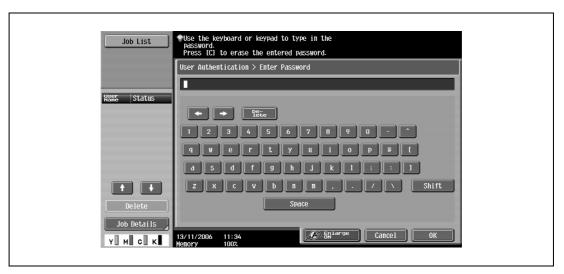
- If any print job exists in the ID & Print User Box, [Begin Printing] and [Print & Login] appear.
- If authentication is performed with PageScope Authentication Manager, contact your server administrator for log on.
- 2 Type in the user name, and then touch [OK].



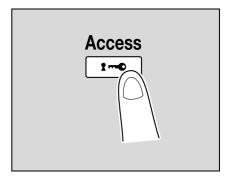
3 Touch [Password].



4 Type in the password, and then touch [OK].



5 Touch [Login] or press the [Access] key.

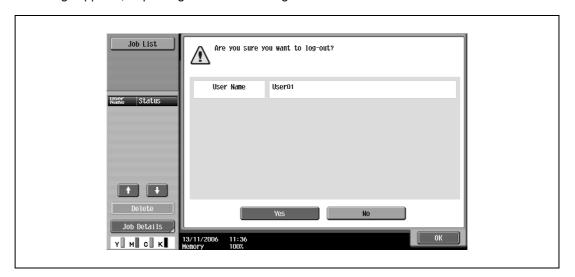


The Basic screen appears.

If account track settings have been applied, the account track screen appears. However, if "Synchronize User Authentication & Account Track" has been set to "Synchronize", the account track screen does not appear if the users and accounts are synchronized.

6 Make copies using the desired copy settings.

When you are finished printing, press the [Access] key.
A message appears, requesting confirmation to log off.



8 Touch [Yes], and then touch [OK].

The user authentication screen appears.



Note

The user authentication settings can be used together with the account track settings. If the "Synchronize User Authentication & Account Track" parameter is set to "Synchronize", complete user authentication, and then log on by using the account track screen.

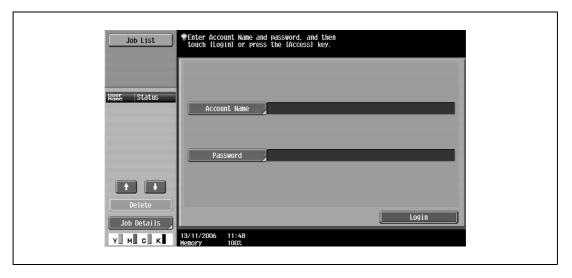
User authentication settings can be specified using the User Authentication parameters in Administrator Settings mode, available from the Utility mode. Settings should be specified by the administrator.

3.2.6 Controlling each account's use of this machine (Account Track)

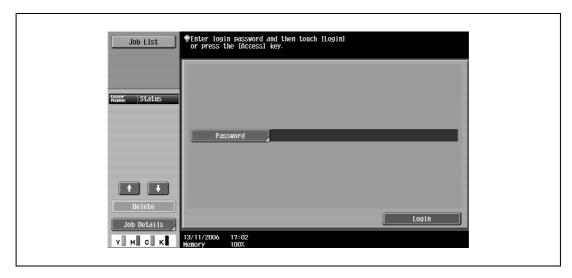
If the account track settings have been specified by the administrator, only users of registered accounts can use this machine. In addition, the number of prints produced with each account can be controlled.

This is account track.

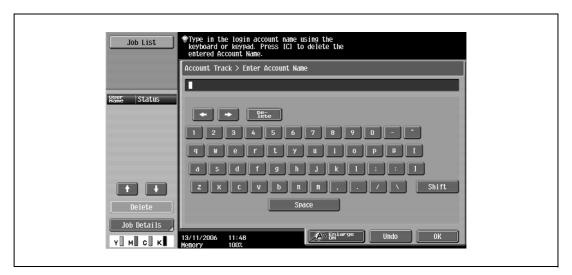
- When account track settings have been specified, only users who enter passwords for specified accounts can use this machine.
- ✓ If you do not know the account name or password, contact your administrator.
- ✓ A total of 1,000 users and accounts can be registered.
- 1 Touch [Account Name].



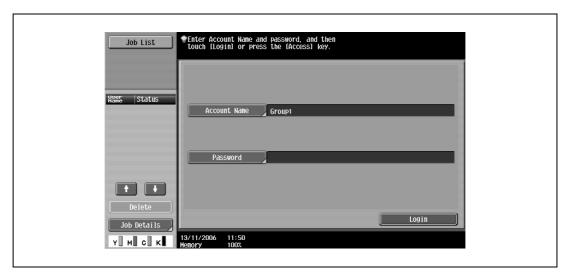
 If the Administrator Settings mode settings have been set to "Password Only", touch [Password], and then continue with step 4.



2 Type in the account name, and then touch [OK].



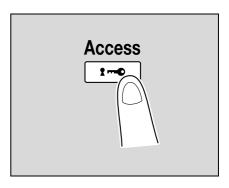
3 Touch [Password].



4 Type in the password, and then touch [OK].



5 Touch [Login] or press the [Access] key. The Basic screen appears.



- 6 Make copies using the desired copy settings.
- When you are finished printing, press the [Access] key.
 A message appears, requesting confirmation to log off.



Touch [Yes], and then touch [OK].
The account track screen appears.



Detail

The accounts can be managed in Administrator Settings mode, available from the Utility mode. Settings should be specified by the administrator.

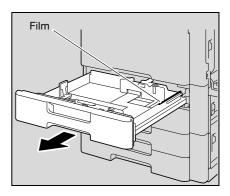
If "Account Track Input Method" on the General Settings screen of Administrator Settings mode was set to "Password Only", log on is possible by only entering the password.

3.3 Loading paper into tray 1/2/3/4

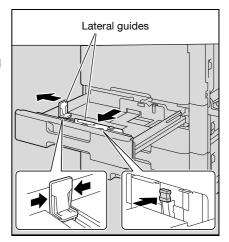
The paper loading method is the same for trays 1, 2, 3, and 4.

The following describes the paper loading procedure for tray 1.

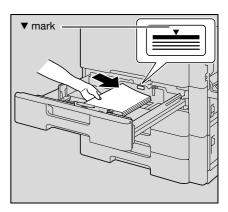
- ✓ Tray 3/4 is an option.
- 1 Pull out tray 1.



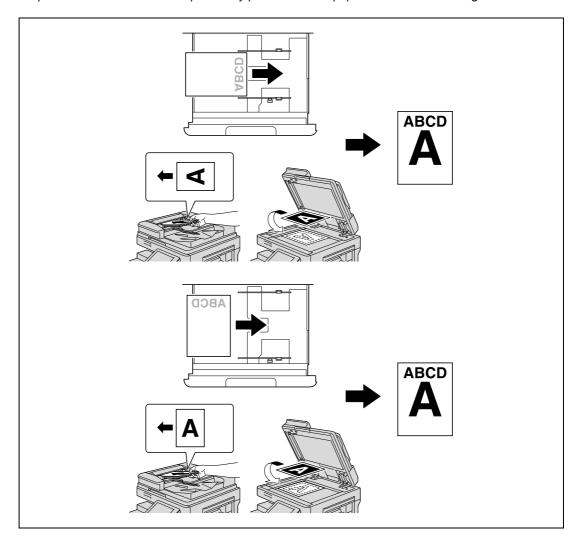
- 2 Slide the lateral guides to fit the size of paper to be loaded.
 - If the lateral guides are not positioned correctly for the loaded paper, the paper size will not be correctly detected.
 Be sure to adjust the lateral guides to the size of the loaded paper.



3 Load the paper into the tray so that the side of the paper to be printed on (the side facing up when the package was unwrapped) faces up.



- Load letterhead paper so that the side to be printed on faces down.
- If letterhead paper is loaded as shown below to make a single-sided copy, the document image is printed on the side that was previously printed on. The paper will be fed out facing down.



- How is curled paper loaded?
- Flatten the paper before loading it.
- ? How many sheets of paper and other media can be loaded?
- → Do not load so many sheets of plain paper that the top of the stack is higher than the ▼ mark.
- 4 Close tray 1.



Detai

If special paper is loaded, the paper type setting must be specified.



Reminder

Be careful not to touch the film.

For details on selecting the size and type of paper loaded in tray 1/2/3/4, refer to "Copy paper" on page 3-90.

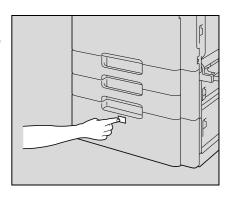
To print on OHP transparencies, thick paper 4, envelopes or postcards, use the bypass tray.

3.4 Loading paper into the LCT

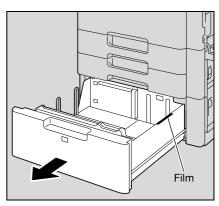
✓ If the sub power switch is turned off, even while the main power switch is on, the LCT cannot be pulled out, even after the tray release button is pressed. Be sure that the machine is turned on with the sub power switch.

- ✓ LCT is an option.
- 1 Press the tray release button.

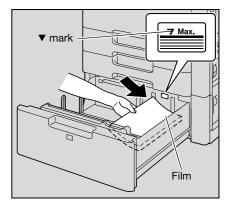
The LCT is unlocked and the LCT tray slides out slightly to the front.



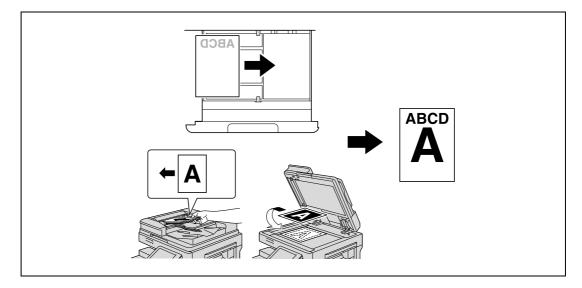
2 Pull out the LCT.



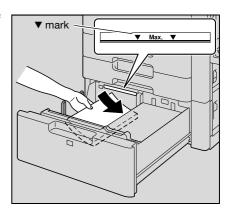
- Load the paper into the right side of the LCT so that the side of the paper to be printed on (the side facing up when the package was unwrapped) faces up.
 - To print on OHP transparencies, thick paper 4, envelopes or postcards, use the bypass tray.



- Load letterhead paper so that the side to be printed on faces down.
- If letterhead paper is loaded as shown below to make a single-sided copy, the document image is printed on the side that was previously printed on. The paper will be fed out facing down.



- How is curled paper loaded?
- → Flatten the paper before loading it.
- 4 Load the paper into the left side of the LCT so that the side of the paper to be printed on (the side facing up when the package was unwrapped) faces up.



5 Close the LCT.

 If special paper is loaded, the paper type setting must be specified. For details, refer to "Specifying a setting for special paper" on page 3-106.



Reminder

Be careful not to touch the film.

Do not load so many sheets of paper that the top of the stack is higher than the ▼ mark.

For details on the paper that can be loaded into the LCT, refer to "Copy paper" on page 3-90.



Note

If the machine has entered Low Power mode or Sleep mode, the LCT cannot be pulled out, even after the tray release button is pressed. Be sure to first cancel Low Power mode or Sleep mode.

3.5 Loading paper into the bypass tray

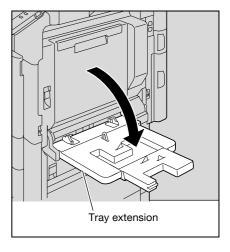
Paper can be fed manually through the bypass tray if you wish to copy onto paper that is not loaded into a paper tray, or if you wish to copy onto thick paper 4, postcards, envelopes, OHP transparencies or label sheets



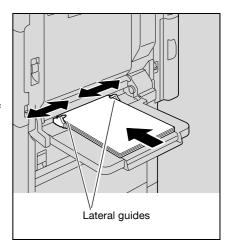
Detail

For thick paper 4, only A3 , A4 , 11 × 17 and 8-1/2 × 11 are available for printing.

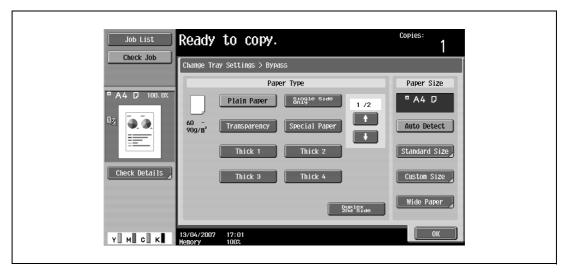
- 1 Open the bypass tray.
 - When loading large-sized paper, pull out the tray extension.



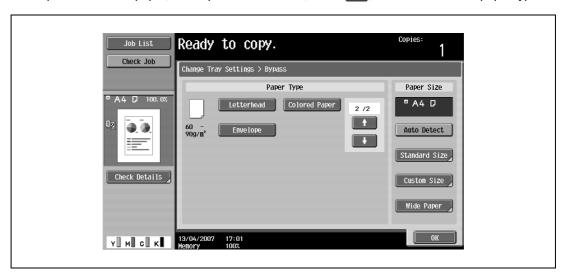
- With the side to be printed on facing down, insert the paper as much as possible into the feed slot.
- 3 Slide the lateral guides to fit the size of paper being loaded.
 - ? How is curled paper loaded?
 - Flatten the paper before loading it.
 - How many sheets of paper and other media can be loaded?
 - → Do not load so many sheets of plain paper that the top of the stack is higher than the ▼ mark.



4 Select the paper type.



- To print on colored paper, envelopes or letterheads, touch , and then select the paper type.



- If "A6Card □" is selected, the paper type is automatically set to "Thick 3".
- For details on selecting a setting for non-standard-size paper, refer to "Storing a non-standard paper size (Custom Size settings)" on page 3-100.
- For details on selecting a setting for wide paper, refer to "Selecting a setting for oversized paper (Wide Paper settings)" on page 3-103.
- For details on special paper, refer to "Special paper" on page 3-92.
- 5 Touch [OK], and then touch [OK] in the next screen that appears.

The Basic screen appears again.



Reminder

Push the paper guides firmly up against the edges of the paper.

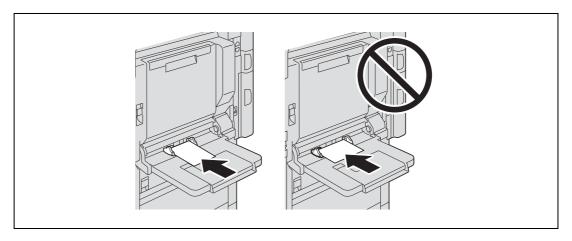
When loading postcards, load them in the \square orientation, as shown in the illustration. Do not load postcards in the \square orientation.

If media other than postcards are inserted, select the appropriate paper type.

If label sheets are loaded, select "Thick 1".

Printing on OHP transparencies is possible only in black. When selecting OHP transparencies, select the "Black" Color setting, and then select the paper type.

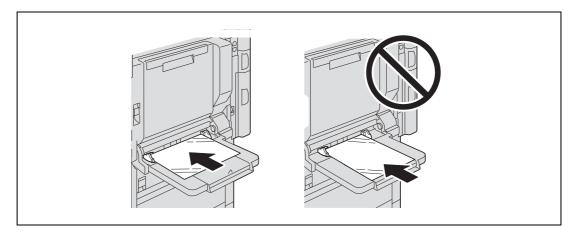
A maximum of 20 postcards can be loaded into the bypass tray.



When loading OHP transparencies, load them in the 🗖 orientation, as shown in the illustration. Do not load OHP transparencies in the 🖟 orientation.

A maximum of 20 OHP transparencies can be loaded into the bypass tray.

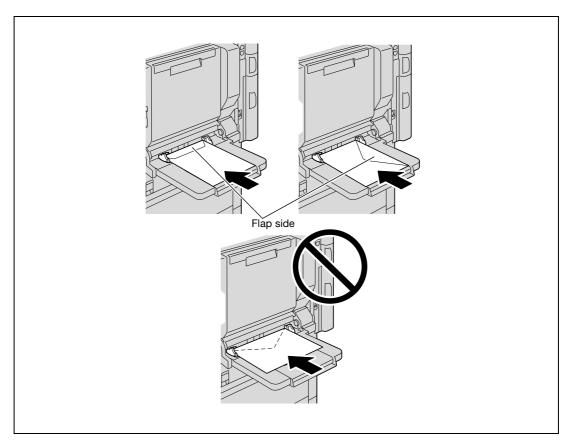
Printing on OHP transparencies is possible only in black.



Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed, otherwise the envelopes may become wrinkled or a paper misfeed may occur.

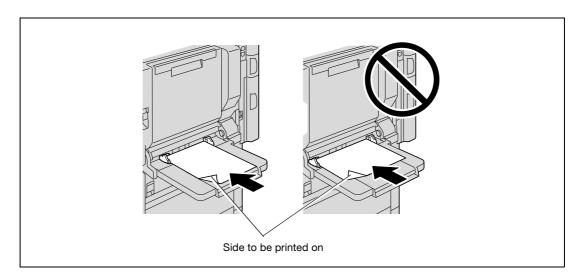
When loading envelopes, load them with the flap side up, as shown in the illustration. If the envelopes are loaded with the flap side down, a paper misfeed may occur. The flap side of envelopes cannot be printed on.

A maximum of 10 envelopes can be loaded into the bypass tray.



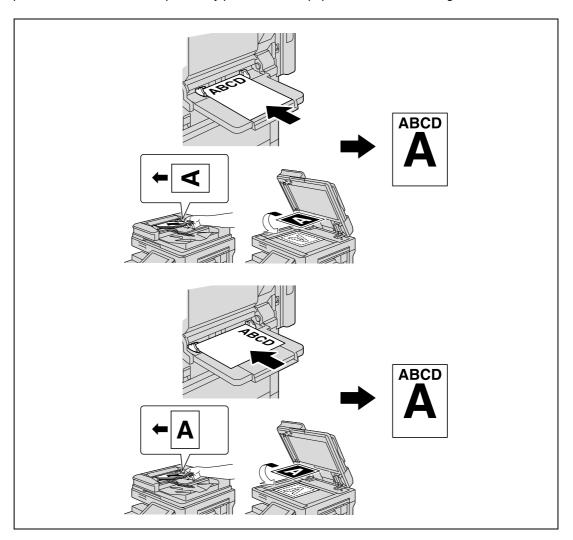
When loading label sheets, load them in the \square orientation, as shown in the illustration. Do not load label sheets in the \square orientation.

A maximum of 20 label sheets can be loaded into the bypass tray.



Be sure to load letterhead paper so that the side to be printed on faces up.

If letterhead paper is loaded as shown below to make a single-sided copy, the document image is printed on the side that was previously printed on. The paper will be fed out facing down.





Note

The image will be printed on the surface of the paper facing down when the paper is loaded into the bypass tray.



Detail

For details on specifying the paper size for the bypass tray, refer to "Selecting a paper size setting (Size Setting)" on page 3-96.

For details on the paper sizes, refer to "Copy paper" on page 3-90.

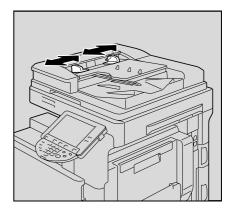
3.6 Feeding the original

The original can be fed in either of the following two ways. Be sure to position the original correctly according to the type of original being copied.

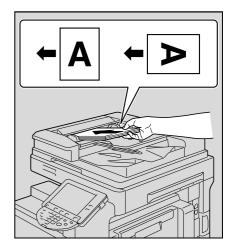
Original Feed Method	Features
Using the ADF	By using the ADF, a multi-page original can be fed automatically, one page at a time. This feed method can also be used to automatically scan double-sided originals.
Using the original glass	Place the original directly on the original glass so that it can be scanned. This method is best with books and other originals that cannot be fed through the ADF.

3.6.1 Loading the original into the ADF

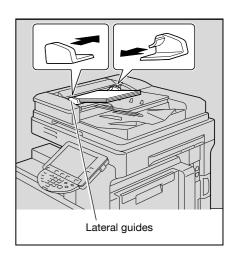
- ✓ The ADF is an option.
- Do not load originals that are bound together, for example, with paper clips or staples.
- ✓ For details on the types of originals that can be loaded into the ADF, refer to "Originals" on page 3-110.
- ✓ Do not load more than 100 sheets or so many sheets that the top of the stack is higher than the t mark, otherwise an original misfeed or damage to the original or machine may occur. However, a original that exceeds 100 pages can be scanned in separate batches. For details, refer to "Scanning the original in separate batches ("Separate Scan" setting)" on page 3-31.
- ✓ If the original is not loaded correctly, it may not be fed in straight or an original misfeed or damage to the original may occur.
- ✓ If the original is loaded in any orientation other than with the top of the original toward the back of the machine, be sure to select the original orientation.
- Slide the lateral guides to fit the size of the original.



- Place the original in the original feed tray in the order to be scanned with the side to be scanned faces up.
 - Load the original pages so that the top of the original is toward the back or the right side of the machine.

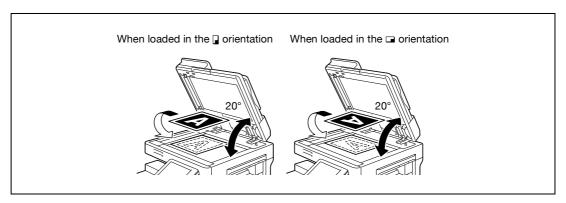


3 Adjust the lateral guides to the size of the original.

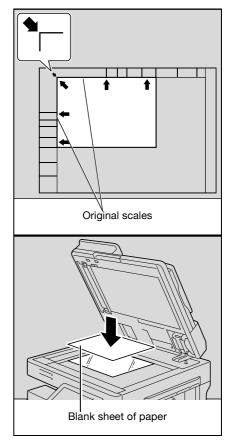


3.6.2 Placing the original on the original glass

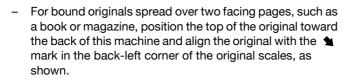
- ✓ For details on the types of originals that can be placed on the original glass, refer to "Originals" on page 3-110.
- When placing the original on the original glass, be sure to lift open the ADF or the original cover at least 20°.
 - If the original is placed on the original glass without the ADF or the original cover being lifted at least 20°, the correct original size may not be detected.
- Do not place objects weighing more than 2 kg on the original glass. In addition, do not press down extremely hard on a book spread on the original glass, otherwise the original glass may be damaged.
- For thick books or large objects, make the copy without closing the ADF or the original cover. When an original is being scanned with the ADF or the original cover open, do not look directly at the light that may shine through the original glass. Although the light that shines through the original glass is bright, it is not a laser beam and, therefore, is not as dangerous.
- 1 Lift open the ADF or the original cover.
- 2 Place the original face down on the original glass.
 - Load the original pages so that the top of the original is toward the back or the left side of the machine.

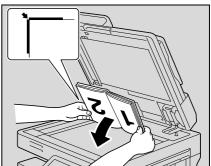


3 Align the original with the ★ mark in the back-left corner of the original scales.



 For transparent or translucent originals, place a blank sheet of paper of the same size as the original over the original.



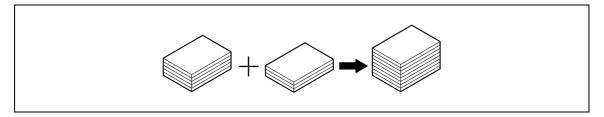


4 Close the ADF or the original cover.

3.6.3 Scanning the original in separate batches ("Separate Scan" setting)

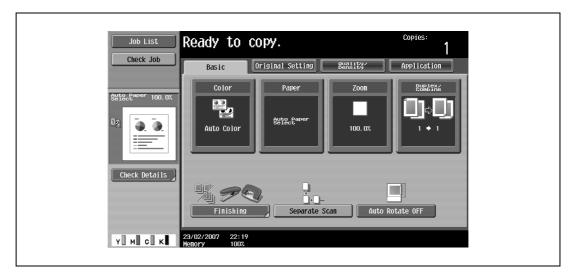
A large original can be divided and scanned in a number of batches.

A maximum of 100 original pages can be loaded into the ADF at one time. However, by specitying the "Separate Scan" setting, an original that exceeds 100 pages can be scanned and treated as a single copy job. In addition, the scanning location can be switched between the original glass and the ADF during the scanning operation.



- ✓ The loading capacity of the ADF is 100 sheets of plain paper (80 g/m²) or 38 sheets of thick paper (210 g/m²).
- ✓ The output method used with the "Separate Scan" setting can be set to "Page Print" or "Batch Print".

 As a default, "Batch Print" is selected.
- 1 Position the original to be copied.
 - For details on positioning the original, refer to "Feeding the original" on page 3-28.
- 2 In the Basic screen, touch [Separate Scan].

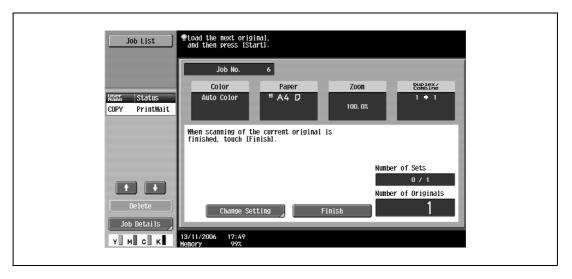


- To cancel the "Separate Scan" setting, touch [Separate Scan] again to deselect it.

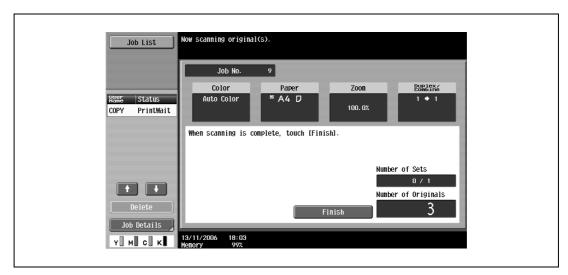
3

Press the [Start] key.

After the original has been scanned, the following message appears.

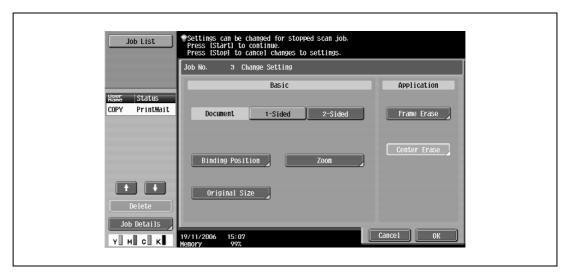


- Load the next batch of the original, and then press the [Start] key.
- If the "Separate Scan Output Method" parameter is set to "Batch Print", touch [Finish] in the following screen, which appears while the original is scanned with the ADF, to continue to step 5.

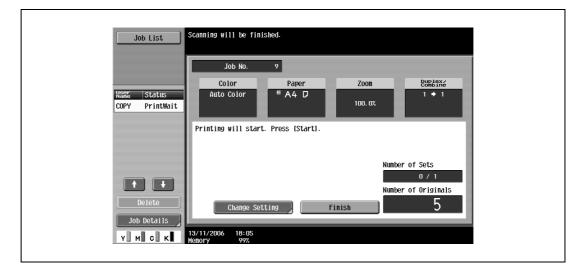


- If the original cannot be loaded into the ADF, place it on the original glass. For details on the types
 of originals that can be loaded into the ADF, refer to "Originals" on page 3-110.
- To change the scanning settings, touch [Change Setting].

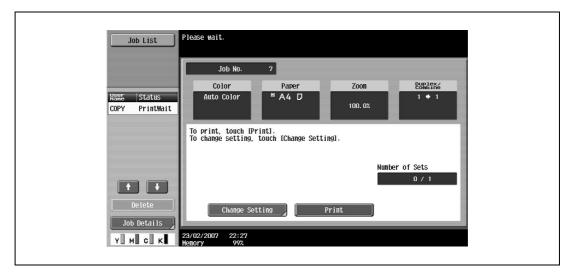
- The buttons that appear in the screen for changing the settings differ depending on the specified settings. Settings for the following can be changed.
- 1-Sided/2-Sided, Binding Position, Zoom, Frame Erase, Center Erase, Original Size
- To cancel changes to the settings, touch [Cancel].



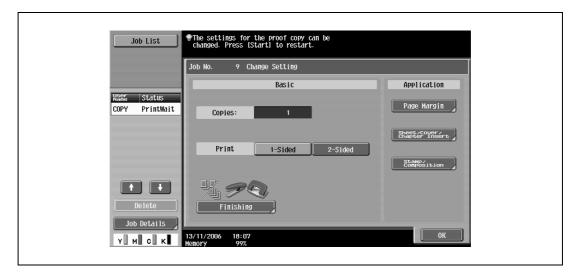
- The amount of memory available can be checked beside "Memory" in the lower-left corner of the screen.
 - To delete the image data, press the [Stop] key, and then delete the job. For details, refer to "Temporarily stopping scanning/printing" on page 3-72.
- 4 After all original pages have been scanned, touch [Finish].



- 5 Press the [Start] key.
 - If the "Separate Scan Output Method" parameter is set to "Batch Print", touch [Print] or press the [Start] key.



 If the "Separate Scan Output Method" parameter is set to "Batch Print", the copy settings can be changed. To change the copy settings, touch [Change Setting], and then touch [OK] after changing the settings as desired.

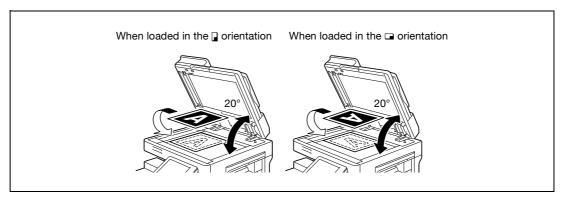


3.6.4 Scanning a multi-page original from the original glass

When making double-sided or combined copies using the original glass, place each page of a multi-page original on the original glass to scan it. The following procedure describes how to place single-sided original pages on the original glass to make double-sided copies.

- ✓ The output method used with the "Separate Scan" setting can be set to "Page Print" or "Batch Print".

 As a default, "Page Print" is selected.
- 1 Lift open the ADF or the original cover.
- Position the first page or the first side of the original face down onto the original glass.
 - For details on positioning the original, refer to "Placing the original on the original glass" on page 3-29.

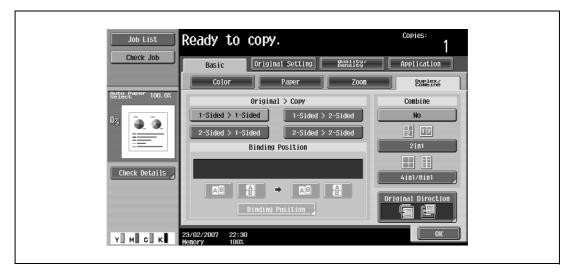


- 3 Close the ADF or the original cover.
- 4 In the Basic screen, touch [Duplex/Combine].

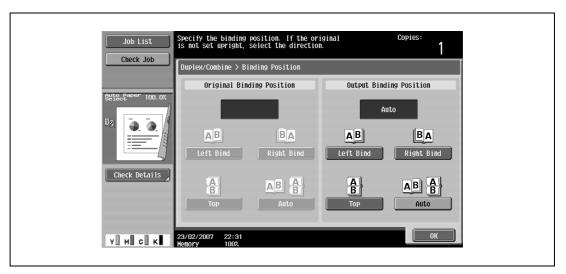


The Duplex/Combine screen appears.

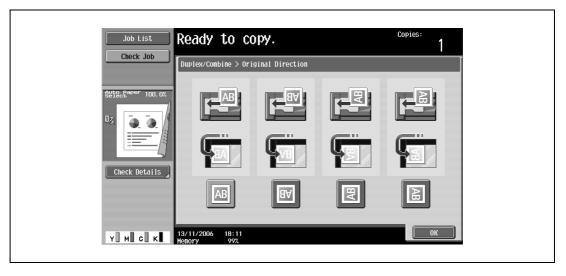
5 Touch [1-Sided > 2-Sided].



Touch [Binding Position], select the binding position for the copy, and then touch [OK].

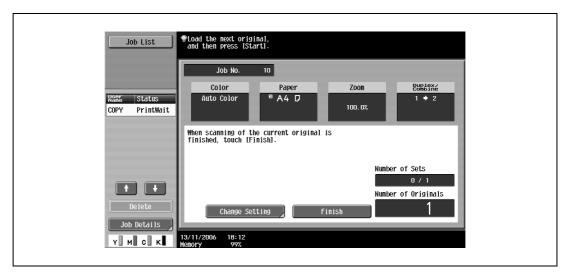


7 Touch [Original Direction], select the orientation of the loaded original, and then touch [OK].

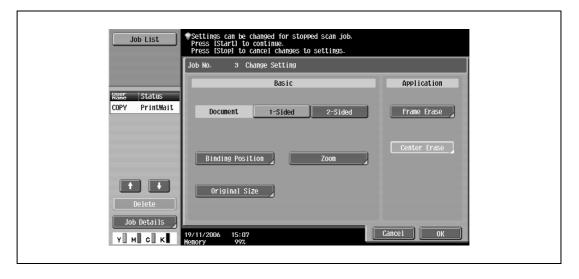


8 Touch [OK].

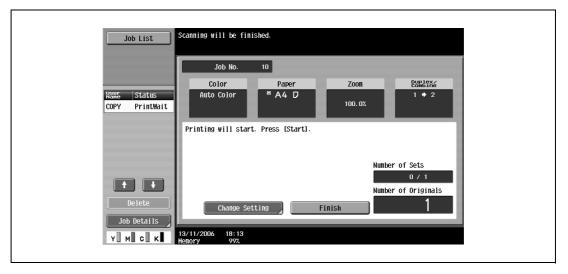
9 Press the [Start] key.Scanning begins.



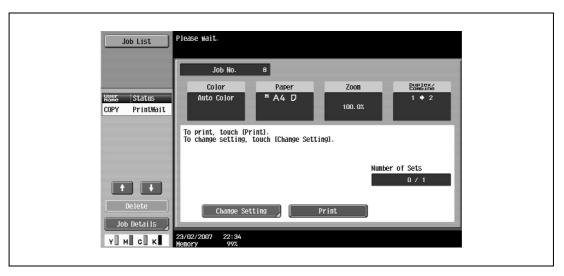
- 10 Position the second page or second side of the original onto the original glass, and then press the [Start] key.
 - To scan the remaining pages in the original, repeat step 10.
 - To change the scanning settings, touch [Change Setting].
 - The buttons that appear in the screen for changing the settings differ depending on the specified settings. Settings for the following can be changed.
 - 1-Sided/2-Sided, Binding Position, Zoom, Frame Erase, Center Erase, Original Size
 - To cancel changes to the settings, touch [Cancel].



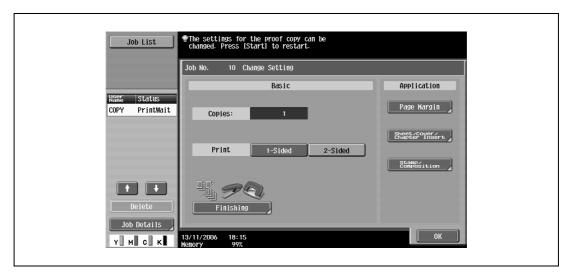
11 After all original pages have been scanned, touch [Finish].



- 12 Press the [Start] key.
 - If the "Separate Scan Output Method" parameter is set to "Batch Print", touch [Print] or press the [Start] key.



 If the "Separate Scan Output Method" parameter is set to "Batch Print", the copy settings can be changed. To change the copy settings, touch [Change Setting], and then touch [OK] after changing the settings as desired.



3.7 Selecting a Paper Setting

The paper size can be selected automatically according to the original size or it can be specified manually. Specify the paper size according to the corresponding procedure, depending on the desired copy settings.

As the factory default, "Auto" is selected.



Reminder

When copying after selecting a paper tray with letterhead paper selected as the paper type, the copy speed will be slow, even with single-sided copying, since the paper alignment operation is performed.



Note

If a setting for special paper is selected for a paper tray, that tray is not selected automatically with the "Auto" Paper setting. (However, a paper tray set to "Single Side Only" is given priority to be selected with single-sided printing.) Be sure to specify a paper setting when special paper is loaded into a paper tray. For details, refer to "Specifying a setting for special paper" on page 3-106.

If the "Auto Paper Select" was selected at the "Auto Zoom" setting, the Zoom screen appears. Touch the button for the desired zoom ratio.

The "Auto" Paper setting cannot be combined with the "Auto" Zoom Setting.

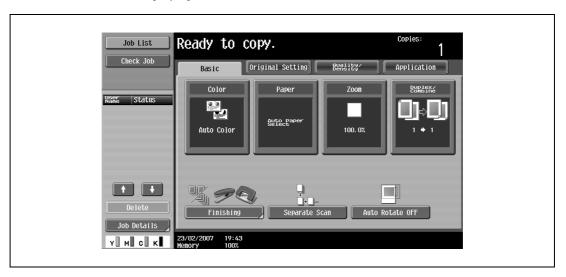
3.7.1 Automatically selecting the paper size ("Auto" Paper setting)

The size of the loaded original is detected, and copies are produced using paper of the same size.

If the "Full Size" Zoom setting was specified, paper of the same size as the original is selected.

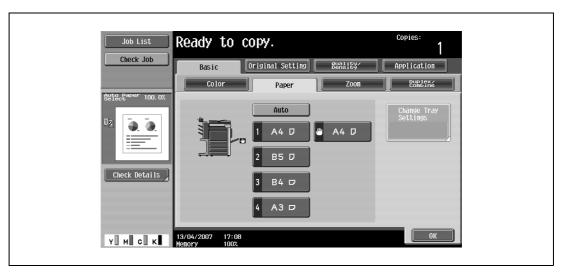
If the zoom ratio was increased or decreased, a paper size that corresponds to the specified zoom ratio is automatically selected.

In the Basic screen, touch [Paper].



The Paper screen appears.

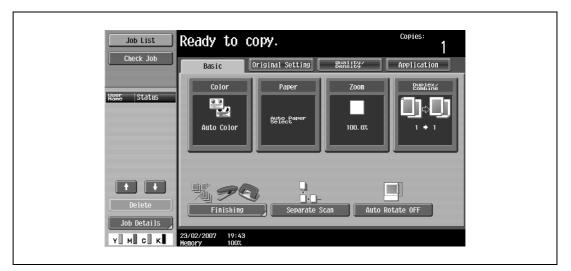
2 Touch [Auto].



3 Touch [OK].

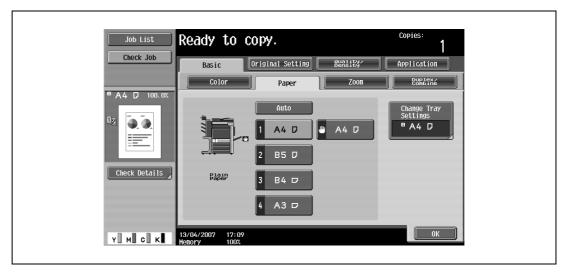
3.7.2 Manually selecting the desired paper size

- ▶ By also selecting the "Auto" Zoom setting, the most appropriate zoom ratio is selected based on the size of the loaded original and the specified paper size. For details on the "Auto" Zoom setting, refer to "Automatically selecting the zoom ratio ("Auto" Zoom Setting)" on page 3-42.
- ✓ Load the appropriate papers into the paper tray in advance.
- 1 In the Basic screen, touch [Paper].



The Paper screen appears.

Select the paper tray loaded with the desired paper.



3 Touch [OK].

3.8 Specifying a Zoom setting

The zoom ratio can be set in order to make a copy on paper with a size different than the original or to enlarge or reduce the size of the copy image. As the factory default, "Full Size" is selected.

The following procedures describe how to specify the Zoom setting.



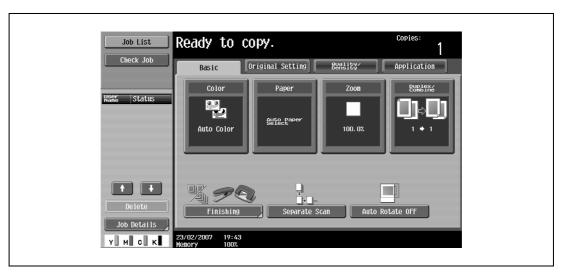
Note

The "Auto" Zoom setting cannot be combined with the "Auto" Paper Setting.

3.8.1 Automatically selecting the zoom ratio ("Auto" Zoom Setting)

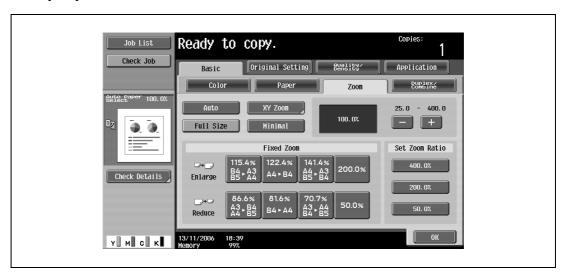
The most appropriate zoom ratio is automatically selected based on the size of the loaded original and the specified paper size.

- ✓ If the "Auto" Zoom setting is selected and an enlargement is to be copied on paper larger than the original, load the original with the same orientation as the paper.
- ✓ If the "Auto Zoom" was selected at the "Auto Paper Select" setting, the Paper screen appears.
- 1 In the Basic screen, touch [Zoom].



The Zoom screen appears.

2 Touch [Auto].



3 Touch [OK].

3.8.2 Specifying the zoom ratio of the original ("Full Size" setting)

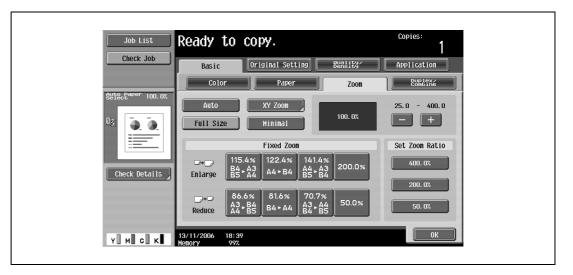
A copy that is the same size as the original (100%) is produced.

- ✓ Touch [+] to enlarge the zoom ratio, and touch [-] to reduce the zoom ratio in 0.1% increments.
- In the Basic screen, touch [Zoom].



The Zoom screen appears.

2 Touch [Full Size].

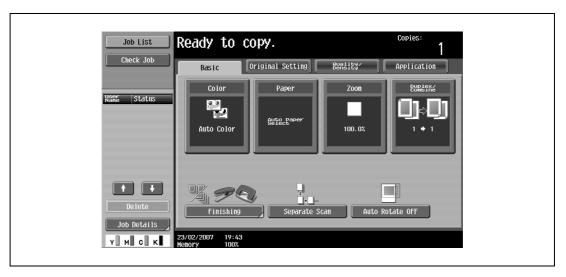


3 Touch [OK].

3.8.3 Slightly reducing the copy ("Minimal" setting)

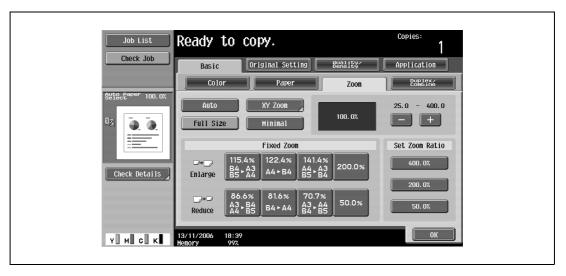
An original image can be printed slightly smaller (93.0%) than the original size and centered in the copy.

- ✓ The zoom ratio of the "Minimal" setting can be changed (between 90.0% and 99.9%).
- 1 In the Basic screen, touch [Zoom].



The Zoom screen appears.

2 Touch [Minimal].

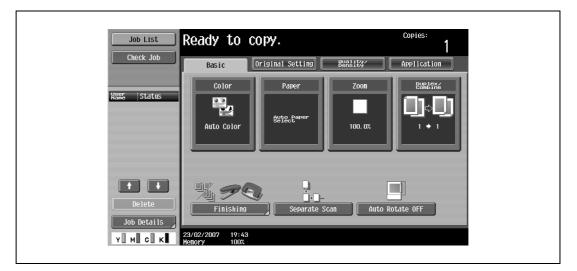


3 Touch [OK].

3.8.4 Selecting a preset zoom ratio (Enlarge and Reduce settings)

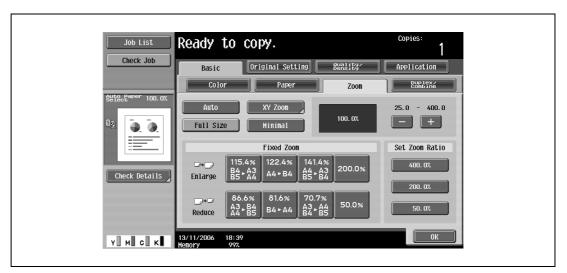
The most suitable zoom ratios for copying from common standard original sizes to standard paper sizes are preset.

1 In the Basic screen, touch [Zoom].



The Zoom screen appears.

Touch the button for the appropriate zoom ratio beside "Enlarge" and "Reduce", depending on the original and paper sizes.



3 Touch [OK].

3.9 Selecting an Original > Copy setting

The following four Original > Copy setting combinations are possible.

Original > Copy settings	Description
1-Sided > 1-Sided	Select this setting to produce single-sided copies from single-sided originals.
1-Sided > 2-Sided	Select this setting to produce one double-sided copy from two single-sided originals.
□	
2-Sided > 1-Sided	Select this setting to produce two single-sided copies from one double-sided original.
1 + 1	
2-Sided > 2-Sided	Select this setting to produce double-sided copies from double-sided originals.
→	

The following procedures describe how to select Original and Copy settings.

3.10 Selecting a combined copy setting

Original images of multiple pages (2, 4 or 8 pages) can be combined and printed on a single page, reducing paper use.

The following three combined copy settings are available.



Detail

When select the combined copy setting, copies are produced with the most appropriate zoom ratio (recommended zoom ratio) selected for the original and paper size. The zoom ratio that is selected can be changed manually.



Note

As the factory default, "Auto Display Zoom Ratio" is selected.

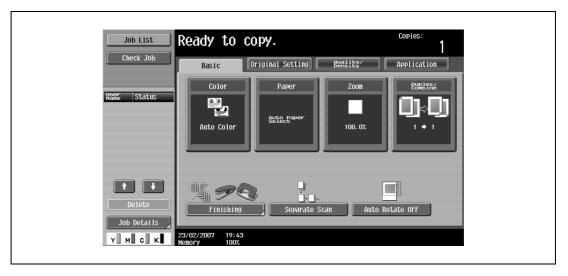
The "Auto Zoom for Combine/Booklet" parameter in Utility mode can be set so that the recommended zoom ratios are not used. In that case, specify the zoom ratio manually.

Setting	Description	
2in1	Select this setting to print two original pages on one page.	Horizontal Total Total Total
		Vertical
4in1	Select this setting to print four original pages on one page. The page arrangement (Numbering Direction setting) can be specified.	Horizontal 1 2 3 4 2 3 4
		Vertical 1 2 3 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
8in1	Select this setting to print eight original pages on one page. The page arrangement (Numbering Direction setting) can be specified.	Horizontal 1
		Vertical 1

The following procedure describes how to select a combined copy setting.

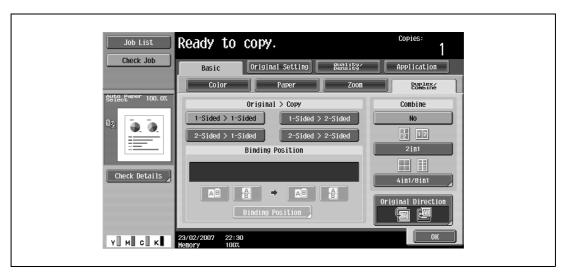
If a combined copy setting is selected, specify the position of the binding margin and the loading orientation for the original, otherwise the copies may not be printed in the desired arrangement.

In the Basic screen, touch [Duplex/Combine].



The Duplex/Combine screen appears.

2 Select the desired combined copy setting.

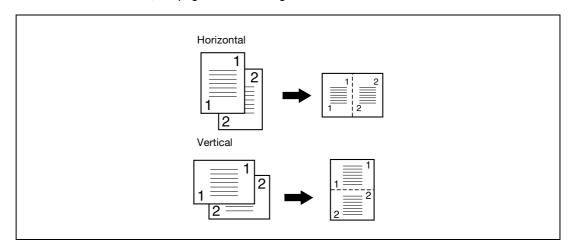


 Select the setting and page arrangement according to the orientation and number of the combined pages.

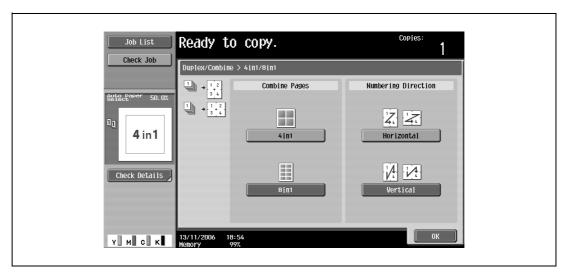
If "4in1 / 8in1" is selected, whether the "Horizontal" or "Vertical" paper arrangement is selected can be viewed in the touch panel.

However, this appears only if the "Left Pane Display Default" parameter in Utility mode is set to "Check Job Settings".

If "2in1" was selected, the pages will be arranged as shown below.



If "4in1 / 8in1" was selected, the 4in1/8in1 screen appears. Touch [Vertical] or [Horizontal] to select
the page arrangement.



- To cancel the setting, touch [No].

3.11 Selecting the quality of the original

3.11.1 Loading originals with small print or photos (Original Type settings)

Select the setting for the text and image type of the original to better adjust the copy quality.

The following Original Type settings are available.



Note

As the factory default, "Text/Photo" is selected.

Icon		Description
		Select this setting when copying originals containing only text. The edges of copied text are reproduced with sharpness, providing an image that is easy to read.
Text		
		Select this setting when printing photos from originals containing both text and images onto photographic paper. A smooth copy image is produced.
Text/Photo	Photo Paper	
		Select this setting when copying printed originals containing both text and images, such as pamphlets or catalogs.
	Printed Photo	
Photo	Photo Paper	Select this setting when printing photos from originals onto photographic paper. Select this setting to produce better reproductions of halftone original images (photographs, etc.) that cannot be reproduced with the usual settings. A smooth copy image is produced.
		Select this setting when copying printed originals, such as pamphlets or catalogs. Select this setting to produce better reproductions of halftone original images (photographs, etc.) that cannot be reproduced with the usual settings.
	Printed Photo	
		Select this setting when copying originals with a background color or originals containing pencil markings or fine colored lines. A sharp copy image is produced.
Мар		
A		Select this setting when copying originals containing only text that appears faint (such as that written with a pencil). The copied text is reproduced so that it is darker, making it easier to read.
Dot Matrix Original		
		Select this setting when copying images (originals) printed with this machine.
Copied Paper		

The following procedure describes how to select an Original Type setting.

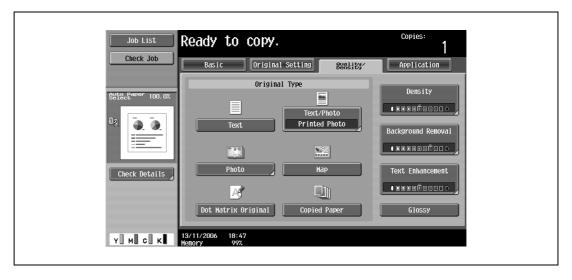
3.11.2 To select an Original Type setting

- 1 Position the original to be copied.
 - For details on positioning the original, refer to "Feeding the original" on page 3-28.
- 2 In the Basic screen, touch [Quality/Density].

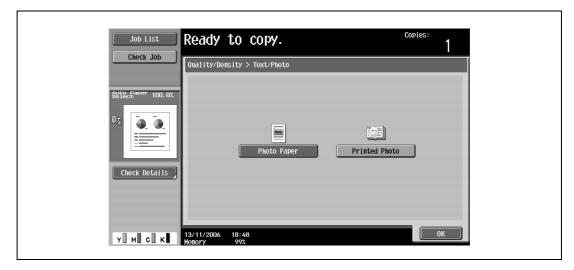


The Quality/Density screen appears.

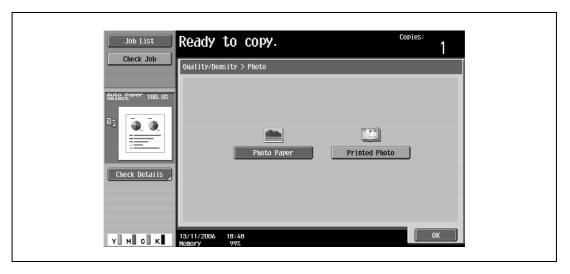
- 3 Touch the button for the quality setting most appropriate for the loaded original.
 - For an original that contains only text, touch [Text].



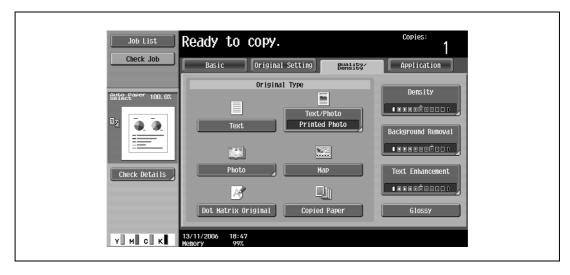
 For an original that contains both text and photos, touch [Text/Photo] to display the Photo Type screen. Touch the button for the appropriate setting, and then touch [OK].



 For an original that contains photos, touch [Photo] to display the Photo Type screen. Touch the button for the appropriate setting, and then touch [OK].



- For an original that contains maps, touch [Map].
- For an original that contains faint text, touch [Dot Matrix Original].
- For an original printed with this machine, touch [Copied Paper].



The Quality/Density screen appears again.

3.12 Selecting Finishing settings

Various settings can be selected for sorting and finishing copies fed into the copy output tray.



Note

As the factory default, "Group" is selected.



Detail

If no finisher or separator is installed and all of the following conditions are met, printed copies are fed out and sorted in an alternating crisscross pattern.

A4- or B5-size paper is used.

Paper of the same size and type is loaded with the \square orientation in one paper tray and with the \square orientation in another tray.

The "Auto" Paper setting is selected.

The "Auto" Paper setting is not selected when the "Mixed Original" setting is selected.



Note

From Administrator Settings mode, the machine can be set so that copies are fed out without being shifted when the finisher or the separator is installed. As a factory default, the machine is set to shift the copies that are fed out.

For details on "Center Staple/Fold" or "Center Staple & Fold", refer to "Selecting a folding setting" on page 3-65.

Setting	Description	
Sort	Select this setting to separate each set of a multi-page original.	
Group	Select this setting to separate the copies of each page in a multi-page original.	
Offset	If no finisher or separator is installed If the sorting conditions are met, printed copies are fed out and sorted in an alternat- ing crisscross pattern.	
	If a finisher or a separator is installed The copies are fed out and stacked on top of each other with each set shifted to separate it.	

Setting	Description
Center Staple/Fold	Select this setting to fold copies. The copies can also be bound with staples at the same time. The "Center Staple/Fold" setting can be used if the saddle stitcher is installed on optional finisher FS-519.
Output Tray	Select the output tray where the finished copies are to be fed.
Center Staple & Fold	Select this setting to fold the printed copies and bound them with staples before feeding them out. The "Center Staple & Fold" setting can be used if the optional finisher FS-609 is installed.
Staple	Select one of these settings to bind the copies with a staple in the corner or with two staples.
Punch	Holes are punched (4 holes) in the copies for filing them.

The following procedures describe how to select Finishing settings.



Reminder

The Staple settings are available only if the optional finisher is installed.

The Punch settings are available only if the punch kit is installed on the optional finisher.

Available Finishing Settings

	Standard	FS-519	FS-519 + Punch kit	FS-519 + Punch kit + Saddle stitcher
Sort	0	0	0	0
Group	0	0	0	0
Offset	0	0	0	0
Staple	×	0	0	0
Punch	×	×	0	0
Center Staple & Fold	×	×	×	0
Half-Fold	×	×	×	0
Select Output Tray	×	0	0	0

	FS-519 + Punch kit + Mailbin	FS-609	FS-609 + Punch kit	Separator
Sort	0	0	0	0
Group	0	0	0	0
Offset	0	0	0	0
Staple	0	0	0	×
Punch	0	×	0	×
Center Staple & Fold	×	0	0	×
Half-Fold	×	×	×	×
Select Output Tray	0	0	0	0

O: Possible x: Not possible

3.12.1 Separating copies by sets ("Sort" setting)

- ✓ As the factory default, "Group" is selected.
- ✓ If finisher FS-519 is installed, the output tray can be selected. For details, refer to "Selecting the output tray" on page 3-58.
- ✓ If offset sorting is selected while no finisher or separator is installed, printed copies will be fed out and sorted in an alternating □ and □ pattern if the following conditions are met.

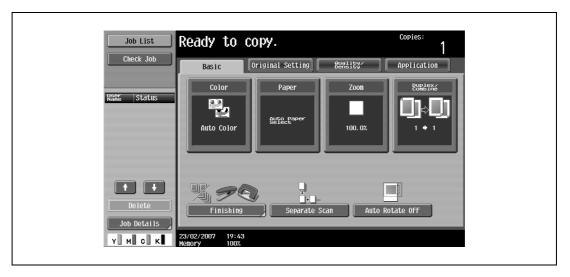
A4- or B5-size paper is used.

Paper of the same size and type is loaded with the \square orientation in one paper tray and with the \square orientation in another tray.

The "Auto" Paper setting is selected.

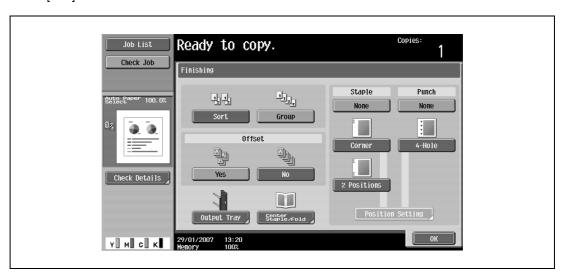
The "Auto" Paper setting is not selected when the "Mixed Original" setting is selected.

- ✓ If offset sorting is selected while a finisher or a separator is installed, printed copies are fed out and stacked on top of each other with each set shifted to separate it.
- In the Basic screen, touch [Finishing].



The Finishing screen appears.

2 Touch [Sort].



- To separate each set of copies, touch [Yes] under "Offset".
- 3 Touch [OK].

3.12.2 Separating copies by pages ("Group" Setting)

- ✓ As the factory default, "Group" is selected.
- ✓ If finisher FS-519 is installed, the output tray can be selected. For details, refer to "Selecting the output tray" on page 3-58.
- ✓ If offset sorting is selected while no finisher or separator is installed, printed copies will be fed out and sorted in an alternating □ and □ pattern if the following conditions are met.

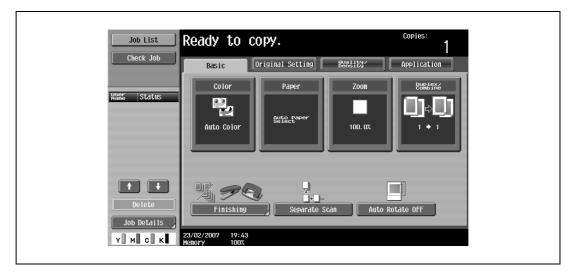
A4- or B5-size paper is used.

Paper of the same size and type is loaded with the \square orientation in one paper tray and with the \square orientation in another tray.

The "Auto" Paper setting is selected.

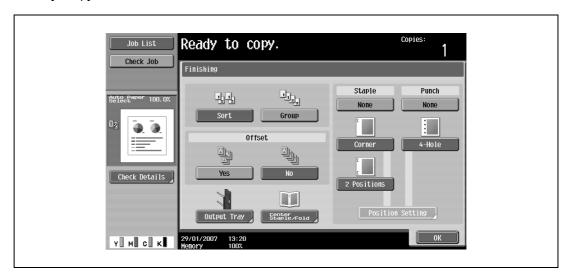
The "Auto" Paper setting is not selected when the "Mixed Original" setting is selected.

- ✓ If offset sorting is selected while a finisher or a separator is installed, printed copies are fed out and stacked on top of each other with each set shifted to separate it.
- In the Basic screen, touch [Finishing].



The Finishing screen appears.

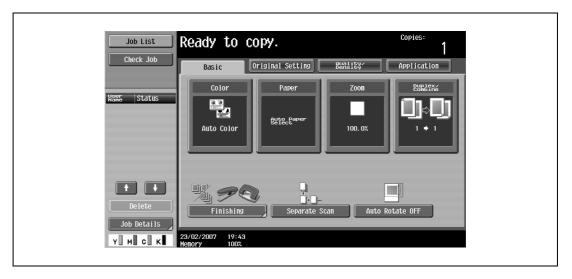
2 Touch [Group].



- To separate each set of pages, touch [Yes] under "Offset".
- 3 Touch [OK].

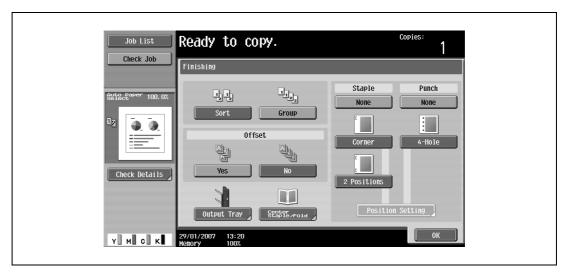
3.12.3 Selecting the output tray

- ✓ The output tray can be selected only if optional finisher FS-519 is installed.
- 1 In the Basic screen, touch [Finishing].



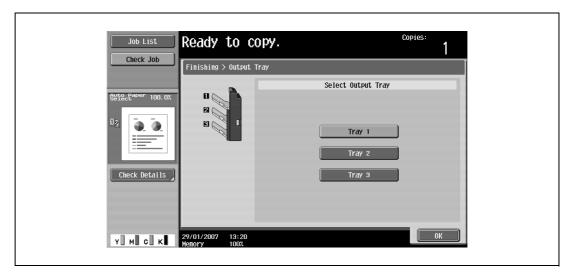
The Finishing screen appears.

2 Touch [Output Tray].



3 Touch the button of the desired output tray.

4 Touch [OK], and then touch [OK] again.



The Basic screen appears again.

3.12.4 Stapling copies (Staple settings)

Copies can be fed out stapled either in the corner or at two places.



Reminder

Copies can be fed out stapled either in the corner or at two places only when the finisher is installed.

When Finisher FS-519 is installed

Tray	Paper Weight	Paper Size	Loading Capacity
Finishing tray 1	60 g/m ² to 209 g/m ²	A3 □ to A5 □	32 mm (Equivalent of 200 sheets)*
Finishing tray 2	60 g/m ² to 209 g/m ²	A4 🖃/🖟, B5 🖃/🖟, A5 🖟	132 mm (Equivalent of 1,000 sheets)*
		A3 □, B4 □	64.5 mm (Equivalent of 500 sheets)*
Optional finishing tray	60 g/m ² to 209 g/m ²	A3 □ to A5 □	24 mm (Equivalent of 200 sheets)*

^{*} The value in parentheses is reference value when using 60 g/m² to 90 g/m² paper.

Number of Bound Pages

Examples of the possible number of bound pages are listed below.

• 50 sheets of 90 g/m² paper



Detail

In order for the copies to be stapled, all of the following conditions must be met.

- The paper width must be between 182 mm and 297 mm.
- The paper length must be between 148.5 mm and 431.8 mm.
- If the "Mixed Original" setting is selected, all copies must have the same paper width.

When Finisher FS-609 is installed

Paper Weight	Paper Size	Loading Capacity
60 g/m ² to 209 g/m ²	A4 □/□, B5 □/□	150 mm (Equivalent of 1,000 sheets)*
	A3 □, B4 □	75 mm (Equivalent of 500 sheets)*

 $^{^{\}star}$ $\,$ The value in parentheses is reference value when using 60 $\rm g/m^2$ to 90 $\rm g/m^2$ paper.

Size	Number of bound	Maximum number of sets			
	pages	One place towards the back	One place towards the front	Two places	
A4 교 or	2 sheets	100 sets	40 sets	40 sets	
smaller	3 sheets to 5 sheets	80 sets	40 sets	40 sets	
	6 sheets to 10 sheets	60 sets	40 sets	40 sets	
	11 sheets to 20 sheets	30 sets	30 sets	30 sets	
	21 sheets to 30 sheets	30 sets	30 sets	30 sets	
	31 sheets to 50 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets	
B4 □ or	2 sheets	100 sets	50 sets	50 sets	
larger	ger 3 sheets to 5 sheets 80	80 sets	40 sets	40 sets	
	6 sheets to 10 sheets	40 sets	40 sets	40 sets	
	11 sheets to 20 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets	
	21 sheets to 25 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets	30 sets/1,000 sheets	

^{*} The value in parentheses is reference value when using 60 g/m² to 90 g/m² paper.

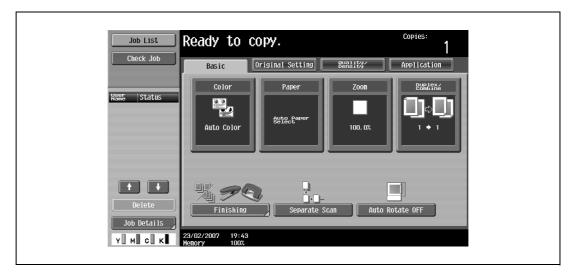


Detail

In order for the copies to be stapled, all of the following conditions must be met.

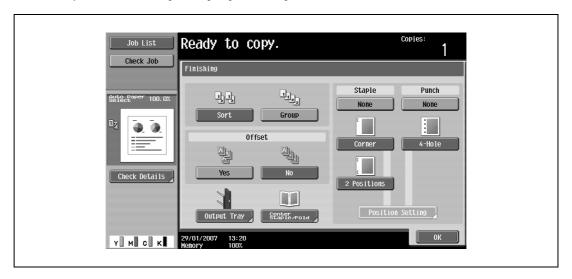
- The paper width must be between 182 mm and 297 mm.
- The paper length must be between 182 mm and 432 mm.
- If the "Mixed Original" setting is selected, all copies must have the same paper width.

1 In the Basic screen, touch [Finishing].

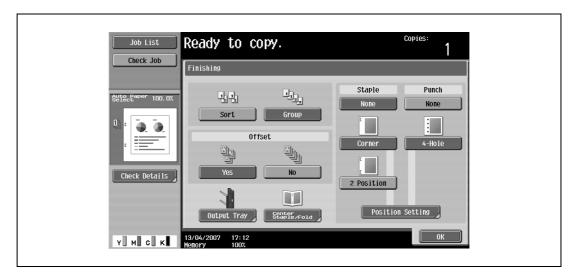


The Finishing screen appears.

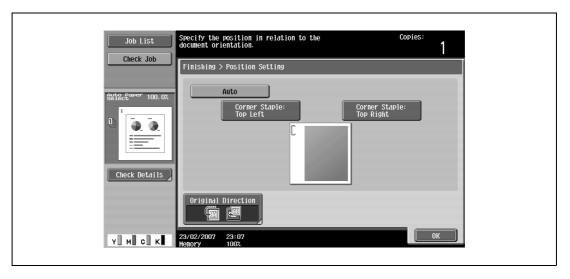
Under "Staple", touch either [Corner] or [2 Position].



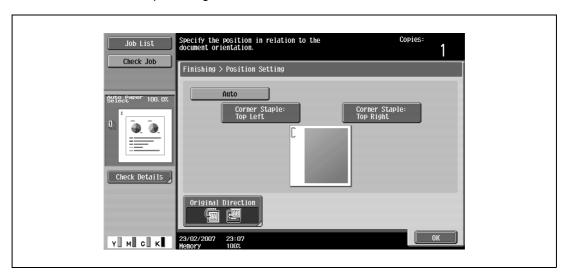
- To cancel the Staple setting, touch [None].
- 3 Touch [Position Setting].



- Select the stapling position, and then touch [OK].
- When the "2 Position" Staple setting is selected.



When the "Corner" Staple setting is selected.



- Touch [Auto] to automatically determine the stapling position according to the orientation of the loaded original. If the original length is 297 mm or less, the long side of the paper is stapled. If the original length is more than 297 mm, the short side of the paper is stapled.
- If "Auto" is selected for the stapling position, load the original with the top toward the back of the machine. If the original is loaded in any other orientation, the stapling will not be correctly positioned.
- If "Auto" is selected, the stapling position is set at the top or at the left.
- To cancel the setting and select the default, press the [Reset] key.
- 4 If desired, touch [Original Direction], and then select the setting appropriate for the original.
- 5 Touch [OK].

3.12.5 Punching holes in copies (Punch settings)



Detail

In order for holes to be punched in the copies on the finisher FS-609, all of the following conditions must be met.

The paper width must be between 182 mm and 297 mm.

The paper length must be between 182 mm and 432 mm.

If a Punch setting is to be selected, select the orientation in which the original is positioned. If an Original Direction setting is not selected, holes may not be punched in the copies as desired.

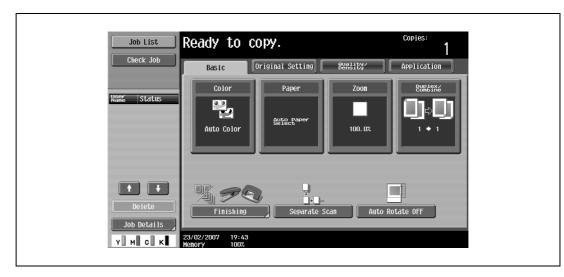


Note

The Punch settings are available only if the punch kit is installed on the optional finisher.

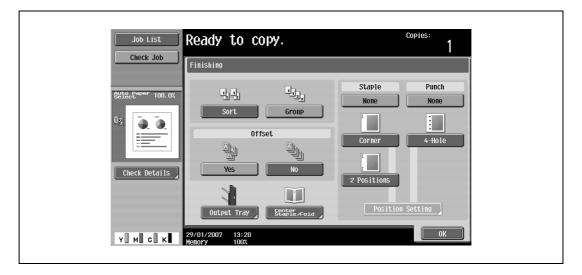
Type of punch kit	Paper weight	Paper size
Punch kit PK-510	60 g/m ² to 256 g/m ²	A3 🖃, A4 🖫, B5 🖼
Punch kit PK-501	60 g/m ² to 209 g/m ²	A3 □, A4 □

1 In the Basic screen, touch [Finishing].

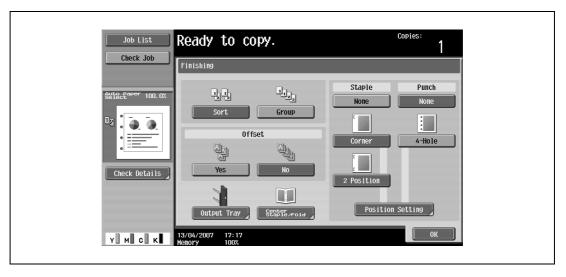


The Finishing screen appears.

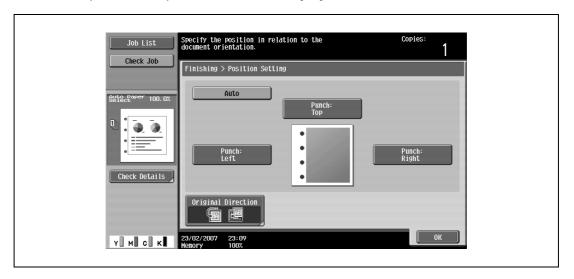
2 Under "Punch", touch [4-Hole].



- To cancel the Punch setting, touch [None].
- 3 Touch [Position Setting].



- Select the punched hole position, and then touch [OK].



- Touch [Auto] to automatically determine the position of the punched holes according to the orientation of the loaded original. If the original length is 297 mm or less, the holes are punched along the long side of the paper. If the original length is more than 297 mm, the holes are punched along the short side of the paper.
- If "Auto" is selected for the stapling position, load the original with the top toward the back of the machine. If the original is loaded in any other orientation, the stapling will not be correctly positioned.
- If "Auto" is selected, the punched hole position is set at the top or at the left.
- To cancel the setting and select the default, press the [Reset] key.
- 4 If desired, touch [Original Direction], and then select the setting appropriate for the original.
- 5 Touch [OK].

3.13 Selecting a folding setting

By installing optional equipments, copies can be folded, or folded and bound with staples at the same time, and then fed out. Available settings differ depending on the optional equipments installed.

Setting	Description	Compatible models
Half-Fold	Select this setting to fold copies in half before feeding them out. (Refer to page 3-66.)	Finisher FS-519 + Saddle Stitcher
	•	
Center Staple & Fold	Select this setting to staple copies at two places along the center, then fold the copies in half before feeding them out. (Refer to page 3-68.)	Finisher FS-519 + Saddle Stitcher Finisher FS-609
	•	



Note

Copies can be folded in half or and bound at the center only if finisher FS-609 is installed or finisher FS-519 is installed with the saddle stitcher attached.

Copies can be folded in half only if finisher FS-519 is installed with the saddle stitcher attached.

3.13.1 Folding copies in half ("Half-Fold" setting)

When Finisher FS-519 is installed with the saddle stitcher attached

Paper weight	Paper size	Maximum number of folded sheets
60 g/m ² to 90 g/m ²	B5 □, A4 □, B4 □, A3 □	200 sheets or 20 sets

Number of sheets folded in half

Examples of the possible number of sheets folded in half are listed below.

2 to 15 sheets of 90 g/m² paper (maximum of 60 pages)



Detail

In order for copies to be bound at the center or folded in half, all of the following conditions must be met.

The paper width must be between 182 mm and 297 mm.

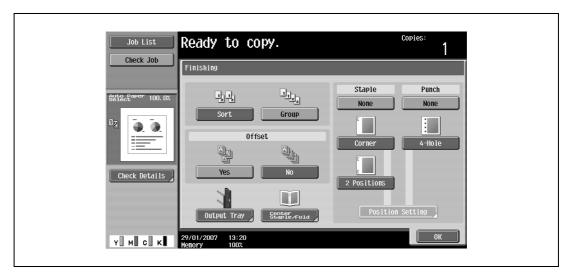
The paper length must be between 257 mm and 431.8 mm.

In the Basic screen, touch [Finishing].



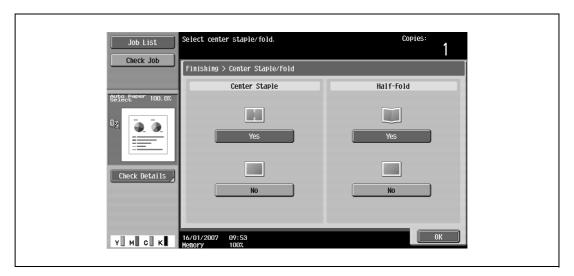
The Finishing screen appears.

2 Touch [Center Staple/Fold].



The Center Staple/Fold screen appears.

3 Touch [Yes] below "Half-Fold".



- As the factory default, the "Booklet" function is automatically specified when Half-Fold is selected.
- To cancel the "Half-Fold" setting, touch [No] or the button for a different setting.
- 4 Touch [OK], and then touch [OK] again.

3.13.2 Binding copies at the center ("Center Staple" and "Half-Fold" setting/"Center Staple & Fold" setting)

When Finisher FS-519 is installed with the saddle stitcher attached

Paper weight	Paper size	Maximum number of folded sheets
60 g/m ² to 90 g/m ²	B5 🖪, A4 🖪, B4 🖪, A3 🖪	200 sheets or 20 sets

Number of bound pages

Examples of the possible number of bound pages are listed below.

2 to 15 sheets of 90 g/m² paper (maximum of 60 pages)



Detail

In order for copies to be bound at the center or folded in half, all of the following conditions must be met.

The paper width must be between 182 mm and 297 mm.

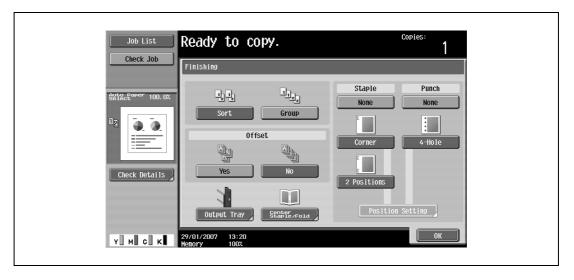
The paper length must be between 257 mm and 431.8 mm.

In the Basic screen, touch [Finishing].



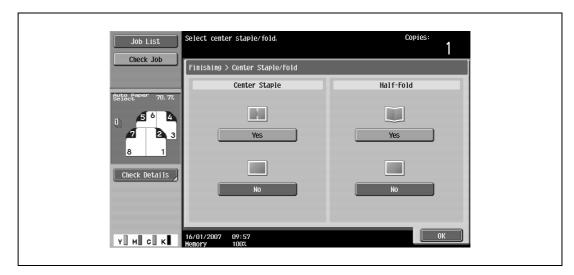
The Finishing screen appears.

2 Touch [Center Staple/Fold].



The Center Staple/Fold screen appears.

- 3 Specify the settings for binding pages.
 - To staple copies at the center in two places, touch [Yes] below "Center Staple" and [No] below "Half-Fold".
 - To bind copies at the center, touch [Yes] below "Center Staple" and [Yes] below "Half-Fold".



- If a cover sheet is added with the "Cover Sheet" function, the cover sheet (60 g/m² to 209 g/m²) can be stapled.
- When the "Center Staple" and "Half-Fold" setting is selected, the following factory default settings are automatically selected.

1-Sided > 2-Sided

Booklet

Recommended zoom ratio (70.7%) when the "Booklet" function is selected

 When the "Center Staple" and "Half-Fold" setting is selected, the following Finishing settings are not available.

Group

Offset

Staple

Punch

- To cancel the "Center Staple" and "Half-Fold" setting, touch [No] or the button for a different setting.
- 4 Touch [OK], and then touch [OK] again.

When Finisher FS-609 is installed

Paper weight	Paper size	Maximum number of folded sheets
60 g/m ² to 90 g/m ²	A3 □, B4 □, A4 □	2 sheets or 20 sets [*]

Number of bound pages	Maximum number of sets
2 sheets to 5 sheets	20 sets
6 sheets to 10 sheets	10 sets
11 sheets to 15 sheets*	10 sets

The number of sheets that can be bound together differs depending on the paper weight.

64 g/m² paper: 15 sheets 80 g/m² paper: 10 sheets



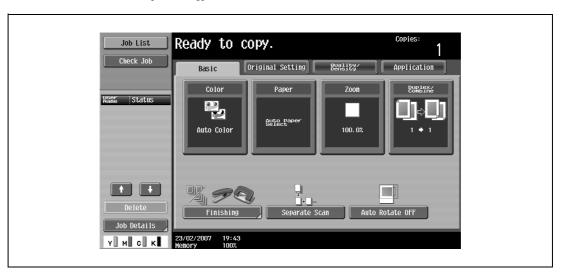
Detail

In order for copies to be bound at the center, all of the following conditions must be met.

The paper width must be between 210 mm and 297 mm.

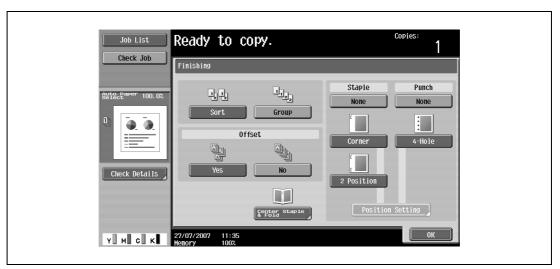
The paper length must be between 279 mm and 432 mm.

1 In the Basic screen, touch [Finishing].



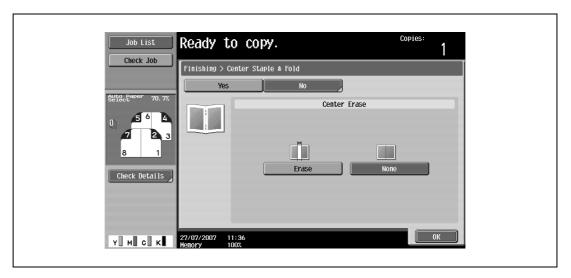
The Finishing screen appears.

2 Touch [Center Staple & Fold].



The Center Staple & Fold screen appears.

- 3 Touch the button for the desired Center Erase setting.
 - To erase the area along the center, touch [Erase]. To not erase the area along the center, touch [None].



 When the "Center Staple & Fold" setting is selected, the following factory default settings are automatically selected.

1-Sided > 2-Sided

Sort

Booklet

Recommended zoom ratio (70.7%) when the "Booklet" function is selected

 When the "Center Staple & Fold" setting is selected, the following Finishing settings are not available.

Group

Offset

Staple

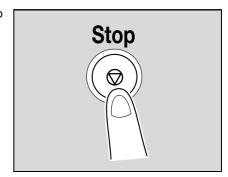
Punch

- To cancel the "Center Staple & Fold" setting, touch [No].
- If "Erase" is selected under "Center Erase", an area of 10 mm along the binding is erased.
- If paper misfeeds often occur when "None" is selected under "Center Erase", select "Erase" to reduce the number of paper misfeeds.
- 4 Touch [OK], and then touch [OK] again.

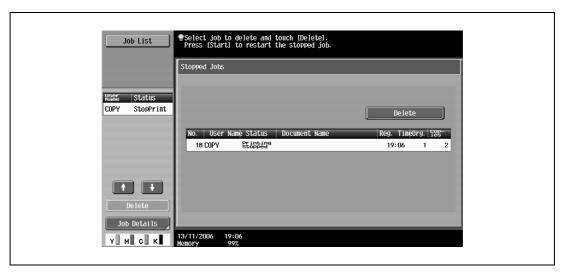
3.14 Temporarily stopping scanning/printing

Follow the procedure described below to temporarily stop scanning the original and stop the printing operation.

- ✓ If an original is being scanned for a job, pressing the [Stop] key stops scanning.
- 1 Press the [Stop] key while an original is being scanned or a job is being printed.



Scanning/printing stops.



The Stopped Jobs screen appears.

2 To continue all stopped jobs, press the [Start] key.

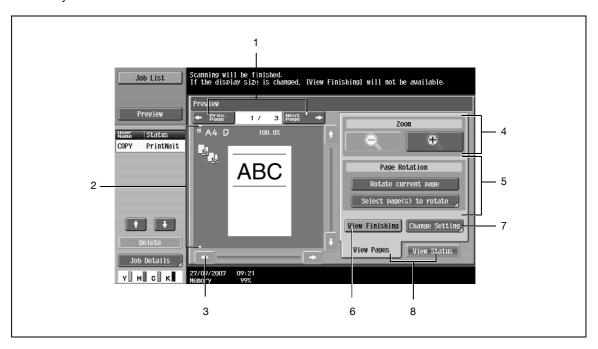
3.15 Checking the print image as a preview image (Advanced Preview)

Print image can be checked as a preview image before printing. This prevents print errors from occurring.

3.15.1 Preview screen

In the Preview screen, originals that have been scanned in a wrong direction can be rotated and settings specified before scanning can be changed.

Screen layout

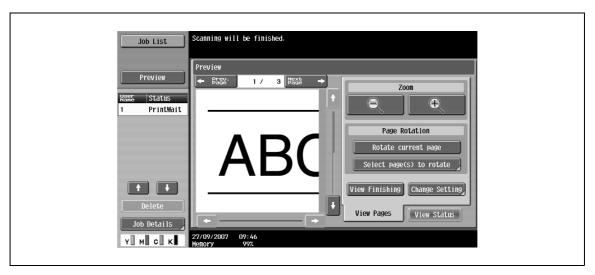


No.	Part name	Description
1	[Prev. Page]/ [Next Page]	Moves to the previous or next page from the current page.
2	-	The preview image appears. Press [View Finishing] to apply the finishing status to the preview image.
3	Scroll bar	If the preview image is enlarged, use the scroll bar to scroll up or down, or to the left or right of the image.
4	Zoom	Enlarges or reduces the preview image. For details, refer to "Zoom" on page 3-74.
5	Page Rotation	Rotates the preview image by 180 degrees. For details, refer to "Page Rotation" on page 3-75.
6	[View Finishing]	Applies the finishing state to the preview image. Touching [View Finishing] again cancels the finishing preview. For details, refer to "View Finishing" on page 3-76.
7	[Change Setting]	Settings for the scanned originals can be changed. For details, refer to "Change Setting" on page 3-76.
8	[View Status]/[View Pages]	Switches the Preview screen between the status view and the page view. Images can be rotated and settings can be changed in [View Pages]. Loading of the image is finished in [View Status].

Zoom

In Zoom, the preview image can be enlarged to check the original in detail.

- → Touch [+] or [-] to change the zoom ratio between the full size or at a size of 2, 4 or 8 times the normal size.
 - Use the scroll bars in the right end and bottom end of the image to view the desired section of the image.





Detail

If the display size is changed, the finishing status cannot be viewed.

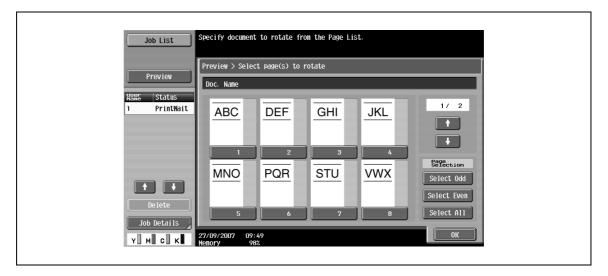
Page Rotation

In Page Rotation, a preview image can be rotated by 180 degrees to correct wrong original direction.

→ Touch Rotate current page to rotate the currently displayed page by 180 degrees.

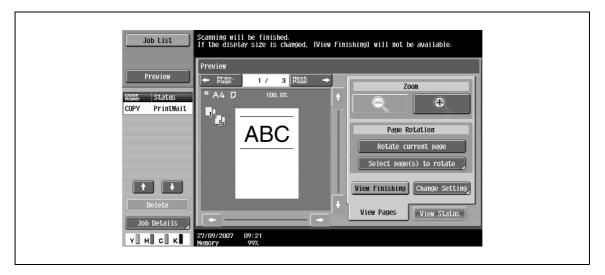


- Touch [Select page(s) to rotate] to display the list of scanned pages. Up to 8 scanned pages can be displayed, and touching switches between the pages.
- Touch [Select Odd] to rotate the odd pages among the scanned pages.
- Touch [Select Even] to rotate the even pages among the scanned pages.
- Touch [Select All] to rotate all the scanned pages. Directly selecting a scanned page rotates the selected page.



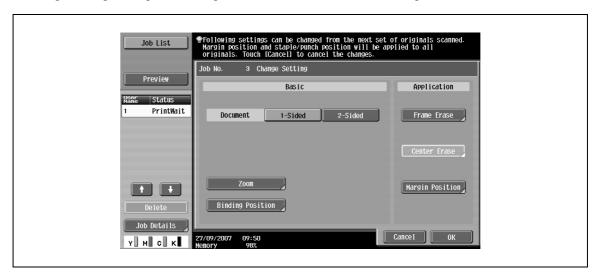
View Finishing

- → Touch [View Finishing] to display the finishing settings in the preview image with icons and texts, and finishing status can be checked.
 - Press [View Finishing] again to cancel the finishing view of the preview image.



Change Setting

In Change Setting, settings for the original to be scanned next can be changed.





Note

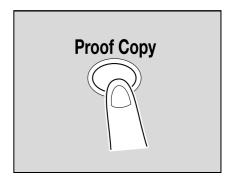
For details on the setting method, refer to the appropriate description section.

Touching [Preview] in the left pane displays the preview image. The settings displayed in the preview image are limited to those apply to all original pages.

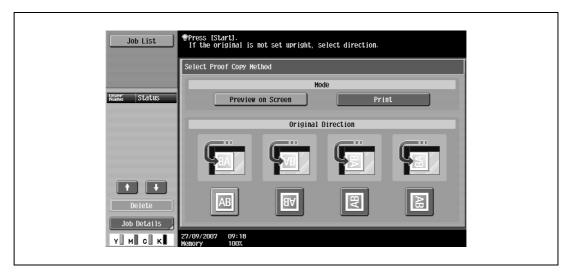
3.15.2 Checking the advanced preview

In Preview, finishing image of copies can be checked before printing.

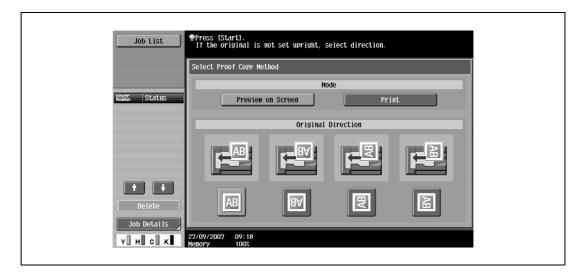
- 1 Place the original on the original glass, or load the original into the ADF.
- 2 Select the desired copy settings.
- 3 Press the [Proof Copy] key.
 The Select Proof Copy Method screen appears.



- 4 Touch [Preview on Screen] for Mode, and then select the original direction.
 - When the original is placed on the original glass:



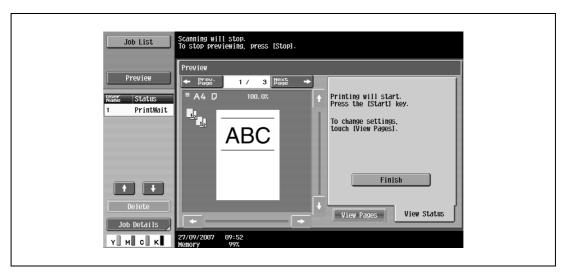
– When the original is loaded into the ADF:



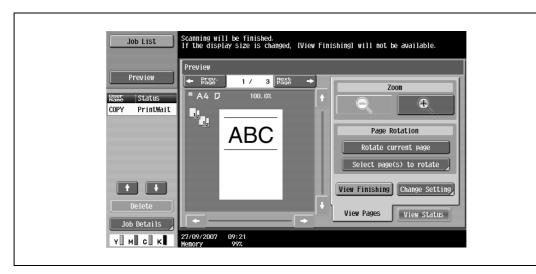
5 Press the Start key.

Scanning of the original starts, and the Preview screen (View Status) appears.

- 6 Check the preview image.
 - To change the settings, touch [View Pages]. Go to step 7.
 - To start printing, press the [Start] key.
 - To scan more originals, touch [Finish], place (or load) the originals, and then press the [Start] key.
 - Press the [Stop] key to cancel the preview.



- 7 Change the settings, and then touch [View Status].
 - For details on the View Pages screen, refer to "Preview screen" on page 3-73.



8 Press the [Start] key.
Start printing.



Detail

When originals are scanned using the Program Jobs function, the finishing image can be previewed after all the originals are scanned and Finish is touched. For details on the Program Jobs function, refer to "Scanning originals with different settings and printing copies all together ("Program Jobs" function)" on page 3-127.

When originals are scanned with the insert pages specified, the finishing image can be previewed both after the originals are scanned first and after the insert pages are scanned. For details on the insert pages, refer to "Inserting copies of a different original for a specified page ("Insert Image" function)" on page 3-121.

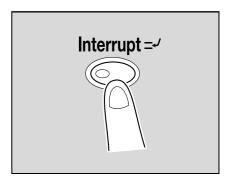
When the Book Copy function or Booklet function is specified, the finishing status cannot be checked. Print and check the finishing.

3.16 Interrupting a copy job (Interrupt mode)

The current jobs can be temporarily interrupted so an original can be copied with different copy settings.

This is convenient for quickly making a copy.

- Position the original to be copied.
 - For details on loading the original, refer to "Loading the original into the ADF" on page 3-28.
- 2 Press the [Interrupt] key.



- If a job is being printed, the message "The job is stopping." appears.

The indicator on the [Interrupt] key lights up in green and printing of the current job stops.

- What settings are selected when the [Interrupt] key is pressed?
- → When the [Interrupt] key is pressed, all functions and settings are reset to their defaults.
- Why is the [Interrupt] key not available?
- → The [Interrupt] key cannot be pressed while an original is being scanned.
- 3 Select the desired copy settings.
- 4 Press the [Start] key.

Printing for the interrupting job begins.

After the interrupting job has finished printing, press the [Interrupt] key.

The indicator on the [Interrupt] key goes off.

The copy settings return to those specified before printing was interrupted.



Note

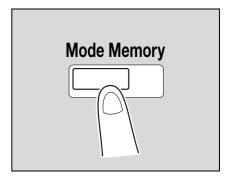
If the interrupting job is cancelled, printing for the interrupted job automatically restarts.

3.17 Registering copy programs (Mode Memory)

Frequently used copy settings can be stored together as a program to easily be recalled. A maximum of 30 programs can be registered.

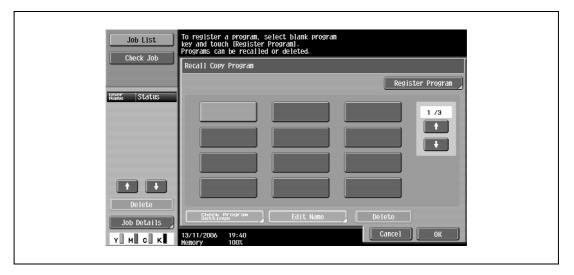
A name of up to 16 characters can be specified for the registered copy programs.

- 1 Using the touch panel and control panel keys, specify the copy settings to be registered in the copy program.
 - Can the current settings be checked?
 - → To check the currently specified copy settings, touch [Check Job] in the left panel, and then touch [Job Details].
- Press the [Mode Memory] key.



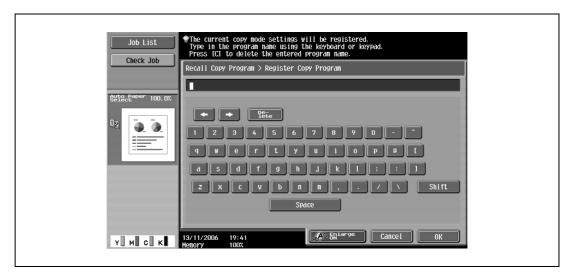
The Recall Copy Program screen appears.

- From the copy program buttons that appear in the screen, touch the button where you wish to store the copy settings, and then touch [Register Program].
 - There are three Recall Copy Program screens. Touch
 ■ and
 ■ to display a different screen.
 - If 30 copy programs have been registered, delete an unnecessary copy program.

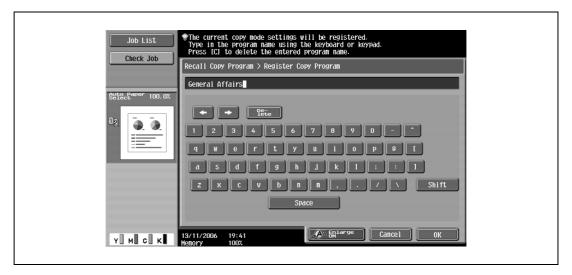


The Register Copy Program screen appears.

- 4 Use the control panel keypad and the keyboard that appears in the touch panel to type in the name of the copy program.
 - The program name can contain a maximum of 16 characters.
 - For details on typing in text, refer to "Entering text" on page 8-3.

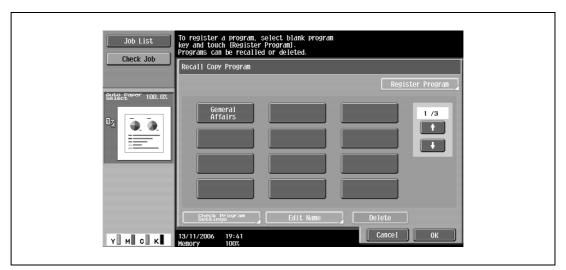


5 After typing in the name, touch [OK].



- The copy program can be given the same name as a copy program that has already been registered.
- To stop specifying the name of the copy program, touch [Cancel].

The Recall Copy Program screen appears again. The copy program is registered and a button with the entered copy program name appears.



- Can the copy program name be corrected?
- → To change the entered copy program name, touch the button whose name is to be changed, and then touch [Edit Name]. The Edit Name screen appears. Return to step 4 and repeat the procedure to change the copy program name.
- Can the specified settings for a copy program be checked?
- → To check the programmed copy settings, touch the button for the desired copy program, and then touch [Check Program Settings]. For details, refer to "Copying with programmed copy settings (Mode Memory)" on page 3-83.
- 6 Touch [OK] or [Cancel].
 - To return to the Basic screen, press the [Mode Memory] key.



Detail

To stop registering the program, press the [Reset] key or the [Mode Memory] key. No matter which screen is displayed, the registration is cancelled.

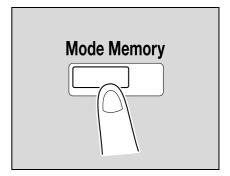
Otherwise, continue to touch [Cancel] until the Basic screen is displayed.

The settings of a copy program cannot be changed. If the copy program that was selected has been locked, [Edit Name] and [Delete] do not appear.

3.18 Copying with programmed copy settings (Mode Memory)

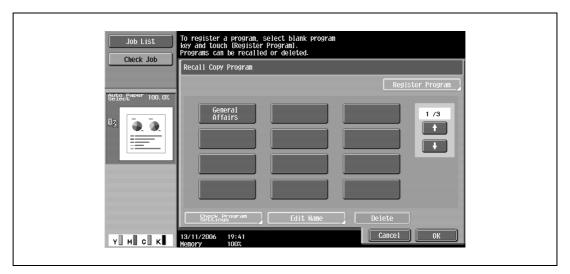
Programmed copy settings can be recalled to be used again for copying.

- 1 Position the original to be copied.
 - For details on positioning the original, refer to "Feeding the original" on page 3-28.
- 2 Press the [Mode Memory] key.



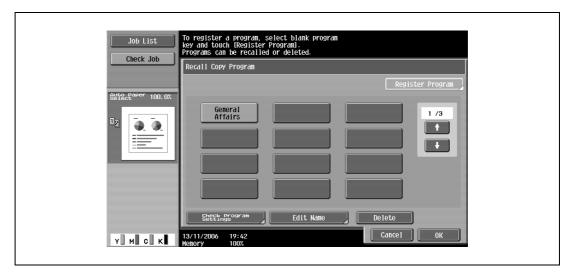
The Recall Copy Program screen appears.

Touch the button for the copy program registered with the copy settings to be recalled.



- If the copy settings in the selected copy program are not to be checked, continue with step 8.
- If the copy program to be recalled is not displayed, touch and until the desired copy program is displayed.

- 4 Press the [Check Program Settings] key.
 - The copy settings cannot be changed from the Check Job Settings screens.

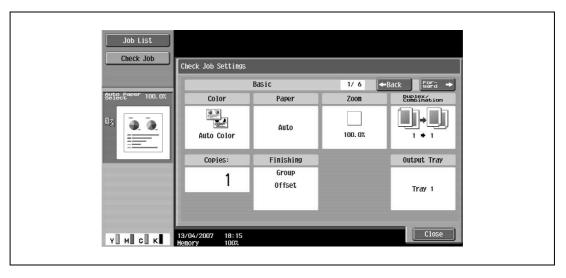


The Check Job Settings screen appears.

There are six Check Job Settings screens. The number to the right of the screen title indicates the number of the currently displayed screen.

To display the previous screen, touch [Back]. To display the next screen, touch [Forward].

- 5 Check the copy settings registered with the selected copy program.
- 6 Touch [Close].



The Recall Copy Program screen appears again.

- 7 Again touch the button for the copy program registered with the copy settings to be recalled.
 - If [OK] is touched with no copy program selected, the Basic screen appears again without a copy program being recalled.
- Touch [OK].

The programmed copy settings are recalled and the Basic screen appears again.

9 Press the [Start] key.

Copying begins with the recalled copy settings.



Note

To stop recalling a copy program, press the [Reset] key or the [Mode Memory] key or touch [Cancel].

3.19 Displaying function descriptions (Help)

Descriptions of the various functions and details of operations can be viewed.

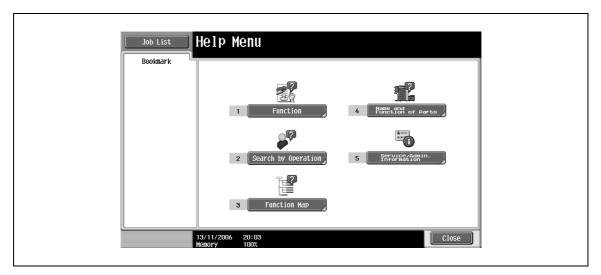
There are two methods for displaying the Help screens.

- Main Help screens (from the Basic screen)
- Help screens for settings (from screens other than the Basic screen)

3.19.1 Overview of Help screens

The following items are provided in the Help Menu screen.

Help Menu screen (1st level)



Item	Description
[Function]	Use to search for descriptions from a Help menu divided by the function types and names.
[Search by Operation]	Use to search for descriptions from a Help menu divided by the operations.
[Function Map]	Displays the Function Map screen, which contains a chart of the available functions and settings.
[Name and Function of Parts]	Displays the Help menu for the name and function of each part. Use to check the description of the main unit and its options.
[Service/Admin. Information]	Displays the name, extension number and e-mail address of the administrator.



Detail

The Help screens cannot be displayed when the following operations are being performed. While scanning, while printing, while printing a proof copy, while previewing, during Enlarge Display mode, during Accessibility mode.

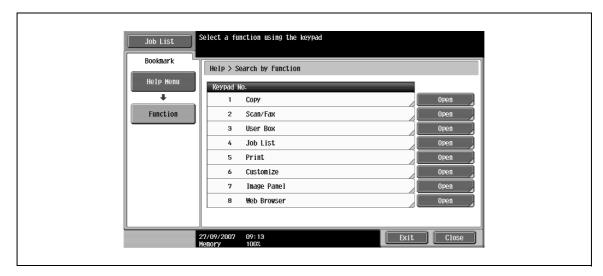
While the Help screens are displayed, the following keys are not available. [Start], [Stop], [C] (clear), [Interrupt], [Proof Copy], [Access], [Mode Memory], [Enlarge Display]

Items in the Help Menu screen and other Help screens can be selected by touching the button or by pressing the key in the keypad for the number of the desired item.

To display the next screen higher in the menu structure, touch [Close].

Touch [Exit] to exit the Help mode and return to the screen that was displayed before the [Help] key was pressed.

Help screen (2nd level) (Example: Function)



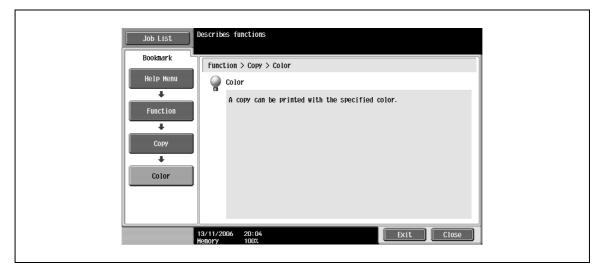
Item	Description
[Copy], [Scan/Fax], [User Box], [Job List], [Print], [Customize], [Image Panel], [Web Browser]	Displays the first Help screen for each description.



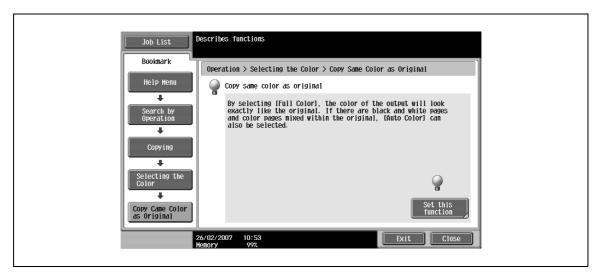
Detail

The items displayed in the Help menu for the name and function of each part differ depending on the options that are installed.

Help screen (bottom level) (Example: Function → Copy → Color)

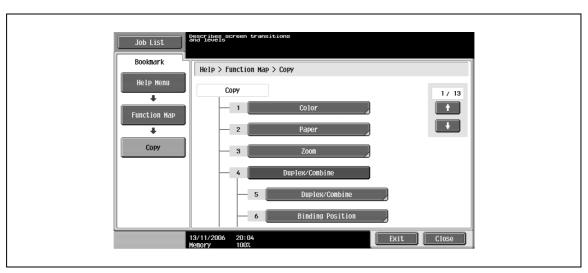


Help screen (bottom level) (Example: Search by Operation → Copying → Selecting the Color → Copy same color as original)



→ Touch [Set this function] to set the selected function.

Function Map screen (Example: Copy)



A chart of the available functions and settings are displayed in the function maps. Select an item from the chart for the Help screen that you wish to view.



Detail

There are 13 Function Map screens for Copy mode. The top number indicates the number of the 13 screens that is currently displayed.

To display the previous screen, touch ... To display the next screen, touch

Press the key in the keypad for the number of the desired item in the Function Map screen.

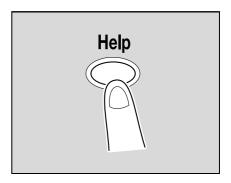
To display the Help screen for "Function" that contains the selected item, touch [Close] in the Help screen displayed by selecting an item in a Function Map screen.

To quit the Help mode, press the [Help] key or touch [Exit].

3.19.2 Displaying main Help screens

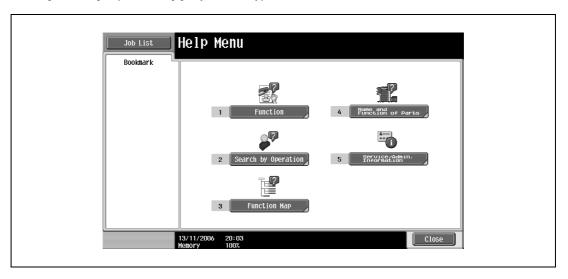
As an example, the following procedures describe the Help screens that are displayed for copy operations by using "Function".

With the Basic screen displayed, press the [Help] key.



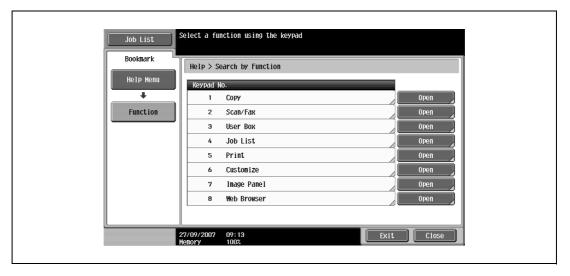
The Help Menu screen appears.

2 Touch [Function] or press the [1] key in the keypad.



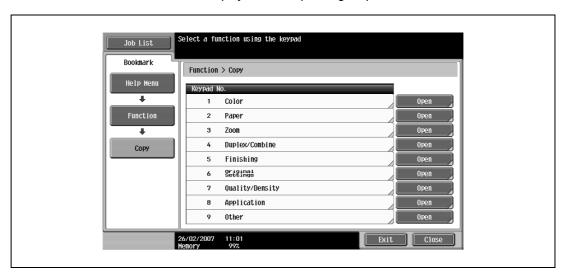
The Help screen for "Function" appears.

- Is there more information about the buttons of the Help screens?
- → Refer to "Overview of Help screens" on page 3-85.
- 3 Touch [Copy] or [Open], or press the [1] key in the keypad.



The Copy Help screen appears.

4 Touch [Open] or the right of the desired information, or press the key in the keypad for the number to the left of the desired information to display the corresponding Help screen.



After checking the Help information, touch [Exit] or press the [Help] key again. The Basic screen appears again.

3.20 Copy paper

Use paper that meets the following specifications.

3.20.1 Possible paper sizes

Non-standard-sized paper:

Paper source	Paper width	Paper length
Bypass tray*	90.0 mm to 311.1 mm	139.7 mm to 1,200 mm
Tray 1	-	_
Tray 2		
Single/Double paper feed cabinets		
LCT		
Double-sided copies	139.7 mm to 311.1 mm	148 mm to 457.2 mm

^{*} Banner paper

Paper width: 210 mm to 297 mm Paper length: 457.3 mm to 1,200 mm

Standard-sized paper:

Paper source	Paper size
Bypass tray	A3 🗔 to B6 🗔 , A6 🗔 12-1/4 × 18 👊 2, 12 × 18 👊 2 to 5-1/2 × 8-1/2 🖫 🗓 , 8 × 13 🖃 3, 16 K 🖫 🖳 , 8 K 🗔
Tray 1	A3 □ to A5 □, 11 × 17 □ to 8-1/2 × 11 □/□, 8 × 13 □*3, 16K □, 8K □
Tray 2	A3 🗔 to A5 🗔, 12-1/4 × 18 🖃 *2, 12 × 18 🖃 *2 to 8-1/2 × 11 🖫 / 🖫, 8 × 13 🖃 *3, 16K 🖺, 8K 🚍
Single/Double paper feed cabinets	A3 □ to A5 □, 11 × 17 □ to 8-1/2 × 11 □/□, 8 × 13 □*3, 16K □, 8K □
LCT	A4 🖟, 8-1/2 × 11 🖟
Double-sided copies	A3 🗔 to A5 🗔/🎑, 12-1/4 × 18 🖃 2, 12 × 18 🖃 2 to 5-1/2 × 8-1/2, 8 × 13 🖃 3, 16K 🗔 /🔲, 8K 🗔

^{*1} For thick paper 4, only A3 , A4 , 11 × 17 and 8-1/2 × 11 are available for printing.

^{*3} There are five Foolscap sizes: 220×330 mm \square , $8-1/2 \times 13$ \square , $8-1/4 \times 13$ \square , $8-1/8 \times 13-1/4$ \square , and 8×13 \square . Any one of these sizes can be selected. For details, contact your service representative.

Loaded equipment	Paper sizes that can be loaded
Finisher (FS-519)	Finishing tray 1, 2 and optional Output Tray
Optional Output Tray (OT-602)	A3 🖃 to B6 🖃, A6 🖃, 12- 1/4 × 18 🖃 *1 "Group"/"Sort settings": A3 🖃 to A5 🖫 Staple settings: A3 🖃 to A5 🖫 Punch settings 2: A3 🖃, A4 📳, B5 🖃 *2
Saddle Stitcher (SD-505)	Fold & staple: A3 □, B4 □, A4 □, B5 □
Mailbin Kit (MT-502)	A4 🖫, B5 🖫, A5 🖼
Finisher FS-609	Output tray 1: "Group" setting: A3 🖃 to B5 🖃/🖟, 12-1/4 × 18 🖃 *1 "Sort" setting: A3 🖃 to A5 🖟 Staple setting: A3 🖃 to B5 🖃/🖟 Punch setting *2: A3 🖃, A4 🖟 Output tray 2: A3 🖃 to A4 🖃
Job separator (JS-505)	Finishing tray 1 and finishing tray 2 A3 🖃 to B6 🖃, A6 🖃, 12- 1/4 × 18 🖃 *1, 11 × 17 🖫 to 5-1/2 × 8-1/2 🖃/🖫

 $^{^{+1}}$ 12-1/4 × 18 is equivalent to 311.1 mm × 457.2 mm, which is one size larger than A3.

 $^{^{*2}}$ This is one size larger than A3. 12-1/4 × 18 is equivalent to 311.1 mm × 457.2 mm, and 12 × 18 is equivalent to 304.8 mm × 457.2 mm

 $^{^{\}star 2}$ Can be used when the optional punch kit is installed on the finisher.

3.20.2 Paper types and paper capacities

Paper type	Plain paper	Thick paper 1	Thick paper 2	Thick paper 3	Thick paper 4
Weight	ght 60 g/m ² to 91 g/m ² to 151 g/m ² to 90 g/m ² 150 g/m ² 209 g/m ²		210 g/m ² to 256 g/m ²	257 g/m ² to 271 g/m ²	
Paper source	J 50 g/	g,			g,
Bypass tray	150 sheets	20 sheets	20 sheets	20 sheets	20 sheets
Tray 1 and tray 2	500 sheets	150 sheets	150 sheets	150 sheets	_
Single/Double paper feed cabinets	500 sheets	150 sheets	150 sheets	150 sheets	_
LCT	2,500 sheets	1,000 sheets	1,000 sheets	1,000 sheets	_

Paper type	Transparen- cies	Postcards	Envelopes	Label sheets	Banner pa- per*
Paper source					127 g/m ² to 210 g/m ²
Bypass tray	20 sheets	20 sheets	10 sheets	20 sheets	10 sheets
Tray 1 and tray 2	-	_	_	-	-
Single/Double paper feed cabinets	-	-	-	_	-
LCT	-	_	-	-	-

^{*} The setting can be specified when using printing functions.

3.20.3 Special paper

Paper other than plain paper, such as OHP transparencies and colored paper, is called special paper. Be sure to select a special paper setting for paper trays loaded with media such as OHP transparencies and colored paper. If the paper type is not correctly selected, paper misfeeds may occur.

Paper type	Icon	Descriptions
Single Side Only		Select this setting when paper that should not be used with double-sided copying (for example, when one side has already been printed on) is loaded as plain paper with a weight of 60 g/m² to 90 g/m². A paper tray with the "Single Side Only" setting selected is given priority when the "Auto" Paper setting is specified. A paper tray with this setting is not automatically selected during double-sided printing.
Special Paper		Select this setting when special paper, for example, high-quality paper, is loaded as plain paper with a weight of 60 g/m² to 90 g/m². A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified.
Letterhead		Select this setting when paper already printed with a company name or preset text is loaded as plain paper with a weight of 60 g/m² to 90 g/m². A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified.
Colored Paper		Select this setting when colored paper is loaded as plain paper with a weight of 60 g/m² to 90 g/m². A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified.
Transparency		Select this setting when OHP transparencies are loaded. A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified. When selecting OHP transparencies, select the "Black" Color setting, and then select the paper type.
Thick 1		Select this setting when the thick paper that is loaded has a weight of 91 g/m² to 150 g/m². A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified.
Thick 2		Select this setting when the thick paper that is loaded has a weight of 151 g/m² to 209 g/m². A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified.
Thick 3		Select this setting when the thick paper that is loaded has a weight of 210 g/m² to 256 g/m². A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified.
Thick 4		Select this setting when the thick paper that is loaded has a weight of 257 g/m² to 271 g/m². A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified.
Envelopes		Select these settings when envelopes are loaded. A paper tray with this setting is not automatically selected when the "Auto" Paper setting is specified.

Paper type	Paper type Icon		Descriptions
Duplex 2nd Side	Plain Paper		Select these settings when loading paper that has already been printed on one side. "2nd Side" can be selected only if plain paper, thick paper 1, thick paper 2, thick paper 3 or thick paper 4 is loaded in the bypass tray.
	Thick 1		
	Thick 2		
	Thick 3		
	Thick 4		

3.21 Selecting the Paper settings

This section describes the procedures for specifying the size and type of paper loaded in each paper tray.



Detail

For details on loading the paper into tray 1/2/3/4, refer to "Loading paper into tray 1/2/3/4" on page 3-19.

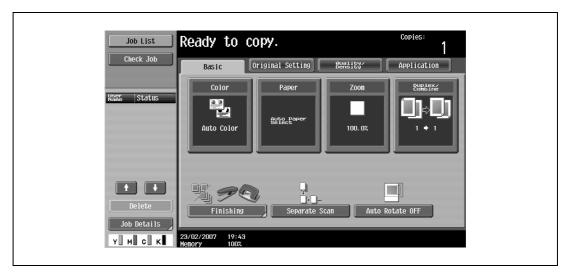
For details on loading the paper into the bypass tray, refer to "Loading paper into the bypass tray" on page 3-23.

3.21.1 Automatically detecting the paper size ("Auto Detect" setting)

The size of the paper loaded into tray 1/2/3/4 and the bypass tray can be detected automatically.

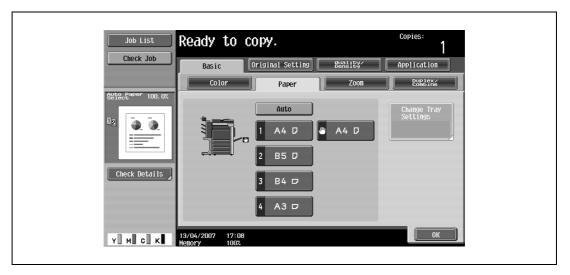
The following procedure describes how to specify the setting for automatically detecting the paper loaded into tray 1.

1 In the Basic screen, touch [Paper].



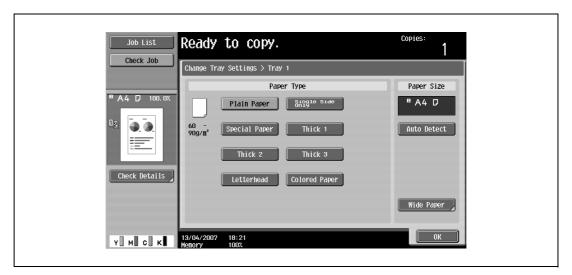
The Paper screen appears.

- 2 Touch the button for tray 1.
 - To select the automatic paper detection setting for tray 2/3/4 or the bypass tray, touch the button for the corresponding paper tray.



3 Touch [Change Tray Settings].

4 Touch [Auto Detect].



As the factory default, "Auto Detect" is selected.

Touch [OK], and then touch [OK] in the next screen that appears.

The Basic screen appears again.

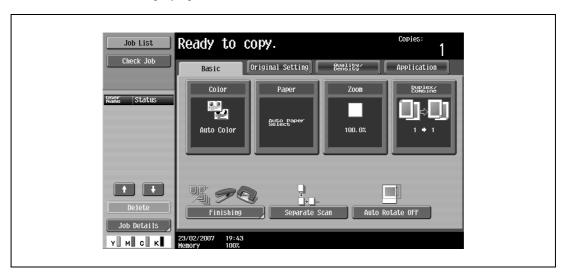
3.21.2 Selecting a paper size setting (Size Setting)

The paper size can be set for the bypass tray so that it can be used with the specified paper size.

This is useful, for example, when the size of the paper that is loaded cannot be automatically detected (such as with postcards or paper in inch sizes).

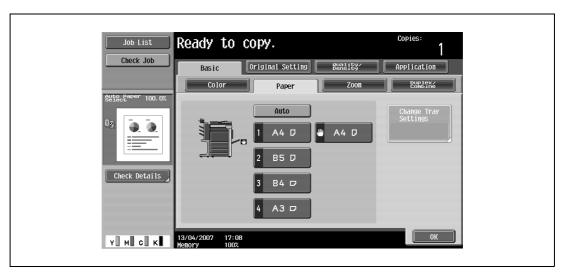
The following procedure describes how to specify the setting for postcards loaded into the bypass tray.

In the Basic screen, touch [Paper].



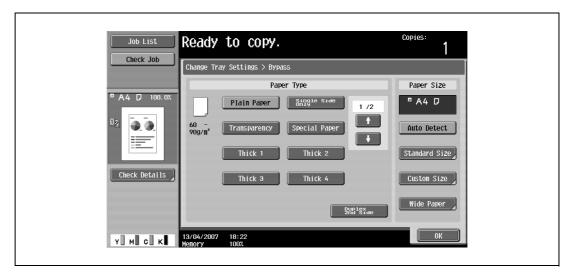
The Paper screen appears.

2 Select the button for the bypass tray.



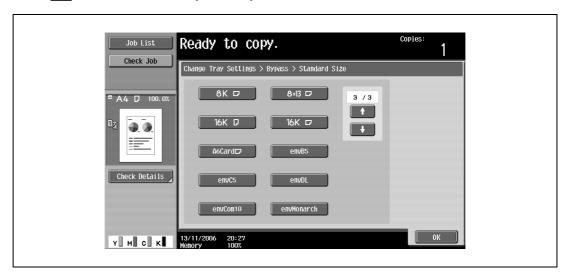
3 Touch [Change Tray Settings].

4 Touch [Standard Size].



The Standard Size screen appears.

5 Touch **■** twice, and then touch [A6Card**□**].



- Touch and until the button for the desired paper size is displayed.
- If "A6Card is selected, "Thick 3" is automatically selected. If paper other than postcards are loaded, change the paper type setting. For details on the paper type settings, refer to "Specifying a setting for special paper" on page 3-106.
- Touch [OK], and then touch [OK] in the next two screens that appear.

The Basic screen appears again.

The paper size for the bypass tray is set.



Reminder

If paper other than the specified paper size is loaded, a paper misfeed may occur since the paper size is not automatically detected.



Detail

For tray 2, "12-1/4 × 18 □" is available.

3.21.3 Specifying a non-standard paper size (Custom Size settings)

Non-standard-sized paper can be loaded into the bypass tray.

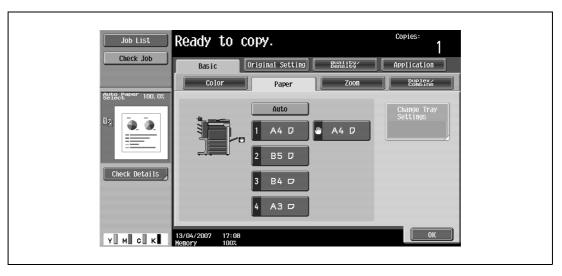
If wide paper is loaded, it will be necessary to enter the paper size.

1 In the Basic screen, touch [Paper].



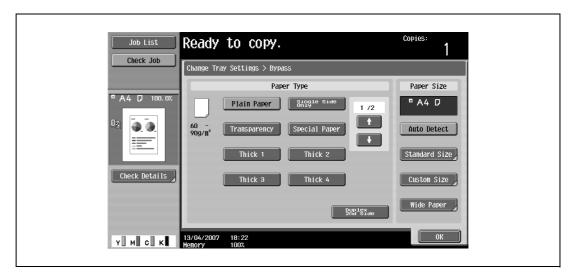
The Paper screen appears.

2 Select the button for the bypass tray.



3 Touch [Change Tray Settings].

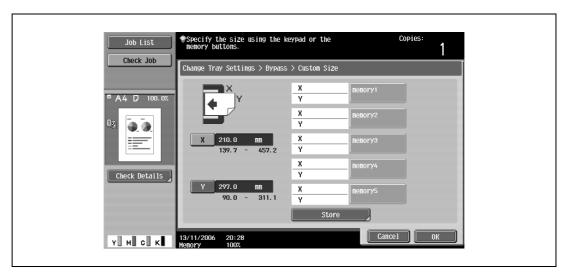
4 Touch [Custom Size].



The Custom Size screen appears.

- 5 Type in the length (X) and width (Y) of the paper.
 - Make sure that [X] is selected, and then use the keypad to type in the length of side X (between 139.7 mm and 457.2 mm).
 - Touch [Y] to select it, and then use the keypad to type in the length of side Y (between 90.0 mm and 311.1 mm).
 - If a value outside the allowable range is specified, the message "Input error" appears. Type a value within the allowable range.
 - If the value was incorrectly entered, press the [C] (clear) key in the keypad to erase the value, and then specify the correct value.

To cancel changes to the settings, touch [Cancel].



- Can paper sizes be stored?
- → Five non-standard paper sizes can be stored.
- → To recall a stored paper size, touch the corresponding memory key.
- → The names "memory1" through "memory5" can be changed. For details on changing the names, refer to "Storing a non-standard paper size (Custom Size settings)" on page 3-100.
- → For details on storing paper sizes, refer to "Storing a non-standard paper size (Custom Size settings)" on page 3-100.
- Touch [OK], and then touch [OK] in the next two screens that appear.

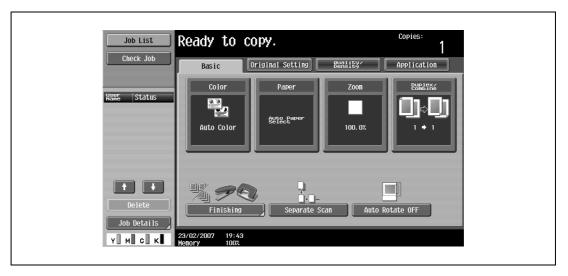
The Basic screen appears again.

3.21.4 Storing a non-standard paper size (Custom Size settings)

Five non-standard paper sizes can be stored.

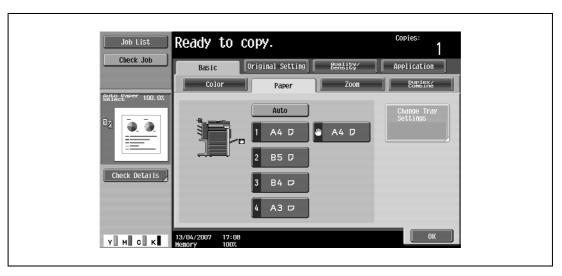
Storing paper sizes that are used often allows the paper size to be quickly selected, without having to reenter the setting.

In the Basic screen, touch [Paper].



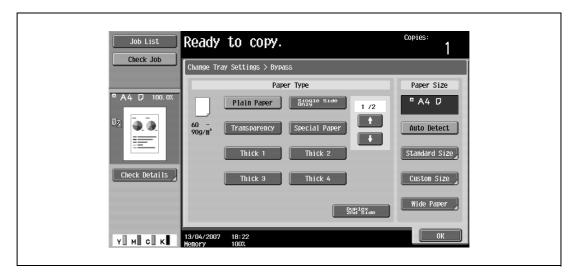
The Paper screen appears.

2 Select the button for the bypass tray.



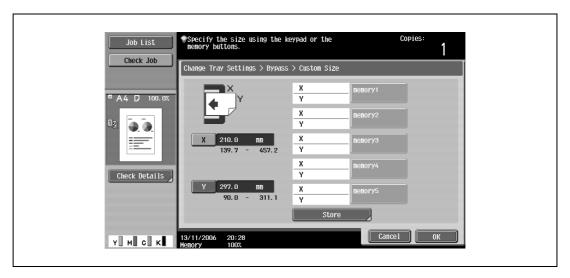
3 Touch [Change Tray Settings].

4 Touch [Custom Size].

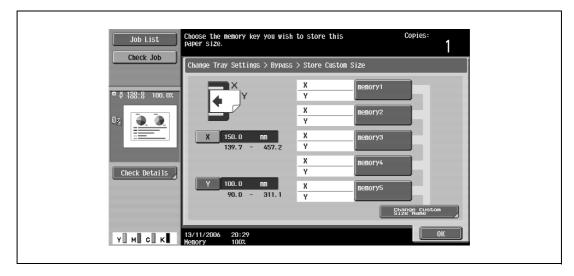


The Custom Size screen appears.

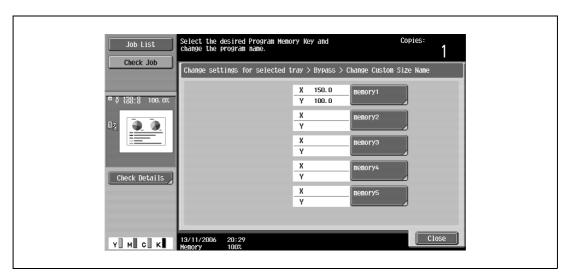
- 5 Specify the X and Y sides of the paper, and then touch [Store].
 - Make sure that [X] is selected, and then use the keypad to type in the length of side X (between 139.7 mm and 457.2 mm).
 - Touch [Y] to select it, and then use the keypad to type in the length of side Y (between 90.0 mm and 311.1 mm).
 - Check the illustration in the screen for the sides that are considered X and Y.
 - If a value outside the allowable range is specified, the message "Input error" appears. Type a value within the allowable range.
 - If the value was incorrectly entered, press the [C] (clear) key in the keypad to erase the value, and then specify the correct value.
 - To cancel changes to the settings, touch [Cancel].



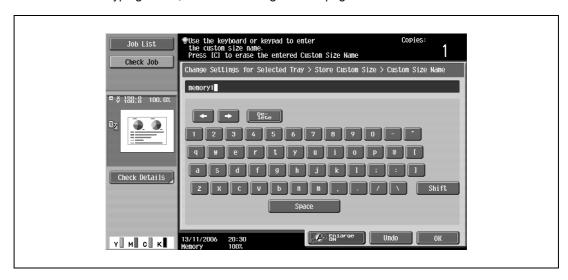
6 Touch the memory button where the paper size is to be stored.



 To change the name of a memory key, touch [Change Custom Size Name], and then touch the key to be renamed.



Using the keyboard that appears, type in the name of the key, touch [OK], and then touch [Close].
 For details on typing in text, refer to "Entering text" on page 8-3.



Touch [OK], and then touch [OK] in the next three screens that appear.

The Basic screen appears again.

3.21.5 Selecting a setting for oversized paper (Wide Paper settings)

By specifying paper one size larger than the document as wide paper, the document can be copied at the center so that there is no loss of the document image.

Wide paper can be specified for tray 1/2/3/4 or the bypass tray.

The following procedure describes how to specify the setting for wide paper loaded into the bypass tray.



Detail

Only standard-sized wide paper can be specified for tray 1/2/3/4.

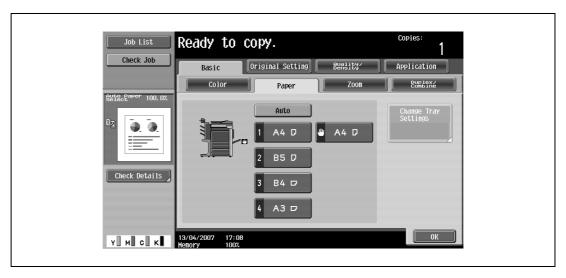
When specifying wide paper for the bypass tray, non-standard-sized paper can be specified. When using non-standard-sized paper, enter the paper size.

1 In the Basic screen, touch [Paper].



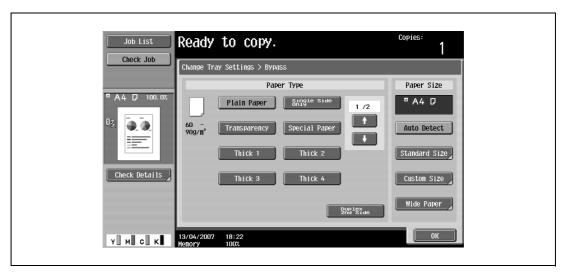
The Paper screen appears.

- 2 Touch the button for the bypass tray.
 - To set the paper size for tray 1/2/3/4, touch the button for the corresponding paper tray.



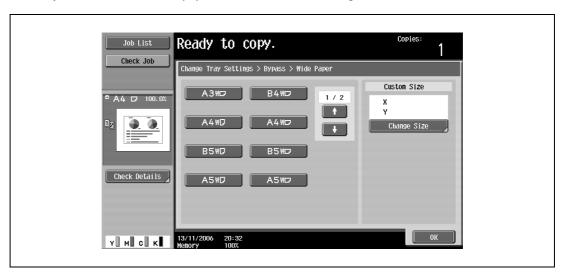
3 Touch [Change Tray Settings].

4 Touch [Wide Paper].



The Wide Paper screen appears.

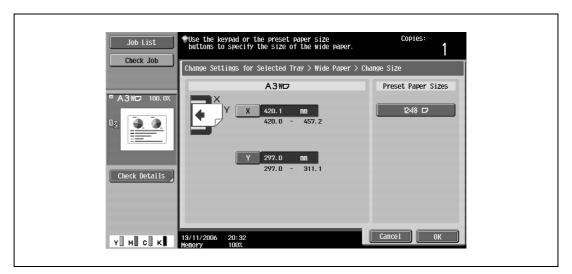
- 5 Select the size of the paper to be loaded.
 - Touch and until the button for the desired paper size is displayed.
 - If tray 1/2/3/4 is set for wide paper, the size cannot be changed.



To change the size, touch [Change Size].

The Change Size screen for oversized paper appears.

- 7 Specify the X and Y sides of the paper, and then touch [OK].
 - Touch either [X] or [Y], press the [C] (clear) key to clear the current setting, and then use the keypad
 to type in the size.
 - To store a paper size of 12 × 18 □ (304.8 mm × 457.2 mm), touch [12 × 18 □]. Enter values for "X" and "Y".
 - If a value outside the allowable range is specified, the message "Input error" appears. Type a value within the allowable range. The allowable range differs depending on the paper sizes.
 - If the orientation of the loaded paper does not match the sizes specified for "X" and "Y", "Input error" appears, even if the values are within the allowable range. In addition, do not enter the same size for "X" and "Y".
 - If the value was incorrectly entered, press the [C] (clear) key in the keypad to erase the value, and then specify the correct value.
 - To cancel changes to the settings, touch [Cancel].



Touch [OK], and then touch [OK] in the next two screens that appear.

The Basic screen appears again.



Note

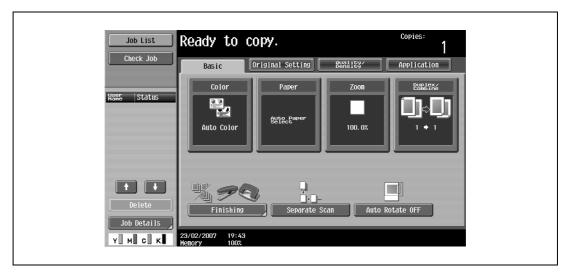
The selected size button is programmed with the entered paper size, so that the paper size is available to be selected again without being typed in. In addition, the size can be changed.

3.21.6 Specifying a setting for special paper

If paper other than plain paper, such as OHP transparencies or special paper, is loaded in a paper tray, be sure to change the paper type setting for that tray.

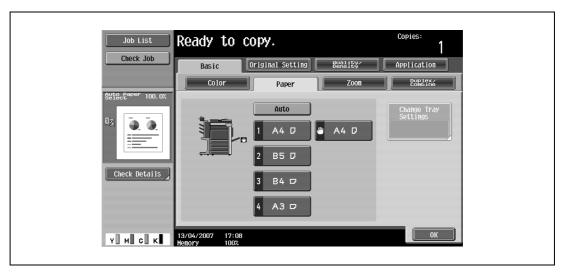
The following procedure describes how to specify the setting for special paper loaded into tray 1.

In the Basic screen, touch [Paper].



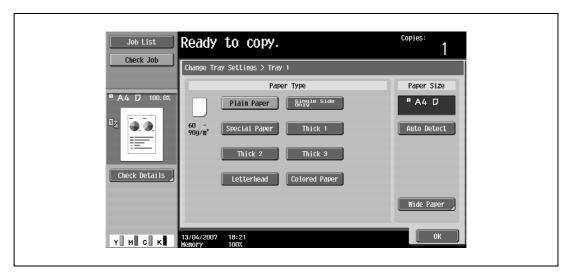
The Paper screen appears.

- 2 Touch the button for tray 1.
 - To specify a setting for special paper for tray 2/3/4 or the bypass tray, touch the button for the corresponding paper tray.
 - If a setting for special paper is selected for a paper tray, that tray is not selected automatically with the "Auto" Paper setting. However, if the paper cannot be used for double-sided printing and the "Single Side Only" setting is selected for the paper tray, that tray is given priority.
 - The auto tray switch feature applies only to paper trays specified with the same paper type setting.



3 Touch [Change Tray Settings].

- 4 Select the appropriate setting for the type of special paper that is loaded.
 - Touch the button for the desired paper type.



- What types of paper can be loaded in the paper tray?
- → There are limits on the types of paper that can be loaded in a paper tray. For details on the type of paper that can loaded, refer to "Copy paper" on page 3-90.
- → If postcards were loaded, select "Thick 3".
- Touch [OK], and then touch [OK] in the next screen that appears.

The Basic screen appears again.



Reminder

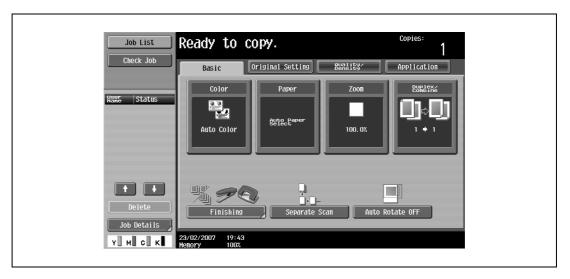
If special paper is loaded into the paper tray, be sure to select the corresponding paper type, otherwise a paper misfeed may occur.

3.21.7 Printing double-sided copies manually

The "2nd Side" setting is used to print double-sided copies on paper that cannot be fed through the automatic duplex unit.

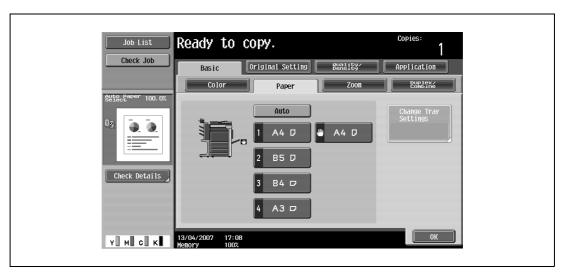
The paper to be used for printing the second side can be loaded into the bypass tray.

In the Basic screen, touch [Paper].



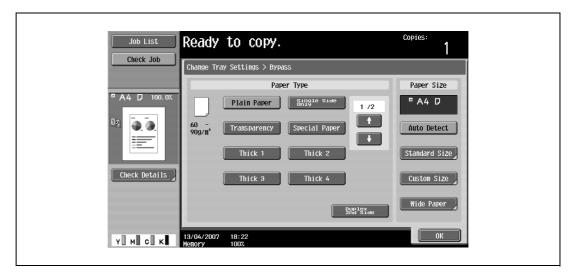
The Paper screen appears.

- 2 Touch the button for the bypass tray.
 - A paper tray set to "2nd Side" is not selected when the "Auto" Paper setting is selected.

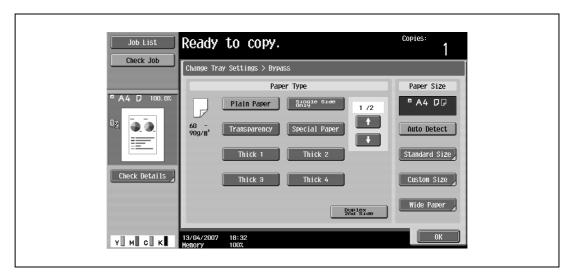


3 Touch [Change Tray Settings].

4 Select the type of paper to be loaded.



5 Touch [Duplex 2nd Side].



Touch [OK], and then touch [OK] in the next screen that appears.

The Basic screen appears again.

3.22 Originals

When making copies, load the original into the ADF or position it on the original glass.

To copy originals that cannot be loaded into the ADF, position them on the original glass.

3.22.1 Originals that can be loaded into the ADF

There are three methods for using the automatic document feeder.

- Normal method
- For originals of mixed sizes
- For Z-folded originals

There are limits on the types of originals that can be loaded with each method.

Normal method

	Single-sided originals Double-sided originals		
Original paper type/Weight	Plain paper: 35 g/m² to 210 g/m² Plain paper: 50 g/m² to 128 g/m²		
Original size	A3 🖃 to B6 🖃, A6 🖃, 11 × 17 🖃, 8 × 13 🖃, 8-1/2 × 11 🖃/🖫		
Paper capacity	100 sheets (80 g/m²)		

For originals of mixed sizes

	Single-sided originals	Double-sided originals
Original paper type/Weight	Plain paper: 50 g/m ² to 128 g/m ²	
Original size	Refer to "Mixed originals paper sizes".	
Paper capacity	100 sheets (80 g/m²)	

Mixed originals paper sizes

The following chart shows the possible combinations of standard-sized paper that can be used with the "Mixed Original" setting.

Maximum Original Width ^{*1}	A3 🖬	A4 🖫	B4 □	B5 🖫	A4 🖼	A5 🖫	B5 □	A5 □	B6 □
Original Size*2									
A3 □	0	0	×	×	×	×	×	×	×
A4 🖫	0	0	_	×	×	×	×	×	×
B4 □	0	0	0	0	×	×	×	×	×
B5 🖫	0	0	0	0	×	×	×	×	×
A4 🗔	0	0	0	0	0	0	×	×	×
A5 🖫	×	×	0	0	0	0	×	×	×
B5 □	×	×	0	0	0	0	0	×	×
A5 □	×	×	×	×	×	×	0	0	×
B6 □	×	×	×	×	×	×	×	0	0

O: Possible

x: Not possible

^{*1} Indicates the width of the widest original size of the mixed originals (width of the adjustable lateral guides of the automatic document feeder).

 $^{^{^{\}star}2}$ Indicates original sizes that can be specified together with the maximum original width.

3.22.2 Precautions for loading originals into the ADF

The following types of originals should not be loaded into the ADF, otherwise paper misfeeds or damage to the original may occur.

- Wrinkled, folded, curled, or torn originals
- Highly translucent or transparent originals, such as OHP transparencies or diazo photosensitive paper
- Coated originals such as carbon-backed paper
- Originals printed on paper thicker than 210 g/m²
- Originals printed on paper thicker than 128 g/m² during double-sided printing
- Originals that are bound, for example, with staples or paper clips
- Originals that are bound in a book or booklet
- Originals with pages bound together with glue
- Originals with pages that have had cutouts removed or are cutouts
- Label sheets
- Offset printing masters
- Originals with binder holes
- Originals that have just been printed with this machine



Reminder

Before loading folded originals, such as those folded in half or in a zigzag, into the ADF, be sure to flatten the pages.

3.22.3 Originals that can be placed on the original glass

To copy originals that cannot be loaded into the ADF, position them on the original glass.

	Original glass originals
Original types	Sheets, books (page spreads), three-dimensional objects
Original sizes	A3 🖃 to B6 🖃, A6 🖃 11 × 17 🖃 to 5-1/2 × 8-1/2 🖃/🖟, 8K 🖃, 16K 🖫/🖃
Maximum weight	2 kg

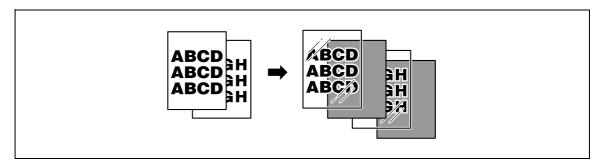
3.22.4 Precautions for positioning originals on the original glass

Observe the following precautions when placing the original on the original glass.

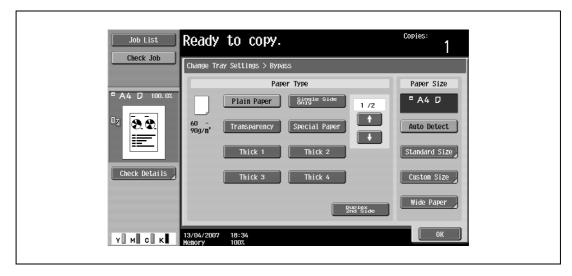
- If an original of non-standard paper size is loaded, the "Auto" Paper setting and "Auto" Zoom setting cannot be used since the original size cannot be detected automatically.
- If an original of a non-standard paper size is loaded, select the paper drawer and zoom ratio or touch [Original Setting] and select the original size.
- If highly translucent or transparent originals, such as OHP transparencies or diazo photosensitive paper, are loaded, the original size cannot be detected automatically. Place a blank sheet of paper of the same size over the original.
- Do not place objects exceeding 2 kg on the original glass, otherwise the original glass may be damaged.
- Do not press down extremely hard on a book spread on the original glass, otherwise the original glass may be damaged.

3.23 Inserting paper between OHP transparencies ("OHP Interleave" function)

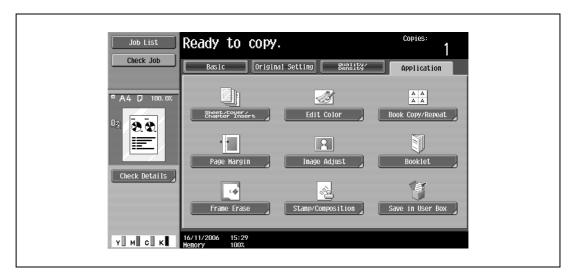
In order to prevent copies printed onto OHP transparencies from sticking together as a result of the heat that is produced during copying, paper (interleaves) can be inserted between the transparencies.



- ✓ No Finishing setting can be used.
- 1 Position the original to be copied.
 - For details on positioning the original, refer to "Feeding the original" on page 3-28.
 - For details on loading OHP transparencies, refer to "Paper types and paper capacities" on page 3-91 and "Loading paper into the bypass tray" on page 3-23.
- 2 In the Basic screen, touch [Color], and then touch [Black].
 - Printing on OHP transparencies is possible only in black.
- Load the OHP transparencies into the bypass tray, and load the interleaf paper into the desired paper tray.
 - Use interleaf paper with the same size as the OHP transparencies.
- 4 Select [Transparency] as the paper type for the bypass tray, and then touch [OK].
 - For details on specifying the paper type settings, refer to "Specifying a setting for special paper" on page 3-106.

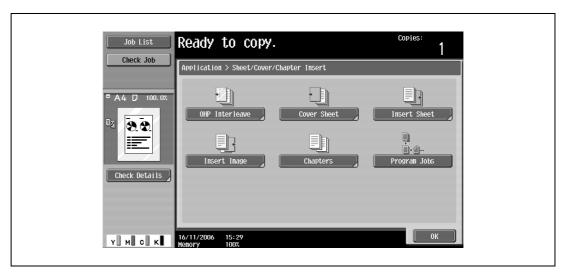


- 5 Touch [Application], and then touch [Sheet/Cover/Chapter Insert].
 - To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



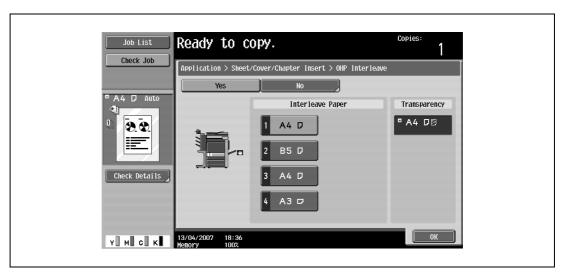
The Sheet/Cover/Chapter Insert screen appears.

6 Touch [OHP Interleave].



The OHP Interleave screen appears.

- 7 Select the paper tray loaded with the interleaf paper.
 - To cancel the setting and select the default, press the [Reset] key.
 - To cancel the "OHP Interleave" function, touch [No].



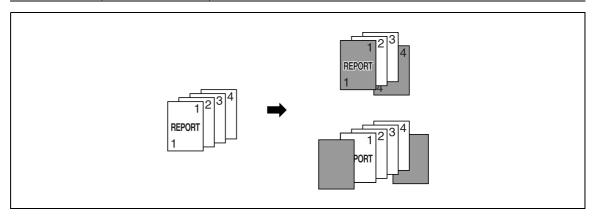
- 8 Touch [OK].
- 9 Specify any other desired copy settings.
 - The number of copies is set to "1" and cannot be changed.
- 10 Press the [Start] key.

3.24 Adding cover pages ("Cover Sheet" function)

Copies can be made using paper different from the main body of the original (excluding the cover pages), and cover pages can be added using paper different from the copy.

The following types of cover pages and front and back cover page settings are available.

Setting		Description	
Front Cover	Front (Copy)	The first page of the original is copied onto paper for the front cover sheet. With double-sided copying, the second page of the original is copied onto the back of the front cover sheet.	
	Front (Blank)	Paper for the front cover sheet is added as the first page of the copy. The same operation is performed with double-sided copying.	
Back Cover Back (Copy)		The last page of the original is copied onto the back cover page. With double-sided copying, a double-sided copy of the last two pages of the original is printed on paper for the back cover sheet if the original contains an even number of pages.	
	Back (Blank)	Paper for the back cover sheet is added after the last page of the copy. The same operation is performed with double-sided copying.	



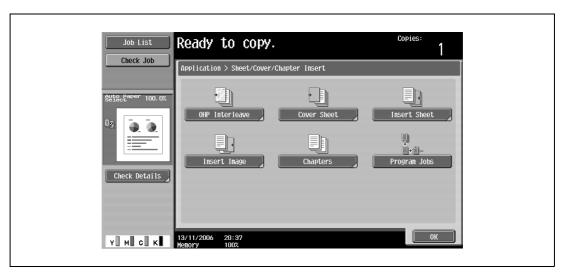
- 1 Position the original to be copied.
 - For details on positioning the original, refer to "Feeding the original" on page 3-28.
 - For an original that exceeds 100 pages, refer to "Scanning the original in separate batches ("Separate Scan" setting)" on page 3-31.
- 2 Load the paper for the cover pages and the paper for the main body of the original into separate paper trays.
 - Use paper with the same size for the cover pages and for the main body of the original, and load them in the same orientation.

- 3 Touch [Application], and then touch [Sheet/Cover/Chapter Insert].
 - For details on using thick paper for the cover sheets and on loading the paper, refer to "Paper types and paper capacities" on page 3-91 and "Loading paper into the bypass tray" on page 3-23.
 - To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



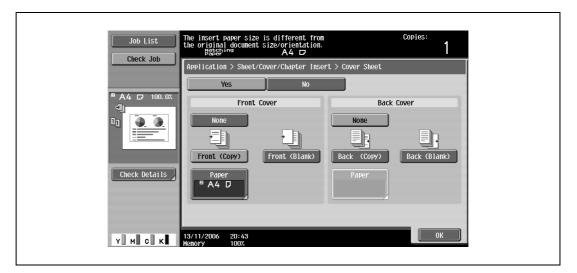
The Sheet/Cover/Chapter Insert screen appears.

4 Touch [Cover Sheet].



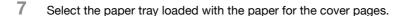
The Cover Sheet screen appears.

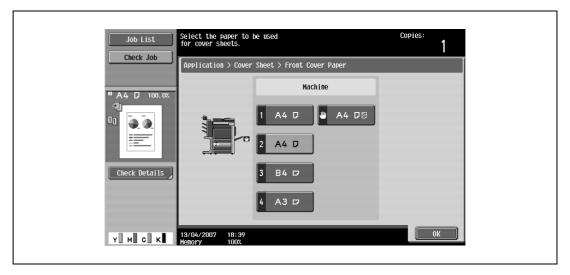
- 5 Select the desired cover page settings.
 - To cancel the setting and select the default, press the [Reset] key.
 - To cancel the "Cover Sheet" function, touch [No].
 - The default setting for the paper tray loaded with cover pages can be specified from the Utility mode.



6 If desired, touch [Paper] under "Front Cover" or "Back Cover".

The corresponding Cover Paper screen appears.





- 8 Touch [OK], and then touch [OK] in the next two screen that appears.
- 9 Specify any other desired copy settings.
- 10 Using the keypad, type in the desired number of copies.
- 11 Press the [Start] key.

3.25 Inserting different paper into copies ("Insert Sheet" function)

Different paper (such as colored paper) can be inserted for specified pages in the copies.

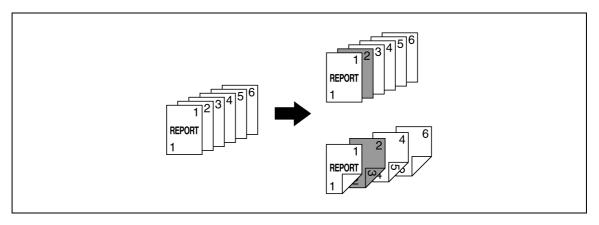
There are settings ("Copy" and "Blank") for selecting whether or not the inserted pages are printed. When the settings are combined with single-sided copying or double-sided copying, the copies are printed as shown below.

If "Copy" is selected, the original is copied with the specified paper inserted for the specified pages.

When page 2 is specified

Finishing	Description
Single-sided copies	The specified paper is inserted for the 2nd sheet of the copy, and the 2nd sheet of the original is copied onto it.
Double-sided copies	The back side of the 1st sheet of the copy is left blank, the specified paper is inserted for the 2nd sheet of the copy, and a double-sided copy of the 2nd and 3rd sheets of the original are printed onto it.

Сору

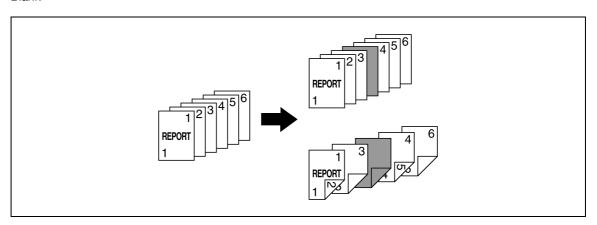


If "Blank" is selected, the specified paper is inserted after the specified page.

When page 3 is specified

Finishing	Description
Single-sided copies	The specified paper is inserted as the 4th sheet of the copy.
Double-sided copies	The back side of the 2nd sheet of the copy is left blank, and the specified paper is inserted for the 3rd sheet of the copy.

Blank



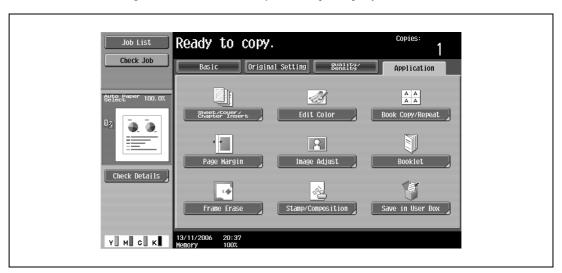


Detai

The specified paper can be inserted at a maximum of 30 locations within an original of up to 999 pages.

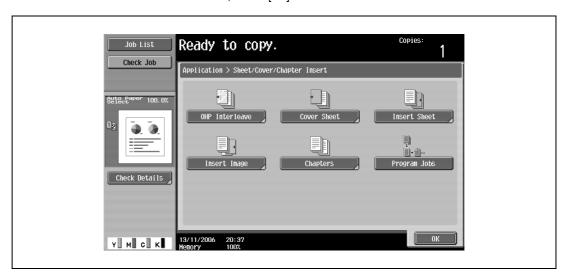
In double-sided originals, one double-sided page is considered to be two pages (one for the front and one for the back).

- 1 Position the original to be copied.
 - For details on positioning the original, refer to "Feeding the original" on page 3-28.
 - For an original that exceeds 100 pages, refer to "Scanning the original in separate batches ("Separate Scan" setting)" on page 3-31.
- 2 Load the paper to be used for the insertions sheets and the main body of the original into the desired paper trays.
 - Use paper with the same size for the insertion sheets and for the main body of the original, and load them in the same orientation.
 - To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.
- Touch [Application], and then touch [Sheet/Cover/Chapter Insert].
 - For details on using thick paper for the insertion sheets and on loading the paper, refer to "Paper types and paper capacities" on page 3-91 and "Loading paper into the bypass tray" on page 3-23.
 - To cancel the setting and select the default, press the [Reset] key.



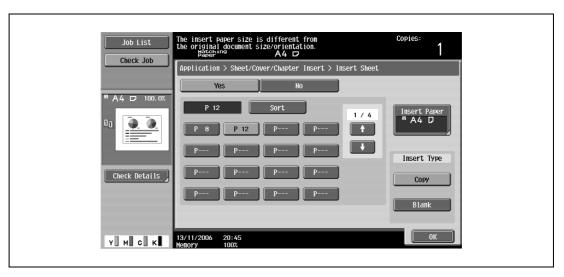
The Sheet/Cover/Chapter Insert screen appears.

- 4 Touch [Insert Sheet].
 - To cancel the "Insert Sheet" function, touch [No].



The Insert Sheet screen appears.

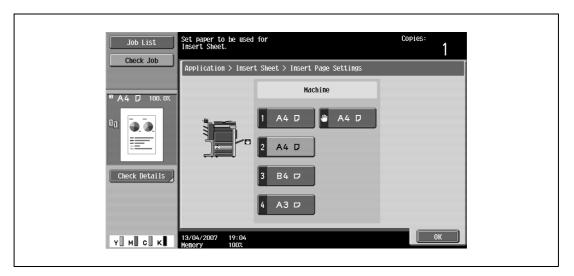
- 5 Touch a button for a page number, and then use the keypad to type in the number of the page where the paper is to be inserted.
 - There are two Insert Sheet screens. Touch and to display a different screen.
 - To arrange the page numbers in order, starting with the lowest number, touch [Sort].
 - To remove a page number that has been specified, touch the button for the page to be removed, and then press the [C] (clear) key.
 - If the same page number is entered multiple times, copying is not possible. Delete repeated page numbers.
 - If the entered page number is greater than the number of pages in the original, paper is not inserted.



6 Touch [Insert Paper].

The Insert Paper Settings screen appears.

7 Select the paper tray loaded with the paper for the insertion sheets, and then touch [OK].



- Under "Insert Type", touch either [Copy] or [Blank].
 - If "Copy" is selected, the original is copied with the specified paper inserted for the specified page.
 If "Blank" is selected, the specified paper is inserted after the specified page.
- 9 Touch [OK], and then touch [OK] in the next screen that appears.
- 10 Specify any other desired copy settings.
- 11 Using the keypad, type in the desired number of copies.
- 12 Press the [Start] key.

3.26 Inserting copies of a different original for a specified page ("Insert Image" function)

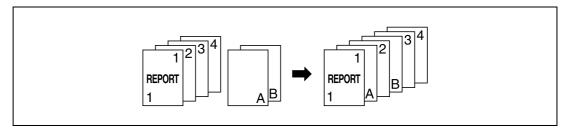
A multi-page original later scanned from the original glass can be inserted at the specified location in an original first scanned with the ADF. The inserted original is added after the specified pages.



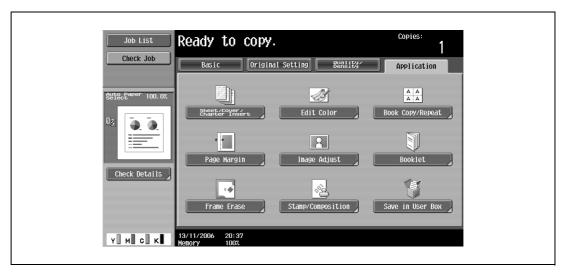
Detail

A separate original can be inserted at a maximum of 30 locations within an original of up to 999 pages.

In double-sided originals, one double-sided page is considered to be two pages (one for the front and one for the back).

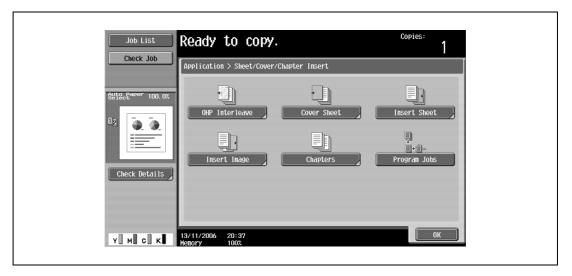


- 1 Load the original into the ADF.
 - For details on positioning the original, refer to "Feeding the original" on page 3-28.
 - For an original that exceeds 100 pages, refer to "Scanning the original in separate batches ("Separate Scan" setting)" on page 3-31.
- Touch [Application], and then touch [Sheet/Cover/Chapter Insert].
 - To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



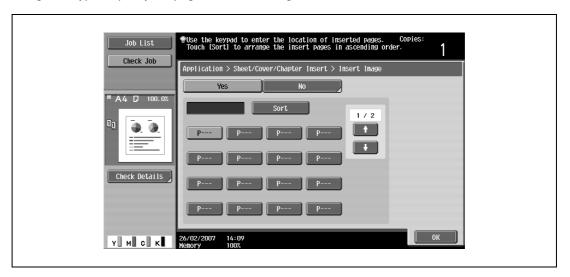
The Sheet/Cover/Chapter Insert screen appears.

- 3 Touch [Insert Image].
 - To cancel the setting and select the default, press the [Reset] key.
 - To cancel the "Insert Image" function, touch [No].



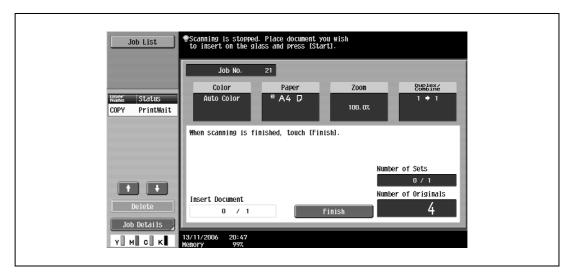
The Insert Image screen appears.

4 Using the keypad, specify the pages where the image is to be inserted.

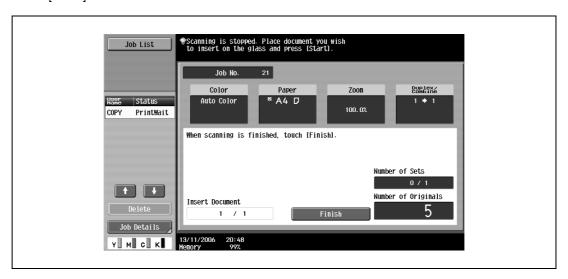


- There are two Insert Image screens. Touch 1 and 1 to display a different screen.
- The inserted original is added after the specified page.
- To arrange the page numbers in order, starting with the lowest number, touch [Sort].
- To remove a page number that has been specified, touch the button for the page to be removed, and then press the [C] (clear) key.
- If the original scanned from the original glass has more pages than the number of pages specified in the Insert Image screen, the extra pages of the insertion original are printed at the end of the original.
- If the original scanned from the original glass has fewer pages than the number of pages specified in the Insert Image screen, the missing insertion pages are not printed.
- If the same page number is specified twice, two insertion original pages are added at the specified location.
- If the specified page number is greater than the total number of pages in the main original, the corresponding insertion original page is added at the end of the original copy.
- 5 Touch [OK], and then touch [OK] in the next screen that appears.
- 6 Specify any other desired copy settings.
- 7 Using the keypad, type in the desired number of copies.

Press the [Start] key. Scanning begins.



- 9 Place the original to be inserted on the original glass.
 - For details on positioning the original, refer to "Feeding the original" on page 3-28.
- 10 Press the [Start] key. Scanning begins.
- 11 Touch [Finish].



- To insert a multi-page original, repeat steps 9 and 10 until all pages of the insertion original are scanned in the order that they are to be inserted.
- 12 Press the [Start] key.

3.27 Specifying pages to be printed on the front side ("Chapters" function)

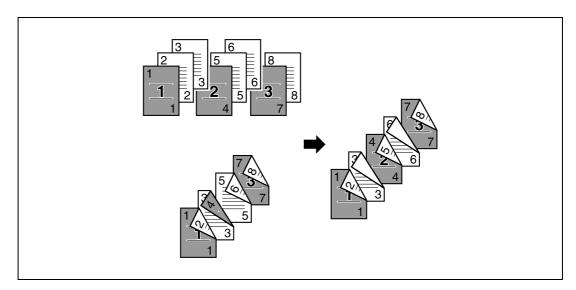
When making double-sided copies, the pages specified as the first page of a chapter can be printed on the front side of the paper. If the original was arranged so that the specified page would be printed on the back side of a page, the page is left blank and the specified page is printed on the front side of the next page. In addition, the specified page can be printed on different paper.



Detail

A maximum of 30 pages can be specified to be printed on the front side of the paper within an original of up to 999 pages.

In double-sided originals, one double-sided page is considered to be two pages (one for the front and one for the back).



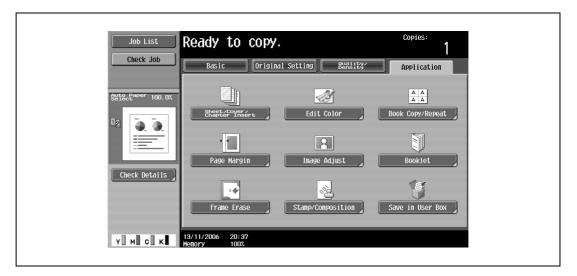


Note

Make sure that the paper loaded for the first page of the chapter and for the copy have the same size and orientation.

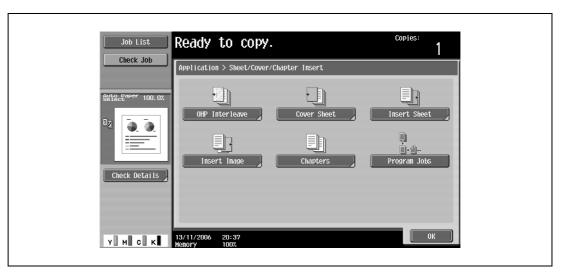
- 1 Position the original to be copied.
 - For details on positioning the original, refer to "Feeding the original" on page 3-28.
 - For an original that exceeds 100 pages, refer to "Scanning the original in separate batches ("Separate Scan" setting)" on page 3-31.

- 2 Touch [Application], and then touch [Sheet/Cover/Chapter Insert].
 - To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



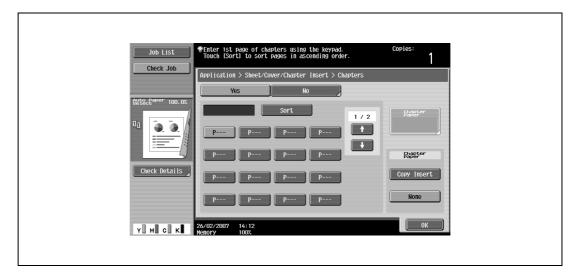
The Sheet/Cover/Chapter Insert screen appears.

3 Touch [Chapters].

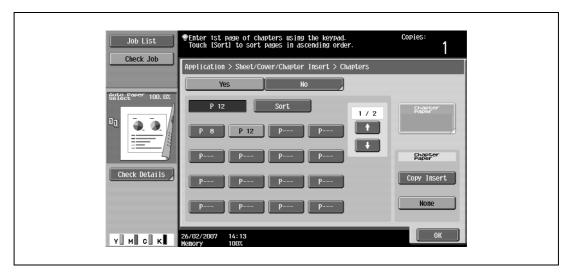


The Chapter screen (for editing) appears.

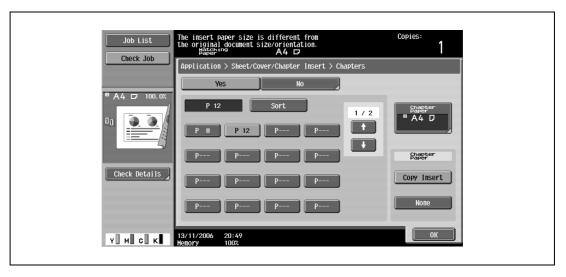
4 Using the keypad, specify the first page of the chapters.



- There are two Chapter screens. Touch and to display a different screen.
- To arrange the page numbers in order, starting with the lowest number, touch [Sort].
- To remove a page number that has been specified, touch the button for the page to be removed, and then press the [C] (clear) key.
- Under "Original > Copy", select "1-Sided > 2-Sided".
- If the same page number is entered multiple times, copying is not possible. Delete repeated page numbers.
- If the specified page number is greater than the number of pages in the original, that page number is ignored.
- 5 Under "Chapter Paper", touch [Copy Insert] or [None].
 - If "None" is selected, all pages of the copy are printed on the same paper.
 - To cancel the setting and select the default, press the [Reset] key.
 - To cancel the "Chapters" function, touch [No].



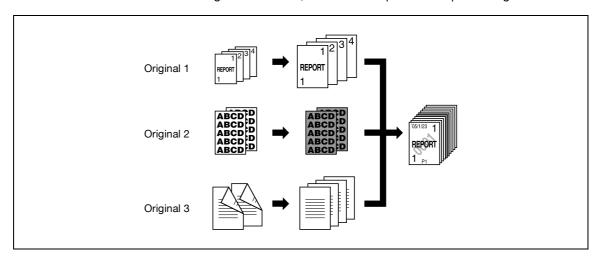
If "Copy Insert" is selected, [Chapter Paper] appears. Touch [Chapter Paper], select the paper to be
used for the first page of the chapter, and then touch [OK].



- Touch [OK], and then touch [OK] in the next screen that appears.
- 7 Specify any other desired copy settings.
- 8 Using the keypad, type in the desired number of copies.
- 9 Press the [Start] key.

3.28 Scanning originals with different settings and printing copies all together ("Program Jobs" function)

Loaded original pages can be scanned with different settings and their copies can be printed together. Different Zoom or Paper settings can be specified for a part of the original or Finishing settings or a numbering function can be set after the entire original is scanned, and then all copies can be printed together.



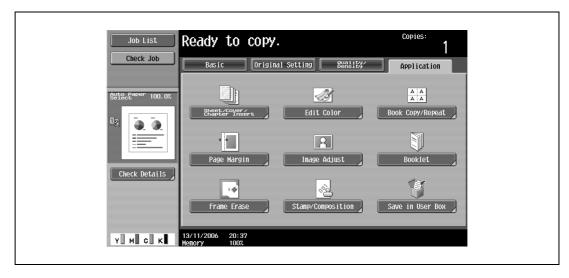


Note

100 original batches can be set.

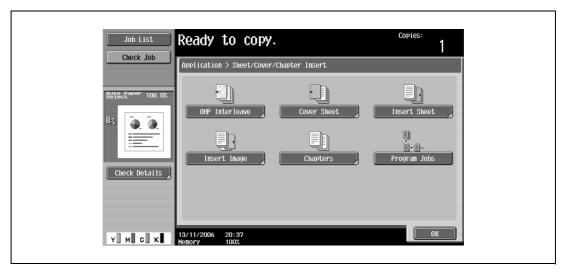
The "Group" Finishing setting is not available when programming jobs. Instead, select "Sort".

- 1 Position the original to be copied.
 - For details on positioning the original, refer to "Feeding the original" on page 3-28.
 - When saving scanned data in a user box, some scanned data may be lost if more than 10,000 pages are saved in the box.
- Touch [Application], and then touch [Sheet/Cover/Chapter Insert].
 - To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.

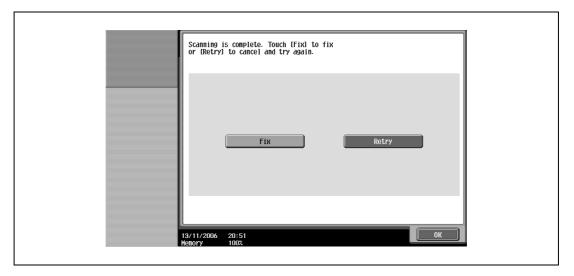


The Sheet/Cover/Chapter Insert screen appears.

3 Touch [Program Jobs], and then touch [OK].

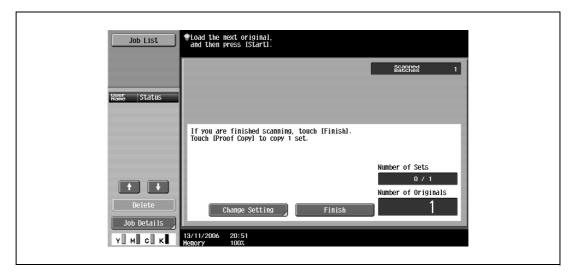


- 4 Select the desired copy settings, and then press the [Start] key.
 - To print a single copy or to display the preview image to be checked, press the [Proof Copy] key.
 Scanning begins.
- 5 Touch [Fix], and then touch [OK].

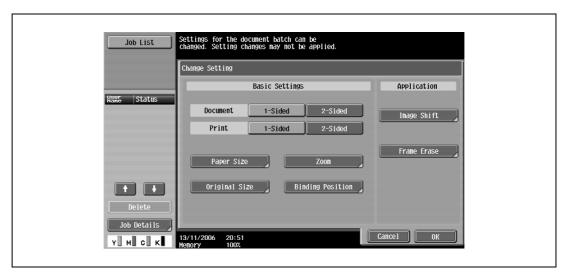


- If the original was loaded on the original glass, touch [Finish] in the screen that appears, requesting confirmation that scanning is finished.
- If "Retry" was selected, touch [Change Setting] to change the copy settings.

6 Position the next original, and then touch [Change Setting].



7 Select the desired copy settings, and then press the [Start] key.



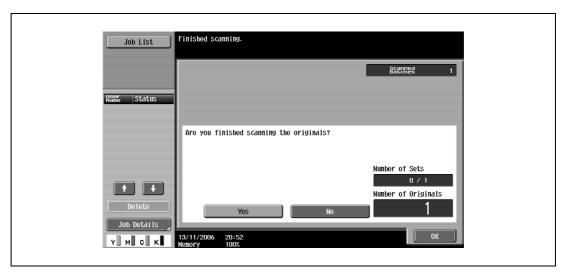
- To print a single copy to be checked, press the [Proof Copy] key.
- Repeat steps 5 to 7 until all originals have been scanned. The amount of memory available can be checked beside "Memory" in the lower-left corner of the screen. In addition, the number of original batches can be checked beside "Scanned Batches".
- When the memory is full, a message appears. Select whether to delete the last part of the data and scan it again, delete the last part of the data and print, or delete all of the original data.
- To cancel changes to the settings, touch [Cancel].

Scanning begins. After scanning is finished, touch [Fix], and then touch [OK].

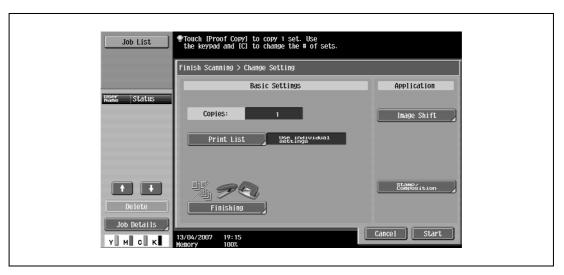
- Is there more information about the settings?
- → Refer to the appropriate section.
- After all original pages have been scanned, touch [Finish].

A message appears, requesting confirmation that scanning is finished.

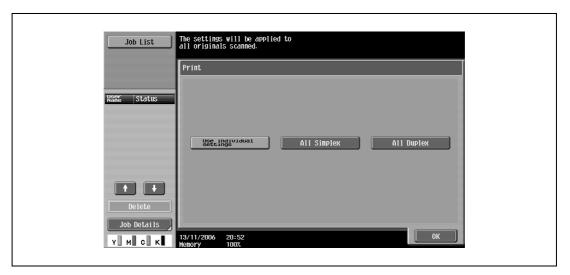
- 9 Touch [Yes], and then touch [OK].
 - If "No" was selected, touch [Change Setting] to change the copy settings.



10 Specify any other desired copy settings.



- Touch [Print List], and then specify the printing method for the entire scanned original.



- Is there more information about the settings?
- → Refer to the appropriate section.

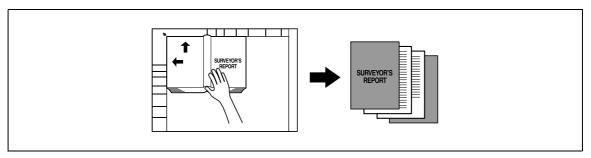
- 11 Using the keypad, type in the desired number of copies.
- 12 Touch [Start] or press the [Start] key.
 - If [Cancel] is touched, a message appears, requesting confirmation to delete the data. To stop printing, touch [Yes], and then touch [OK].

3.29 Producing separate copies of each page in a page spread ("Book Copy" function)

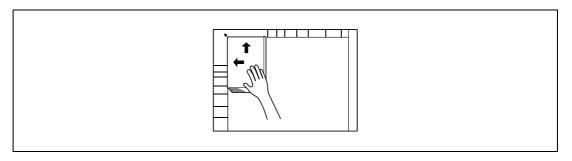
An open book or catalog can be copied with the left and right pages on separate sheets of paper.

The following copy methods are available, and there are settings for adding front and back covers.

Setting	Description
Book Spread	Both pages of the page spread are printed on the same page.
Separation	Separate copies of each page in the page spread are printed in the original page order. The original is scanned to fit the size of paper that will be used.
Front Cover	The front cover and separate copies of each page in the page spreads are printed in the original page order.
Front and Back Cover	The front cover, separate copies of each page in the page spreads and the back cover are printed in the original page order.

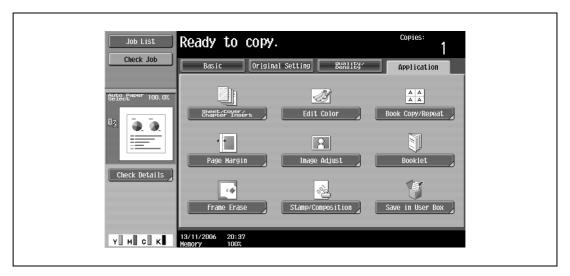


- ✔ Place the original on the original glass.
- 1 Place the pages on the original glass, starting with the first page.
 - For details on positioning the original, refer to "Feeding the original" on page 3-28.
 - If "Front and Back Cover" was selected, the front cover is scanned before the back cover, and then all page spreads are scanned in order.



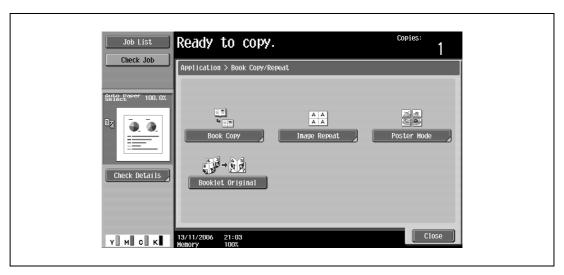
- How are the front and back covers copied?
- → Scan the front cover, then the back cover, and then scan the remainder of the original.
- 2 Load the paper to be used into the desired paper tray.

- 3 Touch [Application], and then touch [Book Copy/Repeat].
 - To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



The Book Copy/Repeat screen appears.

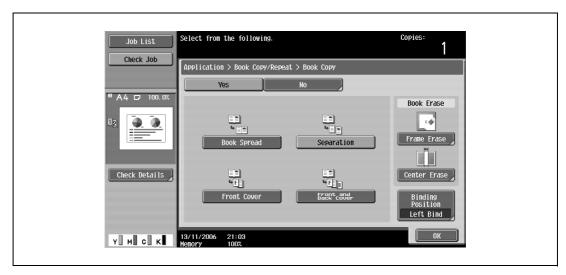
4 Touch [Book Copy].



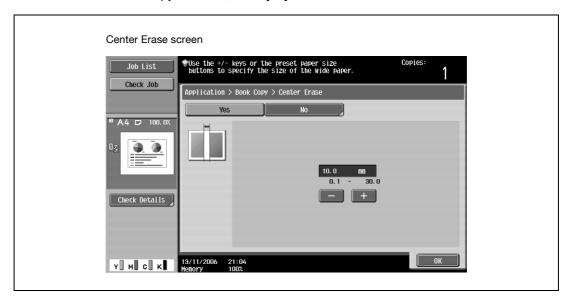
 [Booklet Original] appears if optional finisher FS-609 is installed or optional finisher FS-519 is installed with the saddle stitcher attached.

The Book Copy screen appears.

5 Touch the button for the desired setting.

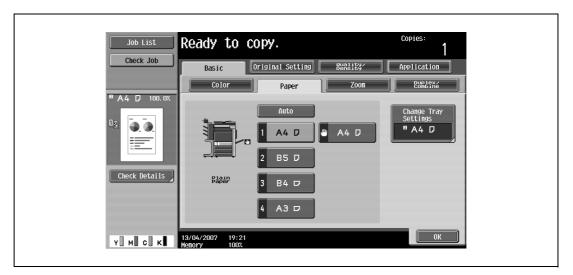


- If "Separation", "Front Cover" or "Front and Back Cover" is selected, [Binding Position] appears.
 Select the binding position of the original.
- If desired, specify a Book Erase function. Touch the button for the erasing method, touch [-] and [+] to specify the width of the area to be erased, and then touch "OK".
- When using the keypad to specify the settings, press the [C] (clear) key to erase the value, and then
 type in the setting.
- To cancel the "Book Copy" function, touch [No].



- What do the Book Erase functions do?
- The shadow of the book binding and the shadow of the book edges can be erased from the copies. The "Frame Erase" and "Center Erase" functions can be used together.
- ? How are settings specified for the "Frame Erase" function?
- → If the "Frame Erase" function in the Application screen is specified, [Frame Erase] under "Book Erase" will be selected.
- What happens when a value outside of the allowable range is specified?
- The message "Input error" appears. If "Input error" appears or if the erased width was incorrectly entered, press the [C] (clear) key in the keypad, and then specify the correct value.
- Touch [OK], and then touch [Close].

7 In the Basic screen, touch [Paper], and then select the paper tray loaded with the paper.



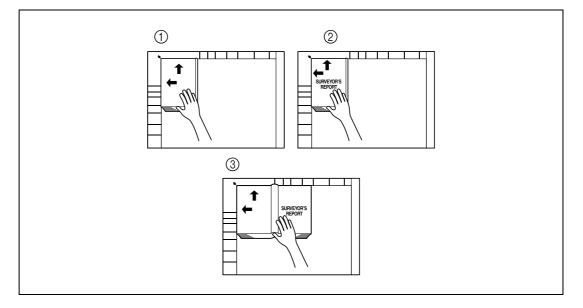
- Specify any other desired copy settings.
 - To cancel the setting and select the default, press the [Reset] key.
- 9 Using the keypad, type in the desired number of copies.
- 10 Press the [Start] key.
 - For details on positioning the original, refer to "Scanning a multi-page original from the original glass" on page 3-35.
 - Position the next page and repeat step 10 until all pages of the original are scanned.

Scanning begins.

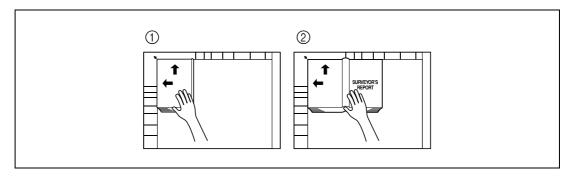
If "Book Spread" or "Separation" is selected, printing begins.

If "Front Cover" or "Front and Back Cover" is selected, continue with step 11.

- 11 After all original pages have been scanned, touch [Finish].
 - If "Front and Back Cover" was selected, the back cover is scanned after the front cover, and then all page spreads are scanned in order.



- If "Front Cover" was selected, all page spreads are scanned in order after the front cover.



12 Press the [Start] key.

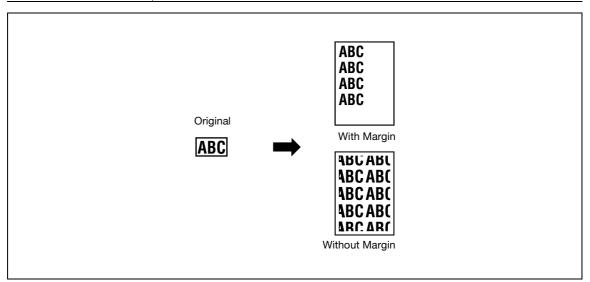
3.30 Tiling copy images ("Image Repeat" function)

An original image can be repeatedly printed on a single sheet of paper.

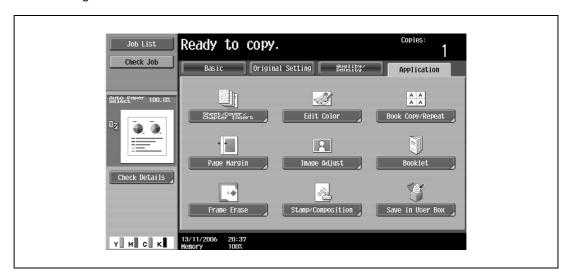
The possible number of repeating images is automatically selected based on the size of the loaded original, the specified paper size and the zoom ratio.

The following repeating formats and settings are available.

Setting	Description
With Margin	Multiple copies are printed of the entire image within the specified area. The area around the image appears as a margin.
Without Margin	Multiple copies of the selected area of the image are printed to fill the paper; however, a part of the image may be cut off.
2/4/8 Repeat	A fixed number of copies of the selected image area are printed in the paper. The number of repeating copies can be set to 2, 4 or 8 times. However, any part of the image that does not fit within its specific section of the paper is cut off.

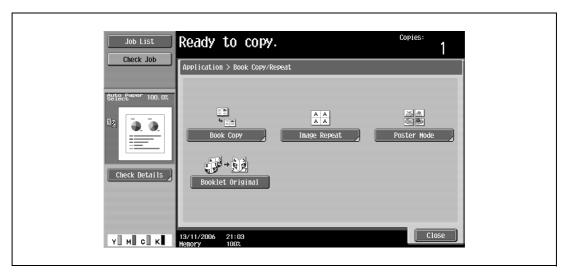


- 1 Position the original to be copied.
 - For details on positioning the original, refer to "Feeding the original" on page 3-28.
- 2 Load the paper to be used into the desired paper tray.
- 3 Touch [Application], and then touch [Book Copy/Repeat].
 - To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



The Book Copy/Repeat screen appears.

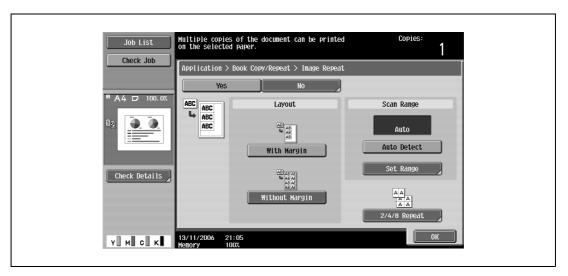
4 Touch [Image Repeat].



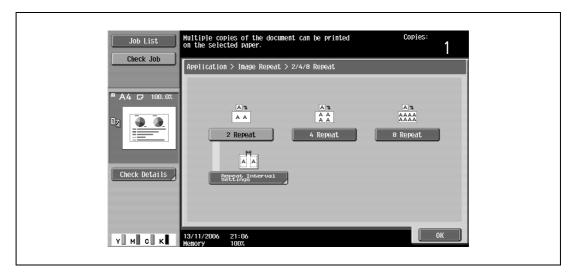
 [Booklet Original] appears if optional finisher FS-609 is installed or optional finisher FS-519 is installed with the saddle stitcher attached.

The Image Repeat screen appears.

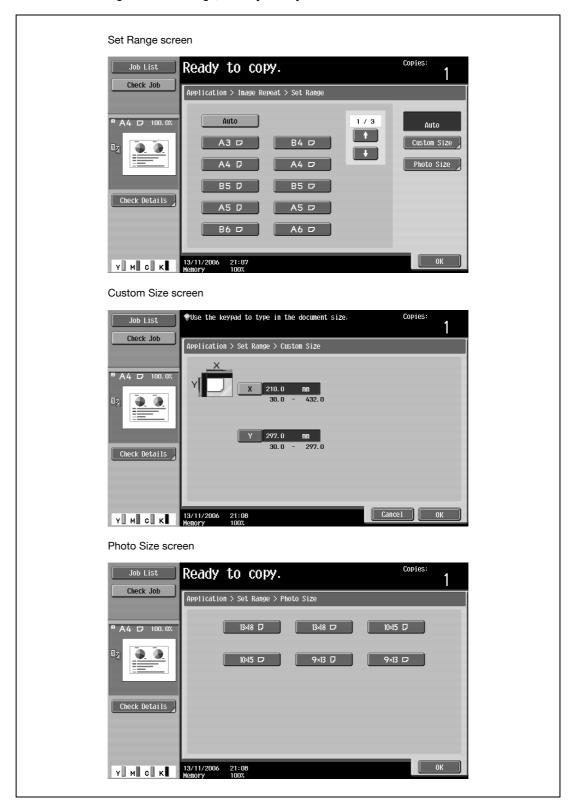
- 5 Under "Layout", touch [With Margin] or [Without Margin], or touch [2/4/8 Repeat].
 - To cancel the "Image Repeat" function, touch [No].



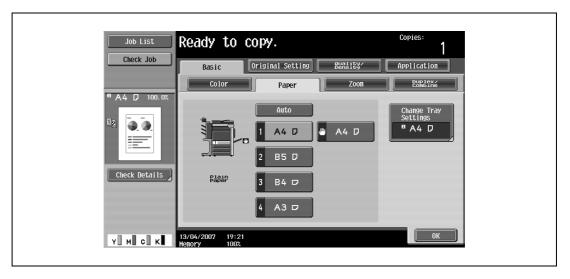
 Touching [2/4/8 Repeat] displays the 2/4/8 Repeat screen, where the number of repeats and the interval can be selected.



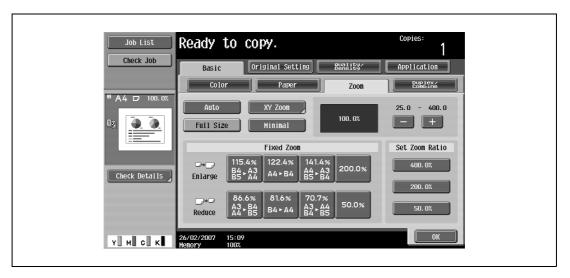
- 6 Check the scanning size under "Scan Range", touch [OK], and then touch [Close] in the next screen that appears.
 - If the original size does not appear under "Scan Range" or to specify the scanning area, touch [Set Range], and then specify the scanning area from any of the screens.
 - Touch [Photo Size] to display the Photo Size screen.
 To cancel changes to the settings, touch [Cancel].



- Can sizes in inches be displayed?
- → Touch or to display a different list of sizes.
- Can any size be specified?
- Any size can be specified from the Custom Size screen. Touch [X] or [Y] to select the dimension, and then use the keypad to specify the correct value. (To enter a value, press the [C] (clear) key, and then use the keypad to type in the new value.)
- ? What happens when a value outside of the allowable range is specified?
- The message "Input error" appears. If "Input error" appears or if the value was incorrectly entered, press the [C] (clear) key in the keypad, and then specify the correct value.
- 7 In the Basic screen, touch [Paper], and then select the paper tray loaded with the paper.



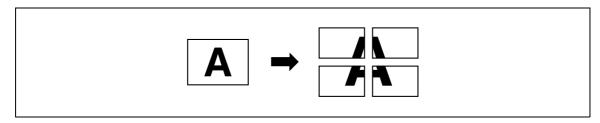
 If settings were specified in the 2/4/8 Repeat screen, touch [Zoom] in the Basic screen, and then specify the zoom ratio setting.



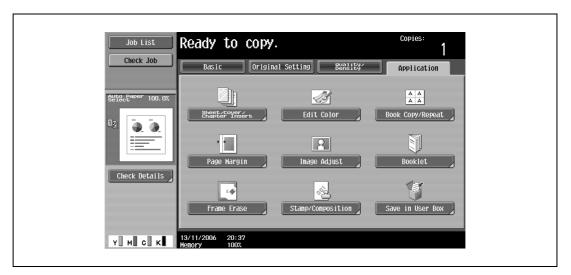
- Specify any other desired copy settings.
 - To cancel the setting and select the default, press the [Reset] key.
- 9 Using the keypad, type in the desired number of copies.
- 10 Press the [Start] key.

3.31 Copying an enlarged image on multiple pages ("Poster Mode" function)

An original image can be divided, and each section of the image can be printed enlarged. The finished size can be specified by the image size, zoom ratio or paper size.

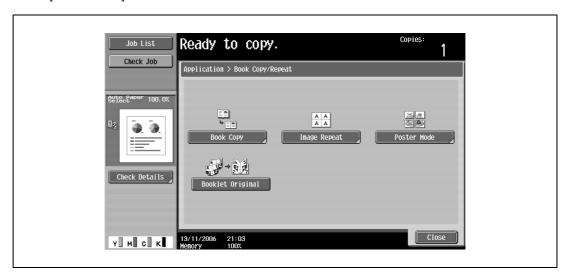


- 1 Place the original on the original glass.
 - For details on positioning the original, refer to "Feeding the original" on page 3-28.
- 2 Touch [Application], and then touch [Book Copy/Repeat].
 - To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



The Book Copy/Repeat screen appears.

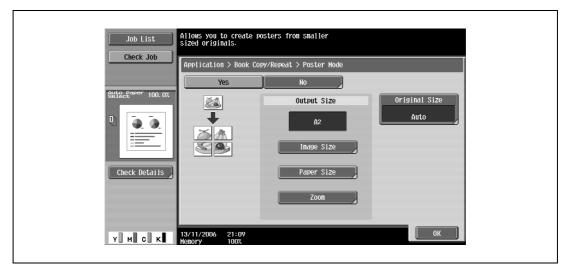
3 Touch [Poster Mode].



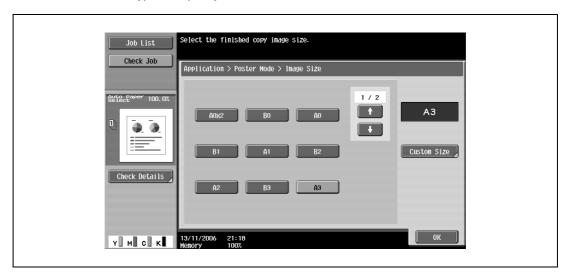
 [Booklet Original] appears if optional finisher FS-609 is installed or optional finisher FS-519 is installed with the saddle stitcher attached.

The Poster Mode screen appears.

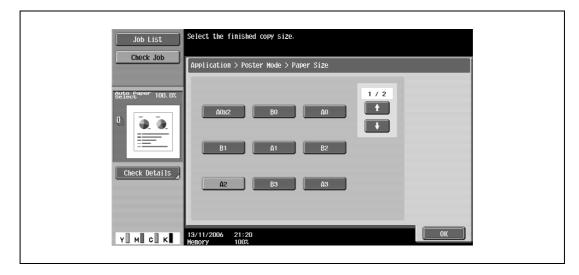
- 4 Under "Output Size", touch [Image Size], [Paper Size] or [Zoom].
 - The factory default setting for the finished size is "A2".



- Touch [Image Size], select the finished image size, and then touch [OK].
- Touch or to display a different list of standard sizes.
- Touching [Custom Size] displays the Custom Size screen. Touch [X] or [Y] to select the dimension, and then use the keypad to specify the desired value.



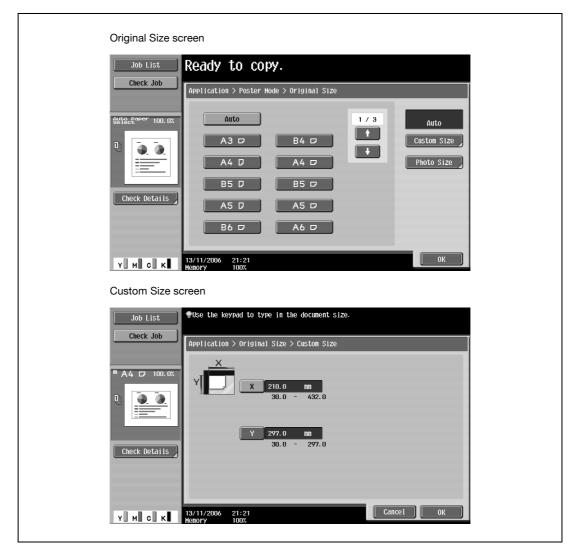
- Touch [Paper Size], select the finished paper size, and then touch [OK].
- Touch or to display a different list of paper sizes.

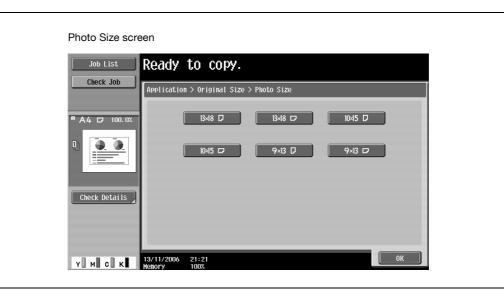


- Touch [Zoom], use the keypad to type in the desired value, and then touch [OK].



- 5 Check the original size, and then touch [OK].
 - If the original size cannot be detected automatically or to specify the original size, touch [Original Size], and then specify the original size from any of the screens.
 - Touch [Photo Size] to display the Photo Size screen.
 To cancel changes to the settings, touch [Cancel].

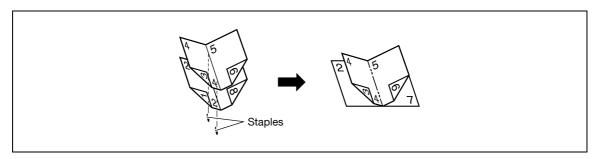




- Can sizes in inches be displayed?
- → Touch or to display a different list of sizes.
- Can any size be specified?
- Any size can be specified from the Custom Size screen. Touch [X] or [Y] to select the dimension, and then use the keypad to specify the correct value. (To enter a value, press the [C] (clear) key, and then use the keypad to type in the new value.)
- What happens when a value outside of the allowable range is specified?
- → The message "Input error" appears. If "Input error" appears or if the value was incorrectly entered, press the [C] (clear) key in the keypad, and then specify the correct value.
- 6 Specify any other desired copy settings.
 - The number of copies is set to "1" and cannot be changed.
- 7 Press the [Start] key.

3.32 Copying booklets ("Booklet Original" function)

A booklet with its staples removed can be copied and bound with staples at the center to create copies of the original booklet.





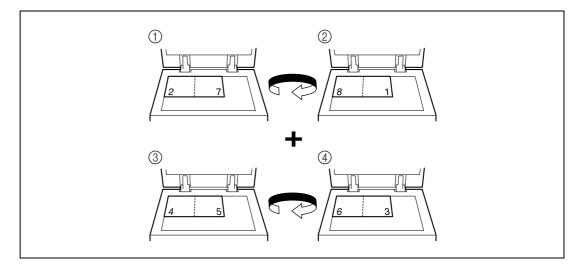
Detail

For details on stapling, refer to "Binding copies at the center ("Center Staple" and "Half-Fold" setting/"Center Staple & Fold" setting)" on page 3-68.

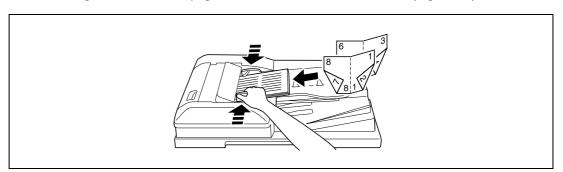
With the "Booklet Original" function, copies are made of the entire page, including the center of the original (area bound with staples).

For details on positioning the original, refer to "Feeding the original" on page 3-28.

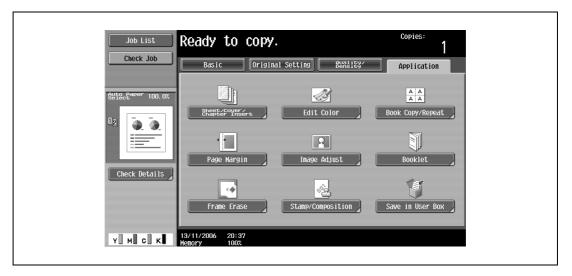
- This function can be used when optional finisher FS-609 is installed or optional finisher FS-519 is installed with the saddle stitcher attached.
- 1 Position the original to be copied.
 - Load a booklet with the staples removed.
 - The number of sheets that can be stapled together is no more than 15 and differs depending on the paper type. For details, refer to "Selecting a folding setting" on page 3-65.
 - When using the original glass, position the pages in order, starting with the side that includes the first page, then the side that includes the second page, then the side that includes the third page.



- When using the ADF, load the pages with the side that includes the first page on top.

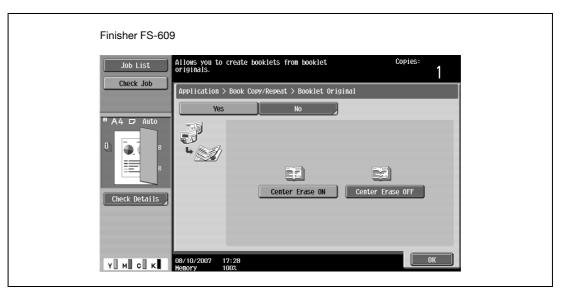


- 2 Touch [Application], and then touch [Book Copy/Repeat].
 - To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



The Book Copy/Repeat screen appears.

3 Touch [Booklet Original].



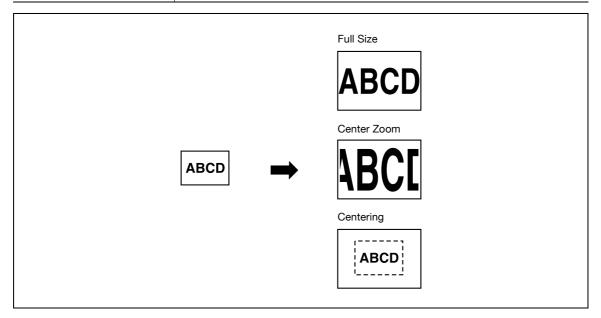
- Select [Center Erase ON] or [Center Erase OFF], and then touch [OK].
- 4 Touch [Close].
- 5 Specify any other desired copy settings.
- 6 Using the keypad, type in the desired number of copies.
- 7 Press the [Start] key.
 - If the original is placed on the original glass, scanning begins.
 - For details on scanning an original from the original glass, refer to "Scanning a multi-page original from the original glass" on page 3-35.
- 8 After all original pages have been scanned, touch [Finish] and then press the [Start] key.

3.33 Adjusting the image to fit the paper (Image Adjust settings)

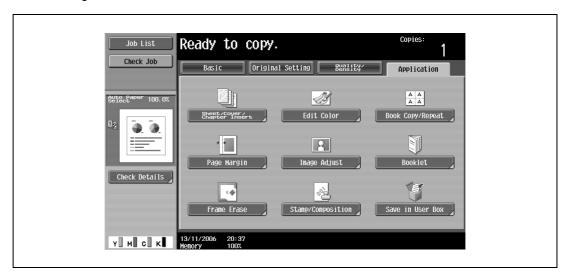
When the copy paper is larger than the original, copies can be made with the original image centered and enlarged to fill the paper.

The image can be adjusted in any of the following ways.

Setting	Description
Full Size	The area that contains the entire image is centered and enlarged to the size of the paper.
Center Zoom	The image is enlarged to the size of the paper so that the paper is filled. However, some parts of the image may be lost.
Centering	The image is centered in the paper without being enlarged.

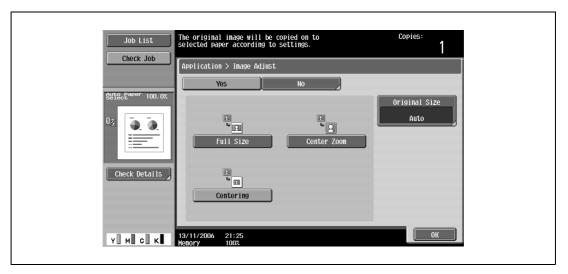


- Position the original to be copied.
 - For details on positioning the original, refer to "Feeding the original" on page 3-28.
 - If "Full Size" or "Center Zoom" is to be set, position the original on the original glass.
- Touch [Application], and then touch [Image Adjust].
 - To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.

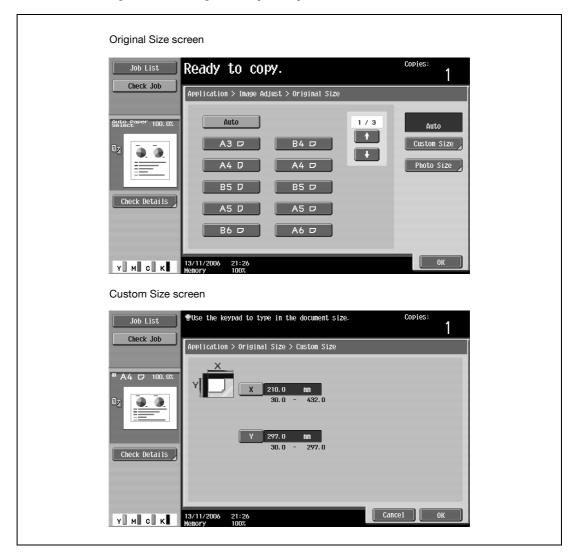


The Image Adjust screen appears.

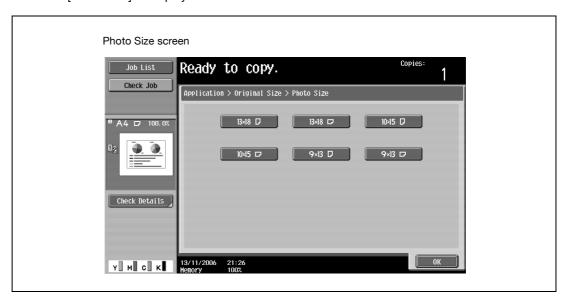
- 3 Touch the button for the desired setting.
 - To cancel the Image Adjust settings, touch [No].
 - If a non-standard-sized original is loaded, the original size is not detected. Therefore, specify the original size in the Custom Size screen, and then press the [Start] key.



- 4 Check the original size, and then touch [OK].
 - If the original size cannot be detected automatically or to specify the original size, touch [Original Size], and then specify the original size from any of the screens.
 To cancel changes to the settings, touch [Cancel].



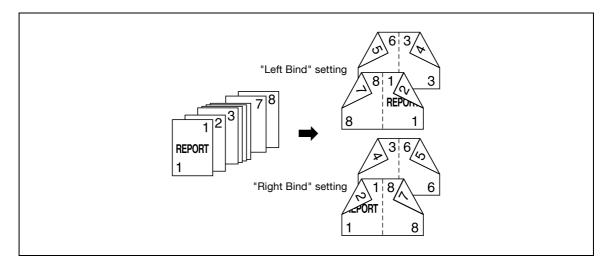
- Touch [Photo Size] to display the Photo Size screen.



- Can sizes in inches be displayed?
- → Touch or to display a different list of sizes.
- Can any size be specified?
- Any size can be specified from the Custom Size screen. Touch [X] or [Y] to select the dimension, and then use the keypad to specify the correct value. (To enter a value, press the [C] (clear) key, and then use the keypad to type in the new value.)
- What happens when a value outside of the allowable range is specified?
- The message "Input error" appears. If "Input error" appears or if the value was incorrectly entered, press the [C] (clear) key in the keypad, and then specify the correct value.
- 5 Specify any other desired copy settings.
 - To cancel the setting and select the default, press the [Reset] key.
- Using the keypad, type in the desired number of copies.
- 7 Press the [Start] key.

3.34 Copying with the page layout of a booklet ("Booklet" function)

The page order of the scanned original is automatically arranged to produce double-sided copies in a page layout for center binding, such as for a magazine. Stapling is possible only when optional finisher FS-609 is installed or optional finisher FS-519 is installed with the saddle stitcher attached.





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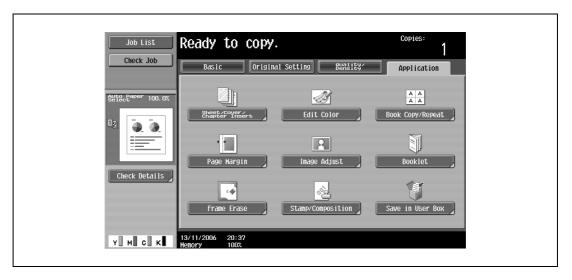
Generally, a multiple of 4 original pages is required with a single-sided original, and a multiple of 2 original pages is required with a double-sided original. If there are not enough pages, blank pages are automatically added at the end.

For details on stapling, refer to "Binding copies at the center ("Center Staple" and "Half-Fold" setting/"Center Staple & Fold" setting)" on page 3-68.

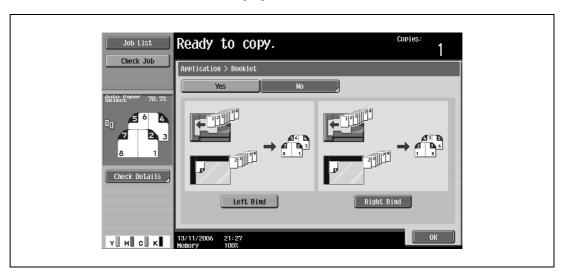
For an original that exceeds 100 pages, refer to "Scanning the original in separate batches ("Separate Scan" setting)" on page 3-31.

The width of the binding margin is automatically specified.

- Position the original to be copied.
 - For details on positioning the original, refer to "Feeding the original" on page 3-28.
- 2 Touch [Application], and then touch [Booklet].
 - To cancel changes to the settings for all Application functions, press the [Reset] key. All changes to the settings are canceled.



- 3 Touch [Left Bind] or [Right Bind].
 - If the original contains only pages in the landscape orientation, they will be bound at the top, regardless of which setting is selected.
 - To cancel the setting and select the default, press the [Reset] key.
 - To cancel the "Booklet" function, touch [No].



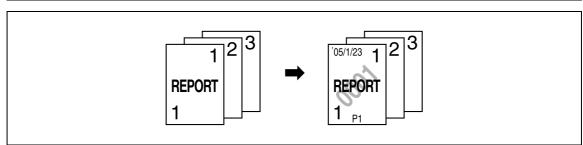
- 4 Touch [OK].
- 5 Specify any other desired copy settings.
- 6 Using the keypad, type in the desired number of copies.
- 7 Press the [Start] key.

3.35 Printing the date/time or page number on copies (Stamp/Composition functions)

The date/time or page number can be added to copies at the specified location, or a distribution number can be added when multiple copies are made.

The following Stamp/Composition functions are available and can be combined.

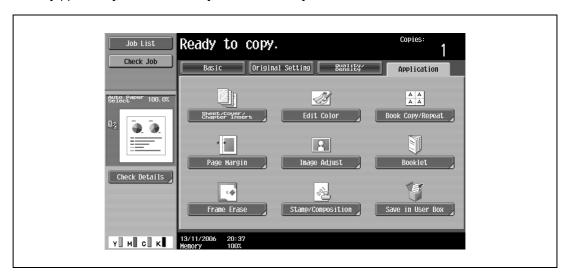
Function	Description
Date/Time	Select a format and print the date or time on the specified pages.
Page Number	Select a format and print page numbers starting with the specified page number.
Stamp	 Preset Stamp Print copies with previously stored preset stamps overlapping pages. Registered Stamp Print copies with a stamp registered with the Copy Protection Utility overlapping pages.
Copy Protect	Print copies with copy protection text (hidden text that prevents unauthorized copying), such as a preset stamp or the date.
Stamp Repeat	Print copies with text (such as registered stamps, preset stamps or the date) repeating throughout the page.
Overlay	Copies can be printed with the contents of the first original page overlapped by (as an overlay image) the remaining original pages.
Header/Footer	The date and time or a distribution number can be printed on each page. This function is available only when specified by the administrator.



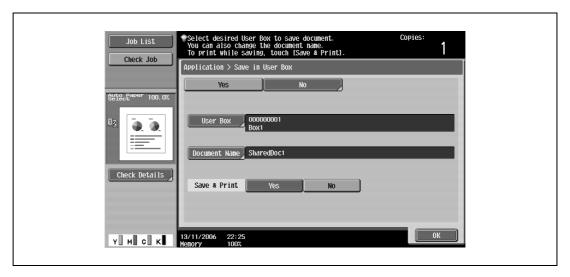
3.36 Saving the scanned original in a user box ("Save in User Box" function)

A scanned original can be saved in a user box. Documents saved in user boxes can be printed when necessary.

- 1 Position the original to be copied.
- 2 Touch [Application], and then touch [Save in User Box].

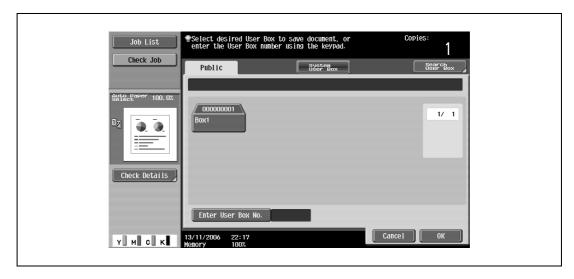


3 Touch [User Box].

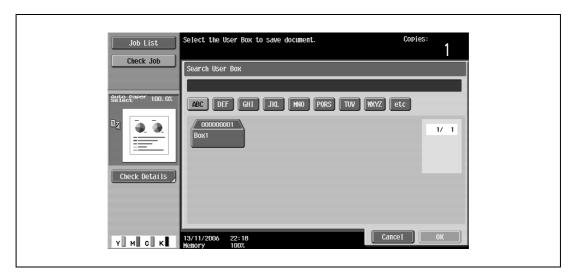


A screen for selecting a user box appears.

- 4 Select the user box where the data is to be saved.
 - Touch the tab containing the desired user box, and then button for the user box.
 - To type in a user box number to specify the user box, touch [Enter User Box No.].
 - It is not necessary to enter the password when saving data, even if a password has been specified for the box.

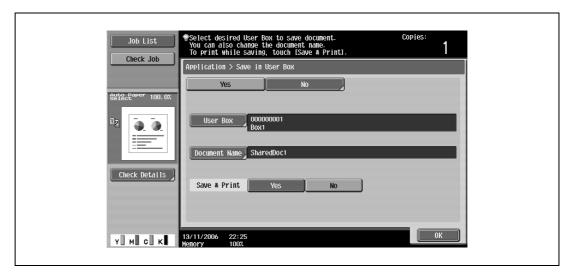


Touching [Search User Box] displays the Search User Box screen.
 User boxes can be searched for by the first letter of their name. Touch [etc] or the button that includes the first letter of the user box name to display a list of user boxes starting with the selected letter. A user box can be selected from this screen.

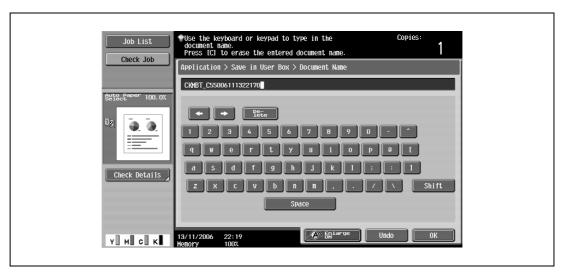


5 Touch [OK].

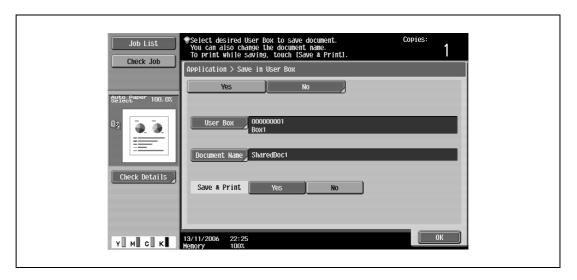
6 Check the name of the document to be saved. To change the name that is automatically specified, touch [Document Name].



- 7 After typing in the name, touch [OK].
 - For details on typing in text, refer to "Entering text" on page 8-3.



8 Select whether or not a copy will also be printed when the data is saved. To print a copy, touch [Yes] beside "Save & Print".



- 9 Touch [OK].
 - To cancel the "Save in User Box" function, touch [No].
 The Application screen appears again.
- 10 Specify any other desired copy settings.
- 11 Press the [Start] key.

If [Yes] beside "Save & Print" was selected, the scanned original is copied and the document data is saved in the specified user box.

If [No] beside "Save & Print" was selected, the data for the scanned original is saved in the specified user box.

3.37 Overview of Utility mode parameters

This section describes the buttons available when the [Utility/Counter] key is pressed.



Note

The buttons that appear in the Utility mode parameters differ depending on the specified settings.

List of Utility mode parameters

First-level menu	Second-level menu	Third-level menu
[1] One-Touch/User Box Registra-	[1] Create One-Touch Destination	[1] Address Book
tion		[2] Group
		[3] E-mail Settings
	[2] Create User Box	[1] Public/Personal User Box
		[2] Bulletin Board User Box
		[3] Relay User Box
	[3] Limiting Access to Destinations	[1] Apply Levels/Groups to Destinations
[2] User Settings	[1] System Settings	[1] Language Selection
		[2] Measurement Unit Settings
		[3] Paper Tray Settings
		[4] Auto Color Level Adjust.
		[5] Power Save Settings
		[6] Output Settings
		[7] AE Level Adjustment
		[8] Auto Paper Select for Small Original
		[9] Blank Page Print Settings
	[2] Custom Display Settings	[1] Copier Settings
		[2] Scan/Fax Settings
		[3] Copy Screen
		[4] Fax Active Screen
		[5] Color Selection Settings
		[6] Left Panel Display Default
		[7] Search Option Settings

First-level menu	Second-level menu	Third-level menu
[2] User Settings	[3] Copier Settings	Auto Booklet ON when Fold & Staple
		Auto Zoom For Combine/ Booklet
		Auto Sort/Group Selection
		Default Copy Settings
		When AMS Direction is Incorrect
		Default Enlarge Display settings
		Separate Scan Output Method
		Enlargement Rotation
		Auto Zoom (Platen)
		Auto Zoom (ADF)
		Specify Default Tray when APS Off
		Select Tray for Insert Sheet
		Print Jobs During Copy Operation
		Automatic Image Rotation
	[4] Scan/Fax Settings	JPEG Compression Level
		Black Compression Level
		TWAIN Lock Time
		Default Scan/Fax Settings
		Default Enlarge Display settings
		Compact PDF Compression Level
	[5] Printer Settings	[1] Basic Settings
		[2] Paper Setting
		[3] PCL Settings
		[4] PS Setting
		[5] XPS Settings
		[6] Print Reports
	[6] Change Password	
	[7] Change E-Mail Address	E-Mail Address
	[8] Change Icon	

First-level menu	Second-level menu	Third-level menu
[3] Administrator Settings	[1] System Settings	[1] Power Save Settings
		[2] Output Settings
		[3] Date&Time Settings
		[4] Daylight Saving Time
		[5] Weekly Timer Settings
		[6] Restrict User Access
		[7] Expert Adjustment
		[8] List/Counter
		[9] Reset Settings
		[0] User Box Settings
		(next screen)
		[2] Stamp Settings
		[3] Blank Page Print Settings
	[2] Administrator/Machine Settings	[1] Administrator Registration
		[2] Input Machine Address
	[3] One-Touch/User Box Registra-	[1] Create One-Touch Destination
	tion	[2] Create User Box
		[3] One-Touch/User Box Registration List
		[4] Maximum Number of User Boxes
	[4] User Authentication/Account	[1] General Settings
	Track	[2] User Authentication Settings
		[3] Account Track Settings
		[4] Print without Authentication
		[5] Print Counter List
		[6] External Server Settings
		[7] Limiting Access to Destinations
		[8] Authentication Device Setting
	[5] Network Settings	[1] TCP/IP Settings
		[2] NetWare Settings
		[3] HTTP Server Settings
		[4] FTP Settings
		[5] SMB Settings
		[6] LDAP Settings
		[7] E-Mail Settings
		[8] SNMP Settings
		[9] AppleTalk Settings
		[0] Bonjour Setting
		(next screen)

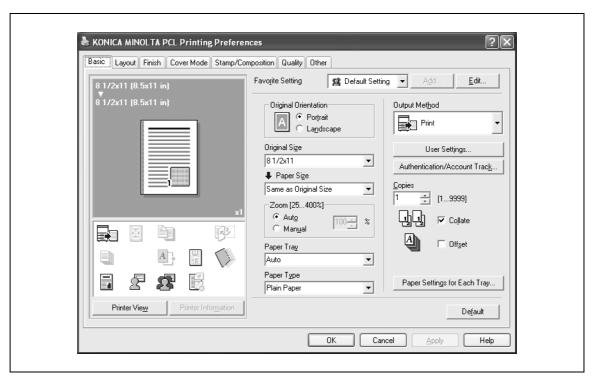
First-level menu	Second-level menu	Third-level menu
[3] Administrator Settings	[5] Network Settings	[1] TCP Socket Settings
		[2] Network Fax Settings
		[3] WebDAV Settings
		[4] Web Service Settings
		[5] Detail Settings
	[6] Copier Settings	Auto Zoom (Platen)
		Auto Zoom (ADF)
		Specify Default Tray when APS Off
		Select Tray for Insert Sheet
		Print Jobs During Copy Operation
		Automatic Image Rotation
	[7] Printer Settings	USB Timeout
		Network Timeout
		Print XPS Errors
	[8] Fax Settings	[1] Header Information
		[2] Header/Footer Position
		[3] Line Parameter Setting
		[4] TX/RX Settings
		[5] Function Settings
		[6] PBX Connection Setting
		[7] Report Settings
		[8] Job Settings List
		[9] Multi Line Setting
		[0] Network Fax Setting
	[9] System Connection	[1] Open API Settings
	[0] Security Settings	[1] Administrator Password
		[2] User Box Administrator Setting
		[3] Administrator Security Levels
		[4] Security Details
		[5] Enhanced Security Mode
		[6] HDD Settings
		[7] Function Management Settings
		[8] Stamp Settings
		[0] Diver Password Encryption Setting
	(next screen)	
	[1] License Settings	[1] Get Request Code
		[2] Install License
		[3] List of Enabled Functions
[4] Check Consumable Life	Print List	
[6] Banner Printing	Allow	
	Restrict	

Print Operations

4 Print Operations

4.1 Common settings (PCL/PS drivers for Windows)

The following describes the common settings and buttons that are displayed on all tabs.



Item	Description	
OK	Click this button to close the dialog box and apply any settings that have been changed.	
Cancel	Click this button to cancel any settings that have been changed and close the dialog box.	
Help	Click this button to display the help for each item on the currently displayed dialog box.	
Add (Favorite Setting)	Click this button to save the current settings and to view them at a later time.	
Edit (Favorite Setting)	Click this button to change the saved settings.	
Default	Click this button to return the default setting.	
View	Click this button to return the default setting. When the "Paper View" button is selected, a preview of the page layout as specified in the current settings is displayed and a preview image of the print job can be checked. When the "Printer View" button is selected, a printer figure is displayed showing any options, such as the paper tray, that are installed on this machine. 81/2x11 (8.5x11 in) 81/2x11 (8.5x11 in) 200x200doi(Fine)	
	Paper Printer	
Printer Information	Starts up the PageScope Web Connection to confirm the printer information. This is available when communication with this machine is enabled.	

4.2 Parameter details (PCL/PS drivers for Windows)

The print setting screen is the screen to set printer driver functions.

Click the [Properties] or [Preferences] button on the Print dialog box, or right-click the printer icon of the "Printers" window or the "Printers and Faxes" window, and then specify "Print Setting" ("Document Defaults" for Windows NT 4.0) to open it.

4.2.1 Basic tab



Function name	Option	Description
Original Orientation	Portrait, Landscape	Specifies the orientation of the original.
Original Size	Paper size registered as the standard paper size and non-standard paper size.	Specifies the size of the original document.
	Custom Size	Register the size.
Paper Size	Paper size registered as the standard paper size and non-standard paper size available on this machine.	Specifies the output paper size. The original is automatically enlarged or reduced to the size specified here when it differs from the "Original Size" setting and "Zoom" is set to "Auto".
	Custom Size	Custom sizes can be registered.
Zoom	25 to 400%	Specifies the enlargement and reduction ratio.
Paper Tray	Auto, Tray1-4, LCT, Bypass Tray	Selects the paper tray to be used. The selectable items differ depending on the options that are installed.
Paper Type	Paper type available on this machine.	Selects the paper type for printing. Can be changed only when the paper tray is set to "Auto". When the paper tray is not set to "Auto", the paper type registered by "Paper Settings for Each Tray" is effective.

Function name	Option	Description
Output Method	Print	Prints immediately.
	Secure Print	Saves the document to be printed in "Secure Print User Box" of this machine. When printing, entering the ID and password is required in the control panel of this machine. Select this option when printing highly confidential documents.
	Save in User Box	Saves the document to be printed in the user box on this machine.
	Save in User Box/Print	Saves the document in a box and prints at the same time.
	Proof Print	After one copy of the document has been printed, this machine stops printing temporarily. Select this option to avoid misprinting a large volume of print jobs.
	ID & Print	Saves the document to be printed in the ID & Print User Box on this machine. When printing, user authentication must be performed via the control panel of this machine.
[User Settings]	_	Specifies the ID and password, or the file name and box number when performing "Secure Print" or "Save in User Box".
[Authentication/Account Track]	_	Specifies the user name and password when performing user authentication, and the department name and password when performing account track on this machine.
Copies	1 to 999	Specify the number of copies to be printed.
Collate	ON/OFF	Specifies whether to print multiple copies by collating them.
Offset	ON/OFF	When printing multiple copies, shifts the output position of each set.
[Paper Settings for Each Tray]	Paper Type Setting	Selects the paper tray to be specified. The selectable items differ depending on the installed options.
	Paper Type	Selects the type of paper to be loaded onto the paper tray.



Note

The paper size "12 × 18" is equivalent to 304.8 × 457.2 mm which is slightly larger than A3.

To print on paper sizes other than the standard sizes, be sure to set the custom paper sizes first. You can register a non-standard size by selecting "Custom Size" from the paper size option or original size option.

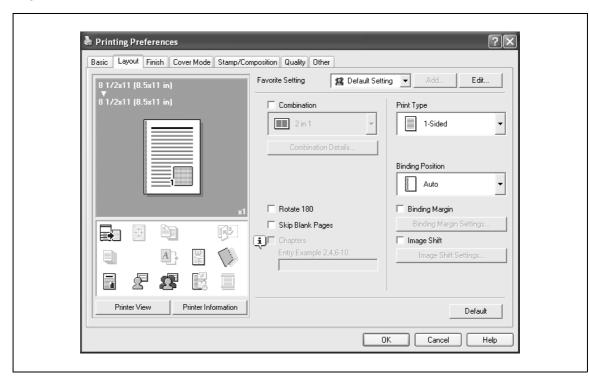
To print data of the size as large as the standard size, by selecting "W" for each standard size paper for "Original Size", the data can be centered and printed on papers larger than the original size. For example, if you want to center and print 8-1/2 × 11 size data on 11 × 17 size paper, create data in the size of "8-1/2 × 11W", and then specify "8-1/2 × 11W" for "Original Size" and specify "Paper Tray" as the tray to be used with the printer driver.

On the machine side, load 11×17 size paper into the tray to be used, select the tray in [Basic screen (Paper)], select [Change Tray Setting] - [Wide Paper] on the control panel, specify "8-1/2 × 11W", and then check that [Auto Detect] is selected in [Custom Size] and "11 × 17" is displayed.

When $12-1/4 \times 18$ size papers have been loaded, $[12-1/4 \times 18]$ must be selected in [Custom Size]. To print on a custom size, use the bypass tray, select [Change Tray Settings] - [Wide Paper], select "8-1/2 \times 11W", and then select the paper size to use from [Change Size].

Specify "Duplex Side 2" to print on the back side of a page.

4.2.2 Layout tab



Function name	Option	Description
Combination	2 in 1, 4 in 1, 6 in 1, 9 in 1, 16 in 1, 2 × 2, 3 × 3, 4 × 4	Prints multiple pages on one page, or prints one sheet of an original document divided on multiple pages. [Combination Details] allows you to specify the page order and the presence of the border frame.
[Combination De-	Combination	Selects the combination conditions.
tails]	Layout Order	Specifies the layout order. The layout order can be specified when N × N is specified in "Combination".
	Border	Specifies the presence and type of border lines. The layout order can be specified when $N \times N$ is specified in "Combination".
	Overlap width line	Specifies the presence of a poster mode overlap. You can specify it when N in N is specified in "Combination".
Rotate 180	ON/OFF	Rotates 180° to print.
Skip Blank Pages	ON/OFF	Does not print blank pages in the data.
Chapters	ON/OFF	Specifies the page to be printed on the front side. You can specify it when the print type is "2-Sided" or "Booklet".
Page Number	_	Specifies the page to be printed on the front side when "Chapters" is ON.
Print Type	1-Sided, 2-Sided, Booklet	Specifies duplex printing and booklet printing.
Binding Position	Auto, Left Bind, Right Bind, Top Bind	Specifies the binding position.
Page Margin	ON/OFF	Specifies the binding margin. Click the [Binding Margin Settings] button to specify the margin values.
[Binding Margin Settings]	Shift Mode	Selects how to process the image to prepare the binding margin.
	Front Side/Back Side	Specifies the binding margin values. For 2-sided printing, clearing the "Same Value for Front and Back Sides" check box allows you to set different values between the front and back sides.
	Units	Selects the measurement unit that specifies the size.

Function name	Option	Description
Image Shift	ON/OFF	Prints by shifting the entire print image. Click the [Image Shift Settings] button to specify the image shift values.
[Image Shift Set-	Units	Selects the measurement unit that specifies the size.
tings]	Front Side/Back Side	Specifies the shift direction and values. For 2-sided printing, clearing the "Same Value for Front and Back Sides" check box allows you to set different values between the front and back sides.



Note

"Combination" provides options " 2×2 , 3×3 , 4×4 " to print a sheet of document into multiple sheets of paper. The function is only for the PCL driver.

The "Skip Blank Pages" function is only for the PCL driver.

The positions of binding margins vary according to the "Binding Position" setting.

4.2.3 Finish tab



Function name	Option	Description
Staple	ON/OFF	Specifies stapling. From the drop-down list, specify the number of staples and the stapling position.
Center Staple and Fold	ON/OFF	Specifies to saddle stitch a printed document.
Punch	ON/OFF	Specifies hole punching. From the drop-down list, specify the number of punches and the position.
Fold	ON/OFF	Specifies folding.
Center Erase	ON/OFF	When Center Staple and Fold is specified, select this option not to print on the center fold line.
Output Tray	Default, Tray1-3, Bin 5-6	Specifies the tray where to output the printed pages. The selectable items differ depending on the options that are installed.
Paper Arrangement	Prioritize Arranging Papers, Prioritize Productivity	Specifies the method for adjusting the binding position for 2-sided print. The biding position is adjusted after receiving all data for finishing priority. The data is received and printed for productivity priority.



Note

"Staple" and "Center Staple and Fold" functions are available only if the optional finisher is installed.

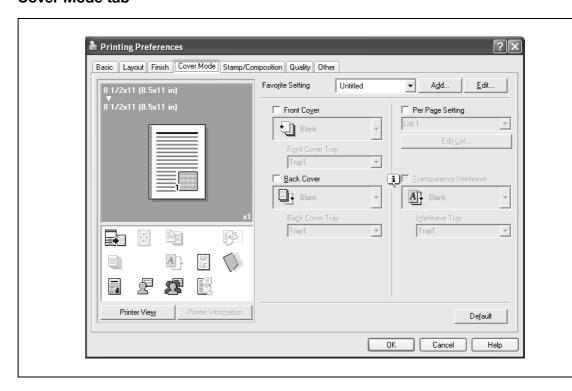
The "Punch" function is available only when the punch kit is installed on the optional finisher.

The "Fold" function is available only when optional finisher FS-519 and saddle kit are installed.

The "Center Erase" function is available only when optional finisher FS-609 is installed and the "Center Staple and Fold" function is specified.



4.2.4 Cover Mode tab

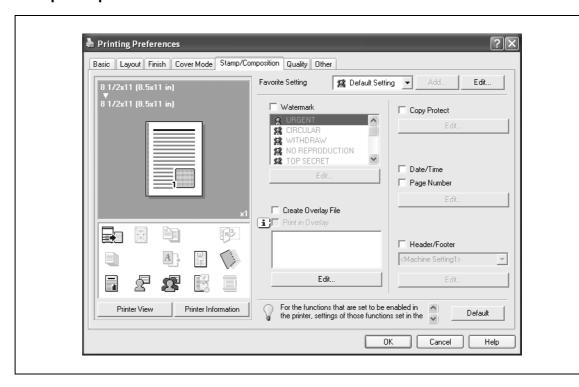


Function name	Option	Description
Front Cover	ON/OFF, Blank/Print	Attaches a front cover page. You can specify it when "Auto" is not selected for the paper tray.
Front Cover Tray	Tray1-4, LCT, Bypass Tray	Selects the paper tray for the cover. The selectable items differ depending on the options that are installed.
Back Cover	ON/OFF, Blank/Print	Attaches a back cover page. You can specify it when "Auto" is not selected for the paper tray.
Back Cover Tray	Tray1-4, LCT, Bypass Tray	Selects the paper tray for the back cover. The selectable items differ depending on the options that are installed.
Per Page Setting	ON/OFF	Inserts paper between pages and switches the paper and tray for each page. [Edit List] allows you to create a list by setting conditions by page.
[Edit List]	List Name	Selects the name of the list to be edited. The settings are listed.
	[Edit List Name]	Renames a list.
	[Up]/[Down]	Moves the selected condition row up or down. Move the rows so that the page numbers are arranged in ascending order.
	[Add]	Adds a condition. Conditions are specified in "Add/Delete".
	[Delete]	Deletes the selected condition row.
	Page Number	Specifies the page numbers. To specify multiple pages, separate each page number with a comma or specify the range using a hyphen.
	Print Type	Specifies the print type from the "Change Setting" drop-down list.
	Paper Tray	Specifies the paper tray used for printing from the "Change Setting" drop-down list.
	Staple	Specifies the number of staples and the stapling position from the "Change Setting" drop-down list.

Function name	Option	Description
Transparency Inter- leave	ON/OFF, Blank	Outputs and inserts interleaves when printing overhead projector transparencies. You can specify it when "Transparency" is selected for the paper type.
Interleave Tray	Tray1-4, LCT	Selects the paper tray for the transparency interleaves. The selectable items differ depending on the options that are installed.



4.2.5 Stamp/Composition tab



Function name	Option	Description
Watermark	ON/OFF	Prints a watermark (text stamp) on the page being printed. [Edit] allows you to add, change and delete Watermarks.
[Edit]	_	For details, refer to "Editing watermark" on page 4-13.
Create Overlay File	ON/OFF	Create overlay data by checking this to print the original.
Print in Overlay	ON/OFF	Prints an original document on top of an overlay data that was created separately. [Edit] allows you to change the overlay printing method.
[Edit]	[Browse Files]	Loads an overlay file.
	[Delete]	Deletes the selected overlay.
	Pages	Specifies the pages to be printed.
	Pattern Overwrite	Specifies the sequence for printing the overlay on top of the original document.
Copy Protect	ON/OFF	Prints a special pattern to prevent copying. [Edit] allows you to specify items, positions and the composition to be printed.
[Edit]	_	For details, refer to "Eding copy protect" on page 4-14.
Date/Time	ON/OFF	You can print the date and time on a document. [Edit] allows you to specify items, pages and positions to be printed.
Page Number	ON/OFF	Prints the page number. [Edit] allows you to specify items, pages and positions to be printed.
[Edit]	_	For details, refer to "Editing date/time and page number" on page 4-16.
Header/Footer	Printer setting 1-20	Print the header and footer. Select header/footer information from the list of the printer setting. [Edit] allows you to specify items and pages to be printed.

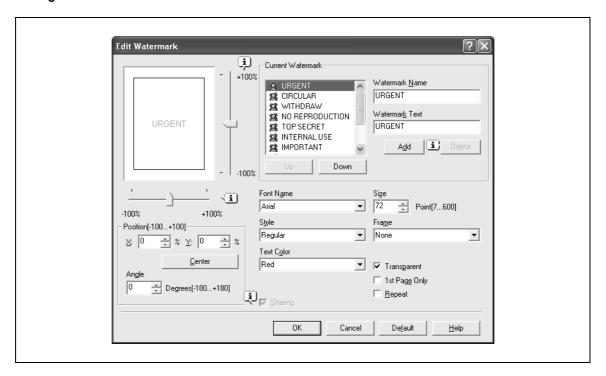
Function name	Option	Description
[Edit]	Distribution Control Number	Prints the number of copies in the header and footer when printing multiple copies.
	[Edit]	Specifies the distribution control number conditions.
	Pages	Specifies the pages to be printed.
	Text Color	Specifies the text color used for printing.



Note

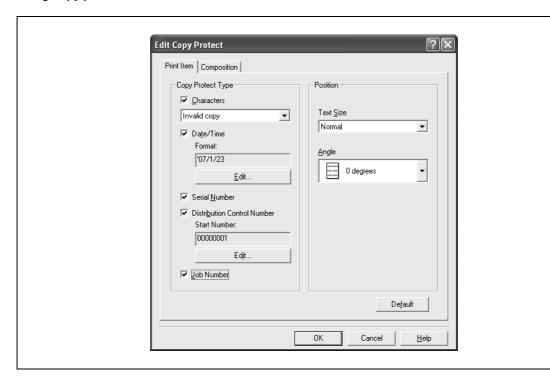
For Windows Vista x64, "Watermark" cannot be selected with any of the following functions at the same time: User Authentication, Account Track, Per Page Setting, Verify Authentication settings before printing, Popup Authentication Dialog when printing

Editing watermark

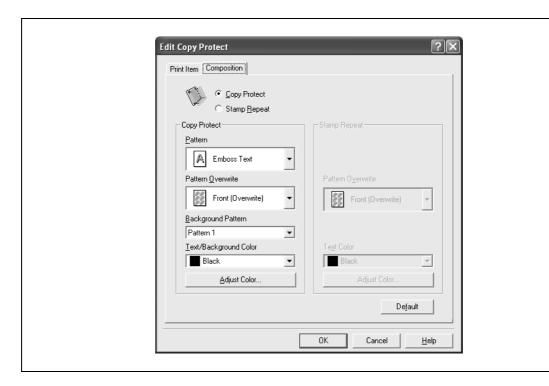


Function name	Description
Watermark Name	Enter the name of the watermark.
Watermark Text	Enter the text to be printed as the watermark.
[Add]	Click to create a new watermark.
[Delete]	Click to delete the selected watermark.
Position	Specifies the vertical and horizontal positions. The watermark position can also be specified by using the horizontal and vertical sliders in the dialog box.
Angle	Specifies the watermark print angle.
Font Name	Specifies the font.
Size	Specifies the size.
Style	Specifies the font style.
Frame	Specifies the frame style.
Text Color	Specifies the watermark text color.
Transparent	Prints the watermark as a transparent image.
1st Page Only	Prints the watermark on the first page only.
Repeat	Prints the watermark repeatedly on a single page.
Sharing	Specifies whether to register the watermark as public or private.

Eding copy protect



Function name	Description
Characters	Embeds the selected character string in a pattern. A preregistered character string (common stamp) or a character string registered on this machine (registered stamp) can be specified.
Date/Time	Embeds the selected date and time in a pattern. By clicking the [Edit] button under "Format", you can specify the display type or the time format.
Serial Number	Embeds the serial number of this machine in a pattern.
Distribution Control Number	Embeds the copy number in a pattern when printing multiple copies. By clicking the [Edit] button under "Start Number", you can specify the start number or the display type.
Job Number	Embeds the print job number in a pattern for documents that are automatically paginated.
Text Size	Specifies the text size of a pattern.
Angle	Specifies the pattern angle.



Function name	Description
Copy Protect	Embeds a hidden pattern that appears on copies.
Stamp Repeat	Prints a text pattern.

The following settings are available when "Copy Protect" is selected.

Function name	Description
Pattern	Specifies the embedding method of a pattern.
Pattern Overwrite	Specifies the order for printing a pattern on the original.
Background Pattern	Specifies the pattern background.
Text/Background Color	Specifies the color of the pattern. The density and color contrast can be specified by clicking the [Adjust Color] button.

The following settings are available when "Stamp Repeat" is selected.

Function name	Description
Pattern Overwrite	Specifies the order for printing a pattern on the original.
Text Color	Specifies the color of the pattern. The density and color contrast can be specified by clicking the [Adjust Color] button.

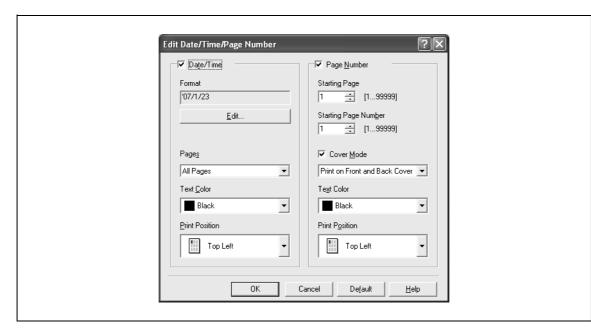


Note

"Copy Protect" and "Stamp Repeat" cannot be selected at the same time.

Different setting items are available for "Copy Protect" and "Stamp Repeat".

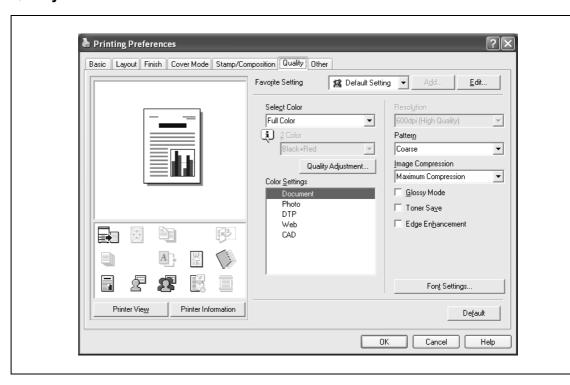
Editing date/time and page number



Function name	Description
Format	Displays the format for the date and time to be printed. The display type or the time format can be specified by clicking the [Edit] button.
Pages	Specifies the pages to print the date and time.
Text Color	Specifies the text color used for printing.
Print Position	Specifies the print position.
Starting Page	Specifies the page to start printing the page number.
Starting Page Number	Specifies the start number for printing the page number.
Cover Mode	If cover pages are attached, specifies whether to print the page number on the front cover page or the back cover page.
Text Color	Specifies the text color used for printing.
Print Position	Specifies the print position.



4.2.6 Quality tab



Function name	Option	Description
Select Color	Full Color, Gray Scale, 2 Color	Specifies the color to be printed.
Quality Adjustment	_	Adjusts the image quality. You can select "Simple" to adjust entire documents or "Detail" to adjust the text, photos, figures, tables, and graphs in the original.
Color Settings	Document, Photo, DTP, Web, CAD	Prints with a quality suitable for the selected original document. Document: Prints with a quality suitable for documents with many characters. Photo: Prints with a quality suitable for photos. DTP: Prints with a quality suitable for documents produced using DTP. Web: Prints with a quality suitable for Web page printing. CAD: Prints with a quality suitable for CAD data printing.
Resolution	_	Indicates the resolution. You may not change this item.
Pattern	Fine, Coarse	Specifies the graphic pattern details.
Image Compression	Best Quality (quality priority), Maximum Compression (speed priority)	Specifies the compression ratio for a graphic image.
Glossy Mode	ON/OFF	Prints using a gloss finish.
Toner Save	ON/OFF	Controls the print density and saves the toner consumption.
Edge Enhancement	ON/OFF	Highlights the edge of characters, graphics and images to make small characters more visible. You can specify it when "Gray Scale" is selected for the color.
Font Settings	_	Selects whether to use TrueType fonts or the printer fonts when printing. Selects whether the fonts are downloaded to the printer as bitmap or outline.



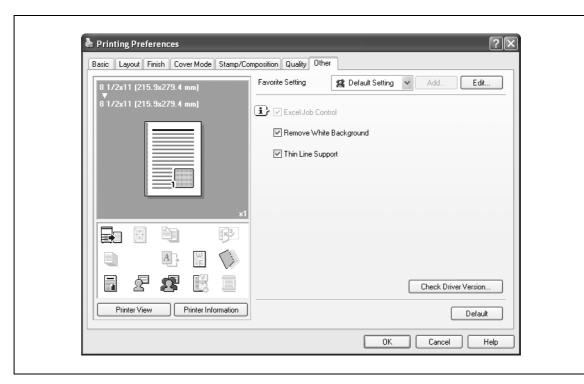
Note

"2 Color" option of the "Select Color" is only for the PCL driver. "2 Color" option allows you to specify a combination of two colors.

The "Pattern" and "Image Compression" functions are only for the PCL driver.

The PS driver allows you to manage the profile through "Quality Adjustment".

4.2.7 Other tab



Function name	Option	Description
Excel Job Control	ON/OFF	When multiple Microsoft Excel sheets with different page settings are printed at one time, the sheets may be separated into single-sheet jobs depending on the data they contain. When this function is selected, job separation is minimized.
Remove White Background	ON/OFF	When an overlay file is printed on top of Microsoft PowerPoint data, white areas are removed so that the white background of the PowerPoint data does not hide the overlay file. When the check is cleared, the background is not removed and is printed as is in the original data.
Thin Line Support	ON/OFF	When printing with reduced size, thin lines may become blurred. When the check is selected, thin lines are prevented from becoming blurred.
Check Driver Version	_	Displays the printer driver version information.



Note

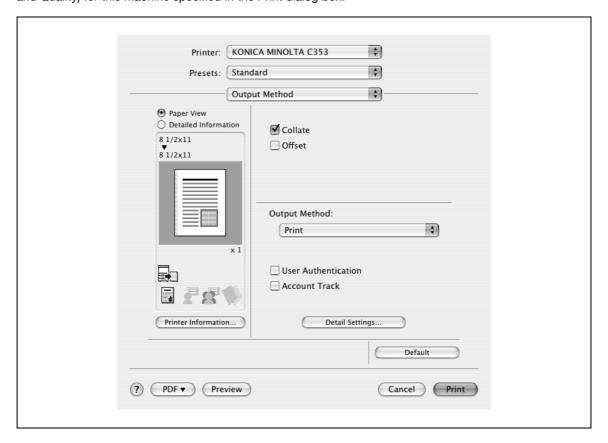
"Remove White Background" and "Thin Line Support" function is only for the PCL driver.

"Excel Job Control" and "Remove White Background" settings are not available for Windows XP Professional x64, Windows Vista x64 and Windows Server 2003 x64.

"Excel Job Control" can be changed only when the printer driver setting dialog is displayed in the "Printers" ("Printers and Faxes" for Windows XP/Server 2003) window.

4.3 Common settings (Mac OS X)

The following describes the common settings that are displayed by the specific operations (Output Method, Layout/Finish, Paper Tray/Output Tray, Cover Sheet/OHP Interleave, Per Page Setting, Stamp/Composition and Quality) for this machine specified in the Print dialog box.



Item	Description
Paper View	A preview of the page layout as specified in the current settings is displayed and a preview image of the print job can be checked.
Detailed Information	Shows the current settings with text.
Printer Information	Displays the status of the installed options.
Default	Click this button to return to the default setting.
? (Help)	Click this button to display the help for each item on the currently displayed dialog box.
Cancel	Click this button to cancel any settings that have been changed and close the dialog box.
Print	Click this button to enable the changed settings for printing.



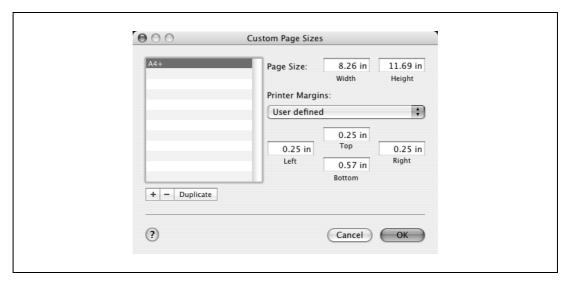
Detail

Click the [Acquire Device Information] button on the Printer Info dialog box to communicate with this machine and read the status of the settings specified on this machine. This function is not available unless the connection is enabled for communications with the machine.

4.4 How to add a custom size (Mac OS X)

To print on paper sizes other than the standard sizes, register the custom paper size.

- 1 In the [File] menu, select "Page Setup" (or "Paper Setup").
- 2 For Mac OS 10.4, select "Manage Custom Sizes" from the "Paper Size" list.
 - For Mac OS 10.2/10.3, select "Custom Paper Sizes" from "Settings".
- 3 Click the [+] button (OS 10.4) or the [Add] button (OS 10.2/10.3).
- 4 Enter the paper size name.
- 5 Specify settings for the following:
 - Page size (paper size): Specifies the paper size.
 - Printer Margins: Specifies the paper margins.



- 6 For Mac OS 10.4, continue with step 7.
 - For Mac OS 10.2/10.3, click the [Save] button.
- 7 Click the [OK] button.

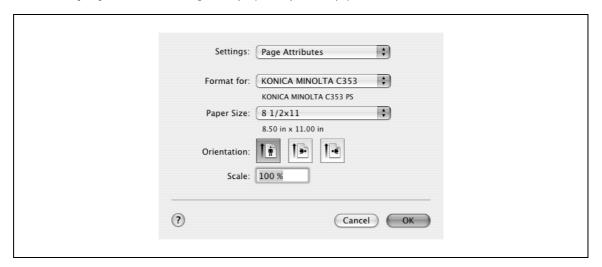
This saves the custom paper size, which can be selected from the Paper Size drop-down list that is displayed when "Page Attributes" is selected.

4.5 Parameter details (Mac OS X)

The printer driver functions are specified in the following dialog boxes: In "Page Attributes" from the Page Setup dialog box; In "Output Method", "Layout/Finish", "Paper Tray/Output Tray", "Cover Sheet/OHP Interleave", "Per Page Setting", "Stamp/Composition", and "Quality" from the Print dialog box.

4.5.1 Page Attributes

→ In the [File] menu, select "Page Setup" (or "Paper Setup").



Function name	Option	Description
Paper Size	Paper size registered as the standard paper size and custom paper size available on this machine.	Specifies the output paper size.
Orientation	Portrait, Landscape	Specifies the orientation of the original.
Scale	1 to 400%	Specifies the enlargement and reduction ratio.



Note

The paper size "12 x 18" is equivalent to 304.8 x 457.2 mm which is slightly larger than A3.

To print on paper sizes other than the standard sizes, be sure to set the custom paper sizes in "Custom Size Settings" first. For details on registering a non-standard paper size, refer to "How to add a custom size (Mac OS X)" on page 4-20.

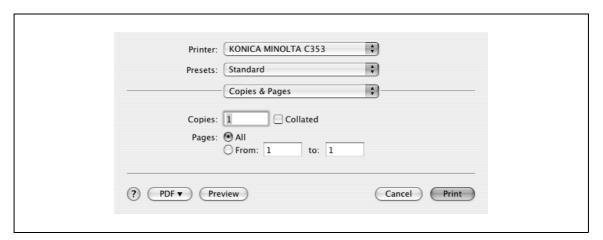
To print data of the size as large as the standard size, by selecting "W" for each standard size paper for "Original Size", the data can be centered and printed on papers larger than the original size. For example, if you want to center and print 8-1/2 × 11 size data on 11 × 17 size paper, create data in the size of "8-1/2 × 11W", and then specify "8-1/2 × 11W" for "Original Size" and specify "Paper Tray" as the tray to be used with the printer driver.

On the machine side, load 11 × 17 size paper into the tray to be used, select the tray in [Basic screen (Paper)], select [Change Tray Setting] - [Wide Paper] on the control panel, specify "8-1/2 × 11W", and then check that [Auto Detect] is selected in [Custom Size] and "11 × 17" is displayed.

When $12-1/4 \times 18$ size papers have been loaded, $[12-1/4 \times 18]$ must be selected in [Custom Size]. To print on a custom size, use the bypass tray, select [Change Tray Settings] - [Wide Paper], select "8-1/2 \times 11W", and then select the paper size to use from [Change Size].

4.5.2 Copies & Pages

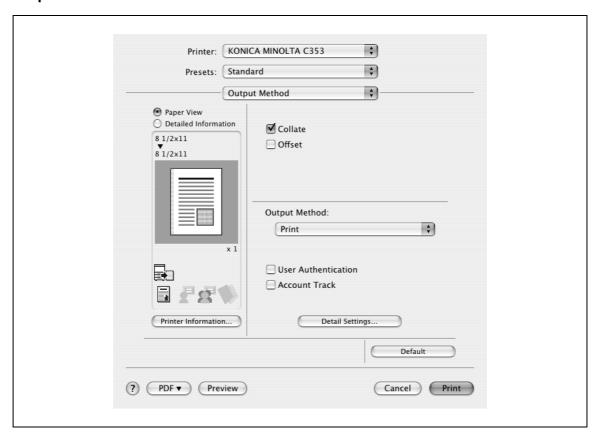
→ In the [File] menu, select "Print".



Function name	Option	Description
Copies	1 to 999	Specifies the number of copies to be printed.
Collated	ON/OFF	Do not specify this function. Select "Output Method", and then specify "Collate".
Pages	_	Specifies the print range to print.



4.5.3 Output Method



Function name	Option	Description
Collate	ON/OFF	Specifies whether to print multiple copies by collating them.
Offset	ON/OFF	When printing multiple copies, shifts the output position of each set.
Output Method	Print:	Prints immediately.
	Secure Print	Saves the document to be printed in "Secure Print User Box" of this machine. When printing, entering the ID and password is required in the control panel of this machine. Select this option when printing highly confidential documents.
	Save in User Box	Saves the document to be printed in the user box on this machine.
	Save in User Box and Print	Saves the document in a box and prints at the same time.
	Proof Print	After one copy of the document has been printed, this machine stops printing temporarily. Select this option to avoid misprinting a large volume of print jobs.
	ID & Print	Saves the document to be printed in the ID & Print User Box on this machine. When printing, user authentication must be performed via the control panel of this machine.
[User Authentica- tion]	_	If the "User Authentication" settings have been specified on this machine, you must specify a user name and password.
[Account Track]	_	If the "Account Track" settings have been specified on this machine, you must specify a division name and password.
[Detail Settings]	_	Displays the functions for which the setting details have been specified.

Checking the Output Method setting details

By clicking the [Detail Settings] button, the "Output Method"functions for which detail settings have been specified are shown.

The settings can be shown by clicking the [Expand All] button.

By selecting a function and clicking the [Settings] button, the dialog box for specifying the detailed settings for the selected function appears.



Function name	Description
Secure Print	This is the same dialog box that appears when you select "Output Method" and specify "Secure Print".
Save in User Box	This is the same dialog box that appears when you select "Output Method" and specify "Save in User Box" or "Save in User Box and Print".
User Authentication	This is the same dialog box that appears when you select "Output Method" and select "User Authentication" checkbox.
Account Track	This is the same dialog box that appears when you select "Output Method" and select "Account Track" checkbox.
Administrator Settings	Displays a dialog box to set an input dialog for authentication setting and change the encryption key.





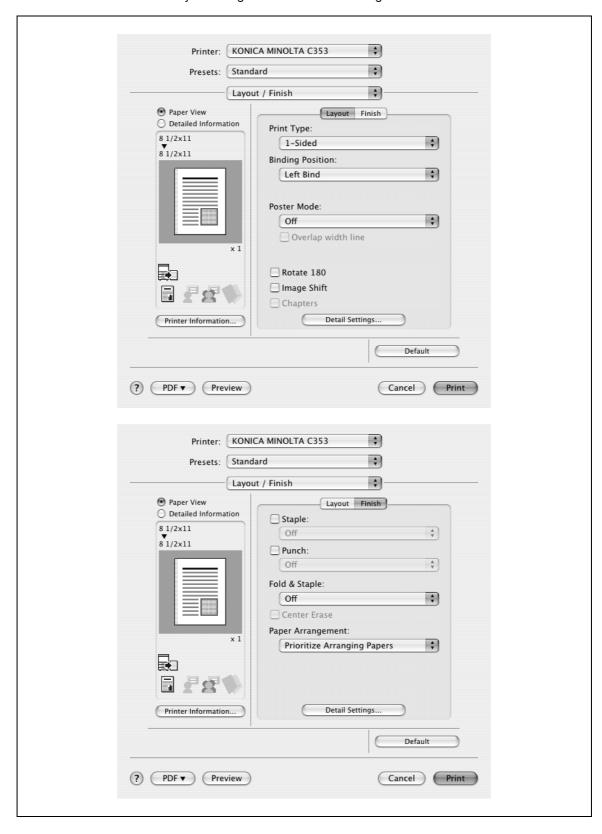
Function name	Description
Popup Authentication Dialog when printing	Displays the User Authentication and Account Track dialog box when a print job is specified and checks entry of a user name and a department name each time.
Encryption Passphrase	Specifies an encryption passphrase to use user-defined key to communicate with this machine. The encryption key for the entered characters is automatically created, which is to be used for communication with this machine.



Match the "Encryption Passphrase" to that specified by "Driver Password Encryption Setting" of this machine.

4.5.4 Layout/Finish

You can switch between the Layout dialog box and the Finish dialog box.





Note

When printing a job that contains pages of different sizes and orientations with the "Poster Mode" setting specified, images may be missing or overlapping when the document is printed.

Function name	Option	Description
Print Type	1-Side, 2-Sided, Booklet	Specifies duplex printing and booklet printing.
Binding Position	Left stitch, right stitch, top stitch	Specifies the binding position.
Poster Mode	2 × 2, 3 × 3, 4 × 4	Prints one sheet of an original divided on multiple pages. "Poster Mode Overlap" allows you to specify the presence of the border frame.
Overlap width line	ON/OFF	Specifies the presence of a poster mode overlap. This setting can be specified when the "Poster Mode" setting is other than "OFF".
Rotate _180	ON/OFF	Rotates 180° to print.
Image Shift	ON/OFF	Prints by shifting the entire print image. The screen is displayed when the setting is enabled and allows you to set the detail of the shift length.
	Front Side/Back Side	Specifies the shift direction and values. For 2-sided printing, clearing the "Same Value for Front and Back Sides" check box allows you to set different values between the front and back sides.
Chapters	ON/OFF	Specifies the page to be printed on the front side. The screen is displayed when the setting is enabled and allows you to set the page. You can specify it when the print type is "2-sided" or "Booklet".
	Page Number	Specifies the page to be printed on the front side when "Chapters" is selected.
Staple	ON/OFF	Specifies stapling. From the drop-down list, specify the number of staples and the stapling position.
Punch	ON/OFF	Specifies hole punching. From the drop-down list, specify the number of punches and the position.
Fold & Staple	Off, Center Staple & Fold, Half-Fold	Specifies to half fold and center staple.
Center Erase	ON/OFF	When Center Staple & Fold is specified, select this option not to print on the center fold line.
Paper Arrangement	Finishing Priority, productivity priority	Specifies the method for adjusting the binding position for 2-sided print. The biding position is adjusted after receiving all data for finishing priority. When Productivity Priority is specified, the machine processes data reception and printing concurrently.



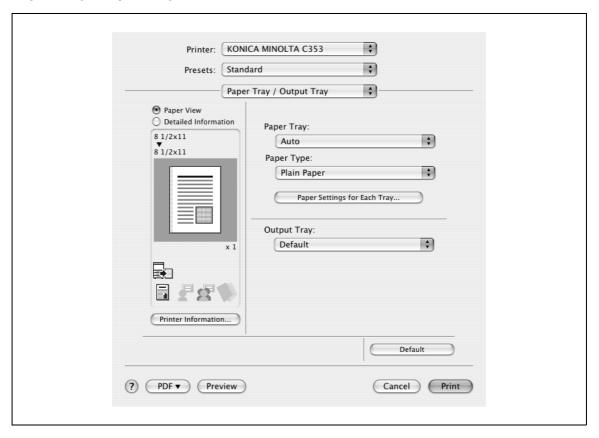
Note

"Staple" and "Saddle Stitch/Fold" functions are available only if the optional finisher is installed.

The "Punch" function is available only if the punch kit is installed on the optional finisher.

The "Center Erase" function is available only when optional finisher FS-609 is installed and the "Center Staple & Fold" function is specified.

4.5.5 Paper Tray/Output Tray



Function name	Option	Description
Paper Tray	Auto, Tray1-4, LCT, Bypass Tray	Selects the paper tray to be used. The selectable items differ depending on the options that are installed.
Paper Type	Paper type available on this machine.	Selects the paper type for printing. Can be changed only when the paper tray is set to "Auto". When the paper tray is not set to "Auto", the paper type registered by "Paper Settings for Each Tray" is effective.
[Paper Settings for Each Tray]	Paper Tray	Selects the paper tray to be specified. The selectable items differ depending on the installed options.
	Paper Type	Selects the type of paper to be loaded onto the paper tray.
Output Tray	Default, tray 1-3, bin 1-6	Specifies the tray where to output the printed pages. The selectable items differ depending on the options that are installed.

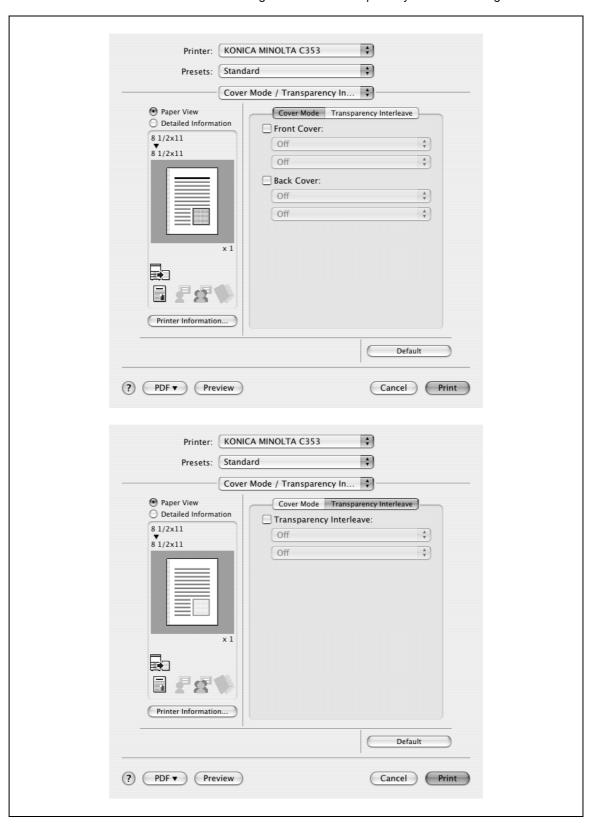


Note

Specify "Duplex Side 2" to print on the back side of a page.

4.5.6 Cover Mode/Transparency Interleave

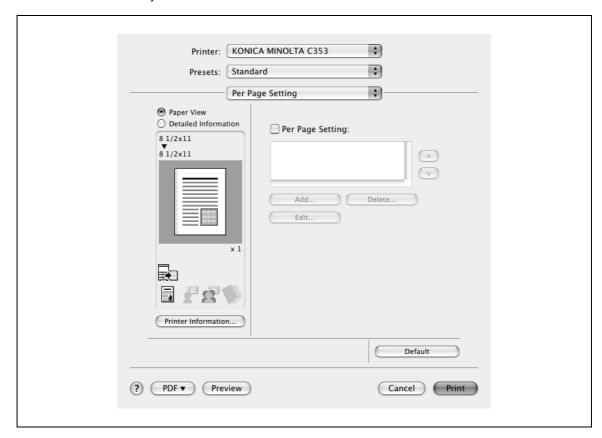
You can switch between the Cover Mode dialog box and the Transparency Interleave dialog box.



Function name	Option	Description
Front Cover	Off, Print, Blank	Attaches a front cover page. You can specify it when "Auto" is not selected for the paper tray.
	Tray 1-4, LCT, manual paper feed	Selects the paper tray for the cover page. The selectable items differ depending on the options that are installed.
Back Cover	Off, Print, Blank	Attaches a back cover page. You can specify it when "Auto" is not selected for the paper tray.
	Tray 1-4, LCT, manual paper feed	Selects the paper tray for the back cover page. The selectable items differ depending on the options that are installed.
Transparency Inter- leave	ON/OFF	Outputs and inserts interleaves when printing overhead projector transparencies. You can specify it when "Transparency" is selected for the paper type.
	Tray 1-4, LCT	Selects the paper tray for the transparency interleaves. The selectable items differ depending on the options that are installed.

4.5.7 Per Page Setting

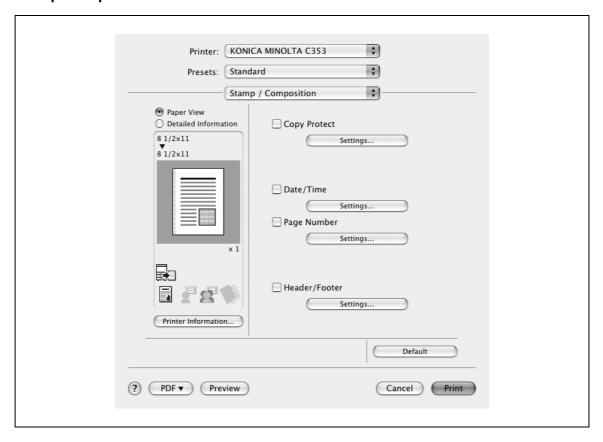
The print type and paper tray can be specified for each page. This function is convenient when changing the paper tray during a print job to print multiple pages. The settings are added to the Per Page Setting list and can be used as necessary.



Function name	Option	Description
Per Page Setting	ON/OFF	Inserts paper between pages and switches the paper and tray for each page.
[Add]	_	Creates a conditioned list.
[Delete]	_	Deletes the list.
[Edit]	_	Edits the conditioned list.

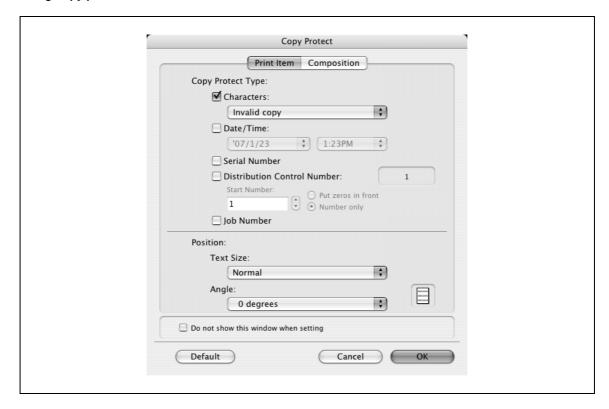


4.5.8 Stamp/Composition

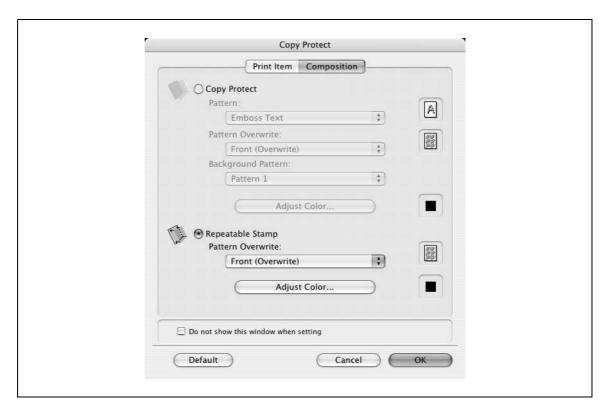


Function name	Option	Description
Copy Protect	ON/OFF	Prints a special pattern to prevent copying. You can specify items, positions and the composition to be printed by clicking the [Settings] button.
[Settings]	_	For details, refer to "Eding copy protect" on page 4-32.
Date/Time	ON/OFF	You can print the date and time on a document. You can specify items, pages and positions to be printed by clicking the [Settings] button.
[Settings]	_	For details, refer to "Editing date/time" on page 4-34.
Page Number	ON/OFF	Prints the page number. You can specify items, pages and positions to be printed by clicking the [Settings] button.
[Settings]	_	For details, refer to "Editing page number" on page 4-34.
Header/Footer	Printer setting 1-20	Prints the header and footer. Select header/footer information from the list specified in the printer. You can specify items and pages to be printed by clicking the [Settings] button.
[Settings]	_	For details, refer to "Editing header/footer" on page 4-35.

Eding copy protect



Function name	Description
Characters	Embeds the selected character string in a pattern. A preregistered character string (common stamp) or a character string registered on this machine (registered stamp) can be specified.
Date/Time	Embeds the selected date and time in a pattern. By clicking the [Edit] button under "Format", you can specify the display type or the time format.
Serial Number	Embeds the serial number of this machine in a pattern.
Distribution Control Number	Embeds the copy number in a pattern when printing multiple copies. The start number or the display type can be specified.
Job Number	Embeds the print job number in a pattern for documents that are automatically paginated.
Text Size	Specifies the text size of a pattern.
Angle	Specifies the pattern angle.



The following settings are available when "Copy Protect" is selected.

Function name	Description
Copy Protect	Embeds a hidden pattern that appears on unauthorized copies.
Pattern	Specifies the embedding method of a pattern.
Pattern Overwrite	Specifies the order for printing a pattern on the original.
Background Pattern	Specifies the pattern background.
Adjust Color	Specifies the color of the pattern.

The following settings are available when "Repeatable Stamp" is selected.

Function name	Description
Repeatable Stamp	Prints a text pattern.
Pattern Overwrite	Specifies the order for printing a pattern on the original.
Adjust Color	Specifies the color of the pattern.

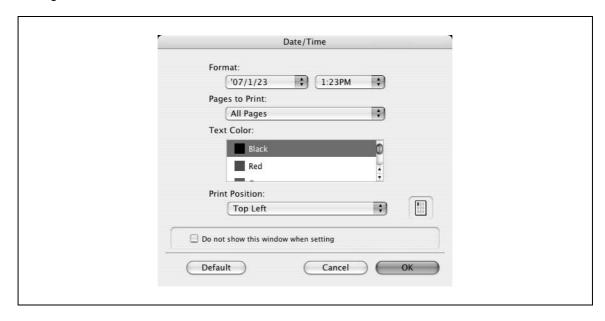


Note

"Copy Protect" and "Repeatable Stamp" cannot be selected at the same time.

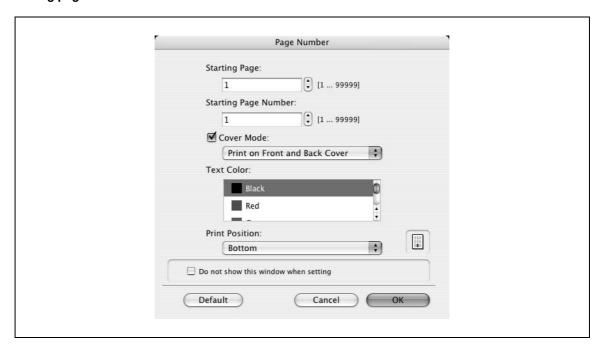
Different setting items are available for "Copy Protect" and "Repeatable Stamp".

Editing date/time



Function name	Description
Format	Displays the format for the date and time to be printed.
Pages	Specifies the pages to print the date and time.
Text Color	Specifies the text color used for printing.
Print Position	Specifies the print position.

Editing page number



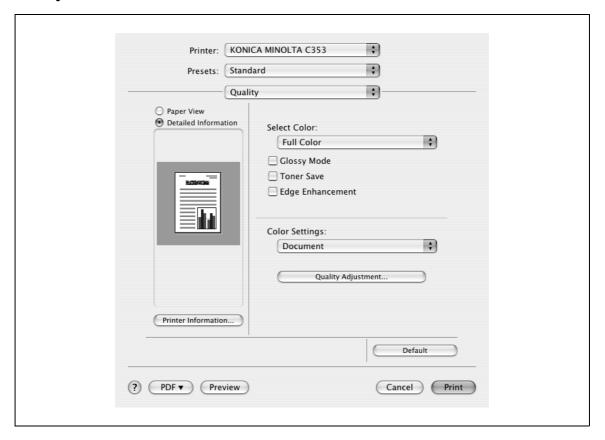
Function name	Description
Starting Page	Specifies the page to start printing the page number.
Starting Page Number	Specifies the start number for printing the page number.
Cover Mode	If cover pages are attached, specifies whether to print the page number on the front cover page or the back cover page.
Text Color	Specifies the text color used for printing.
Print Position	Specifies the print position.

Editing header/footer



Function name	Description
Recall Header/Footer	Selects the header/footer settings registered in this machine.
Distribution Control Number	Prints the number of copies in the header and footer when printing multiple copies. The start number or the number of digits displayed can be specified.
Pages	Specifies the pages to print the header and footer.
Text Color	Specifies the text color used for printing.

4.5.9 Quality



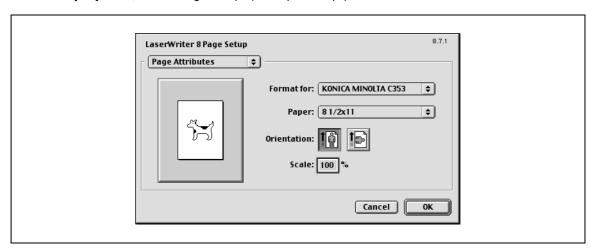
Function name	Option	Description
Select Color	Full Color, Gray Scale	Specifies the color to be printed.
Glossy Mode	ON/OFF	Prints using a gloss finish.
Toner Save	ON/OFF	Controls the print density and saves the toner consumption.
Edge Enhancement	ON/OFF	Highlights the edge of characters, graphics and images to make small characters more visible. You can specify it when "Gray Scale" is selected for the color.
Color Settings	Document, photo, DTP, Web, CAD	Prints with a quality suitable for the selected original document. Document: Prints with a quality suitable for documents with many characters. Photo: Prints with a quality suitable for photos. DTP: Prints with a quality suitable for documents produced using DTP. Web: Prints with a quality suitable for Web page printing. CAD: Prints with a quality suitable for CAD data printing.
Quality Adjustment	_	Adjusts the image quality. You can select "Simple" to adjust entire documents or "Detail" to adjust the text, photos, figures, tables, and graphs in the original. You can also manage the profile.

4.6 Parameter details (Mac OS 9.2)

The printer driver functions are specified in the Page Attributes dialog box called from the Page Setup dialog box or the Layout/Finish dialog boxes called from the Print dialog box.

4.6.1 Page Attributes

→ In the [File] menu, select "Page Setup" (or "Paper Setup").



Function name	Description
Paper	Specifies the output paper size.
Orientation	Specifies the orientation of the original.
Scale	Specifies the enlargement and reduction ratio.



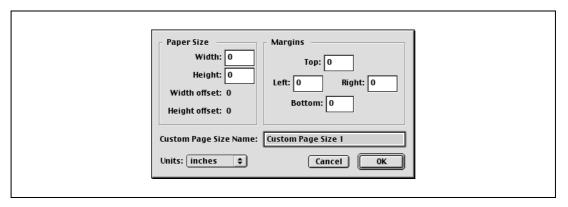
Note

To print on paper sizes other than the standard sizes, be sure to set the custom paper sizes in "Custom Size Settings" first. For details on registering a non-standard paper size, refer to "Setting Custom Page Size" on page 4-38.

4.6.2 Setting Custom Page Size

Select "Custom Paper Size" on the Page Setting dialog box.

- 1 In the [File] menu, select "Paper Setup" (or "Page Setup").
- 2 Select "Custom Page Sizes".
- 3 Click the [Add] button.
- Specify settings for the following:
 - Paper size: Specifies the intended paper size.
 - Printer Margins: Specifies the paper margins.
 - Custom Page Size Name: Enter the registered name for the specified paper size and margins, and then click the [OK] button.
 - Unit: Selects the specified unit.

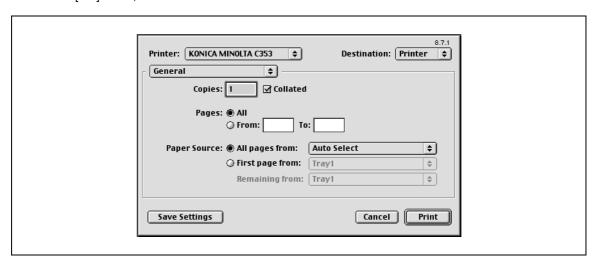


5 Click the [OK] button.

This saves the custom page size, which can be selected from the "Paper" drop-down list in the Page Attributes dialog box.

4.6.3 General

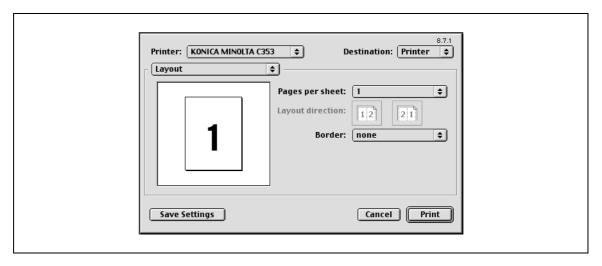
→ In the [File] menu, select "Print".



Function name	Description
Copies	Specifies the number of copies to be printed
Collated	Specifies whether to print multiple copies by collating them
Pages	Specifies the print range to print
Paper Source	Selects the paper tray to be used

4.6.4 Layout (Pages per sheet)

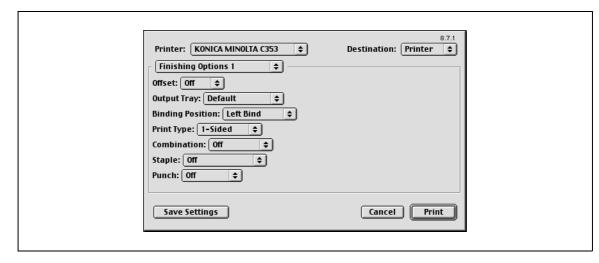
→ Specify to print multiple pages on one page.



Function name	Description
Pages per sheet	Allocates multiple pages in one page.
Layout direction	Specifies the document page order.
Border	Specifies the borders around pages.

4.6.5 Printer specific options (Finishing Options 1 to 5)

Specifies the printer specific options. These options are specified when functions of this machine such as staple and punch are to be used.



Function name	Description
Offset	Specifies offset.
Output Tray	Selects the output tray.
Binding Position	Selects the binding direction.
Print Type	Performs 2-sided printing.
Combination	Performs booklet printing.
Staple	Performs stapling.
Punch	Performs hole punching.
Fold	Performs folding.
Center Erase	Does not print on the center fold line with Fold.
Image Shift	Prints by shifting the entire print image.
Front Cover	Attaches a front cover page.
Front Cover Tray	Selects the paper tray for the front cover.
Back Cover	Attaches a back cover page.
Back Cover Tray	Selects the paper tray for the back cover.
Transparency Interleave	Inserts interleaves between overhead projector transparencies.
Interleave Tray	Selects the paper tray for the transparency interleaves.
Output Method	Specifies whether to stop printing temporarily after one copy of the document has been printed, so that the proof print can be checked.
Resolution	Specifies the resolution.
Select Color	Specifies whether to print in color or gray scale.
Glossy Mode	Prints using a gloss finish.
Color Settings	Prints with a quality suitable for the original.
Color Matching (Text)	Adjusts the color quality of the text in a document.
Pure Black (Text)	Specifies whether to enable pure black of the text in a document.
Screen (Text)	Specifies screening of the text in a document.
Color Matching (Photo)	Adjusts the color quality of the photo in the original.
Pure Black (Photo)	Specifies whether to enable pure black of the photo in the original.
Screen (Photo)	Specifies screening of the photo in the original.
Smoothing (Photo)	Specifies smoothing of the photo in the original.

Function name	Description
Color Settings (Graphic)	Adjusts the color quality of a chart and graph in the original to the text or photo settings.
Smoothing (Graphic)	Adjusts smoothing of a chart and graph in the original to the text or photo settings.
Toner Save	Controls the print density and saves the toner consumption.
Edge Enhancement	Highlights the edge of characters, graphics and images to make small characters more visible. It can be specified when "Gray Scale" is selcted for the color.



Reminder

The "Staple" and "Fold" functions are available only if the optional finisher is installed.

The "Punch" function is available only if the punch kit is installed on the optional finisher.

The "Center Erase" function is available only when optional finisher FS-609 is installed and the "Fold" function is specified.

4.7 Sending a fax

Fax operations



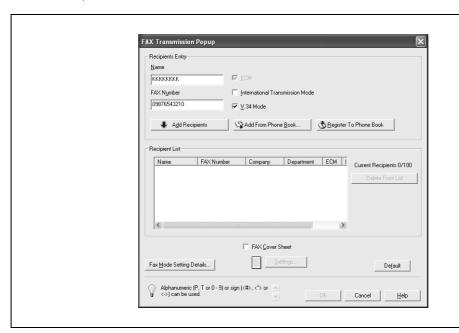
Reminder

To use the fax function, you must install the optional fax kit onto this machine. In addition, you must enable the fax kit on the Configure tab after installation.

- 1 Create the data you want to send using any application.
- 2 From the [File] menu, select "Print".
- 3 From "Printer Name", select "xxxxxxx FAX".
- 4 Click the [Preferences] button or the [Properties] button to change the fax driver settings as necessary.
 - By clicking the [Preferences] button or the [Properties] button in the Print dialog box, you can specify
 the settings of each model in the FAX Printing Preferences dialog box that appears. For details, refer
 to "Setting up the fax driver for Windows" on page 4-50.
- 5 Click the [Print] button.

The FAX Transmission Popup dialog box appears.

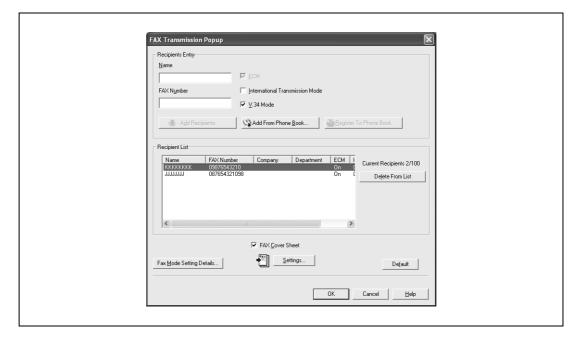
6 Enter the recipient's name and fax number in the "Name" and "FAX Number" text boxes.



- Up to 80 characters can be entered in the "Name" text box.
- Up to 38 characters (numbers 0 through 9, hyphens (-), #, *, P, and T) can be entered in the "FAX Number" text box. To send a fax overseas, be sure to enter the country code first.
- Change the transmission mode as necessary.
 - ECM: Specifies the ECM (Error Correction Mode). If the "V.34 Mode" check box is selected, the "ECM" check box cannot be cleared.
 - International Transmission Mode: Slows the speed when sending faxes overseas. Select this check box if errors occur when sending faxes overseas.
 - V.34 Mode: Specifies the Super G3 fax mode. For normal fax operations, leave this check box selected. Clear it only if it is not possible to transmit in the recipient's mode.
- The fax numbers that are registered in the phone book can be specified by clicking the [Add From Phone Book] button. For details, refer to "Selecting a recipient from the phone book" on page 4-44.
- The names and fax numbers that were entered can be added to the phone book's "Simple Entry" folder by clicking the [Register To Phone Book] button.

- 7 Click the [Add Recipients] button.
 - To add multiple recipients, repeat steps 6 and 7. Up to 100 recipients can be added.
 - To delete a recipient from the list, click the [Delete From List] button.
- If necessary, click the [Fax Mode Setting Details] button to specify the fax mode setting details, or select the "FAX Cover Sheet" check box to create a fax cover sheet.
 - For details, refer to "Specifying the transmission settings" on page 4-46, or "Creating a fax cover sheet" on page 4-47.
- 9 Click the [OK] button.

The fax data is sent via this machine.



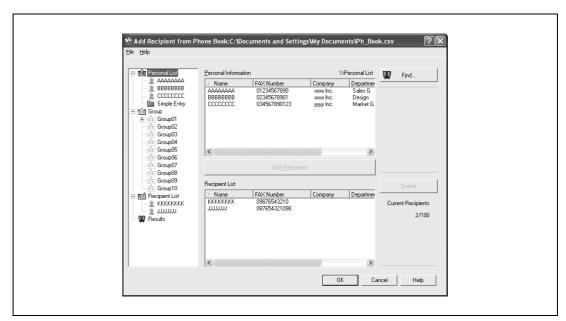
Selecting a recipient from the phone book



Detail

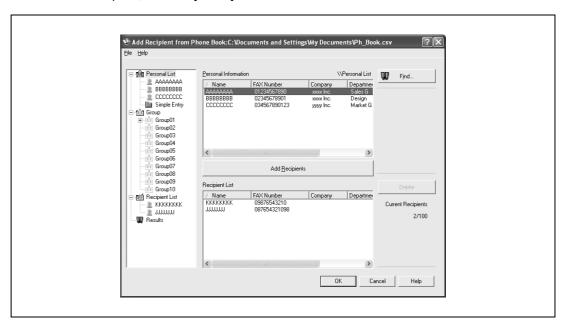
To use the phone book, the names and fax numbers of the recipients must be added to the phone book first. For details, refer to "Adding a recipient to the phone book" on page 4-53.

- 1 When sending a fax, click the [Add From Phone Book] button in the FAX Transmission Popup dialog box.
 - To open the FAX Transmission Popup dialog box, follow steps 1 to 5 under "Fax operations". For details, refer to "Fax operations" on page 4-42.
- Select "Personal List" or "Group" from the list on the left side of the dialog box to display the desired recipient in "Personal Information".
 - Click the [Find] button to specify the conditions to search for a recipient.





- 3 Select the name of the recipient you want to send a fax to, and then click the [Add Recipients] button.
 - Multiple recipients can be added in the same way. Up to 100 recipients can be added.
 - To delete a recipient, click the [Delete] button.

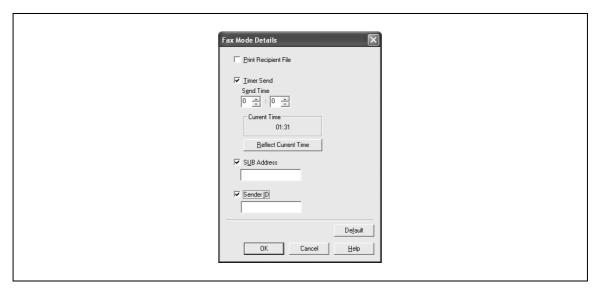


- If recipients have been added to a group, all the members of the group can be added to "Recipient List" (group transmission) by selecting a group name, then clicking the [Add Recipients] button.
- 4 Click the [OK] button.

The names that were specified are added to "Recipient List" and the FAX Transmission Popup dialog box appears again.

Specifying the transmission settings

When sending a fax, you can specify the transmission settings in the Fax Mode Details dialog box that appears when the [Fax Mode Setting Details] button is clicked in the FAX Transmission Popup dialog box.



Item	Function
Print Recipient File	Prints the document after a fax was sent.
Timer Send	Sets the transmission time. By clicking the [Reflect Current Time] button, the current time set on the computer is displayed in the "Send Time" boxes.
SUB Address	Specifies the sub address for sending confidential faxes using F-codes.
Sender ID	Specifies the sender ID for sending confidential faxes using F-codes.



Note

When using Timer Send, check that the time set on the computer is synchronized with the time on this machine. If the transmission time is earlier than the current time of this machine, the fax is sent the next day.

If sending confidential faxes using F-codes to another fax model, enter the sub address and sender ID in the "SUB Address" and the "Sender ID" text boxes. Up to 20 characters (numbers 0 through 9) can be entered in the "Sub Address" text box. Up to 20 characters (numbers 0 through 9, #, and *) can be entered in the "Sender ID" text box. For the details on the sub address and the sender ID, refer to "F-Code TX" on page 6-100.

Creating a fax cover sheet

When sending a fax, you can attach a cover sheet to the fax message by selecting the "FAX Cover Sheet" check box in the FAX Transmission Popup dialog box. You can edit the cover sheets from the FAX Cover Sheet Settings dialog box that appears by clicking the [Settings] button in the Fax Transmission Popup dialog box

In the FAX Cover Sheet Settings dialog box, you can change the settings on the Basic, Recipient, Sender, or Image tab by switching between each screen.



Note

For Windows Vista x64, the "FAX Cover Sheet" check box cannot be selected from the FAX Transmission Popup dialog box. It must be specified in the Print settings for the fax driver in advance. In addition, "FAX Cover Sheet" cannot be selected with any of the following functions at the same time. User Authentication

Account Track

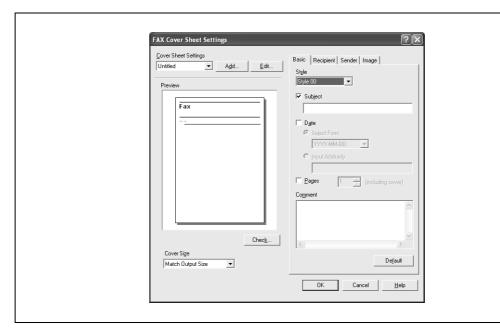
Verify Authentication settings before printing

Popup Authentication Dialog when printing

- 1 Select the "FAX Cover Sheet" check box in the FAX Transmission Popup dialog box.
- 2 Click the [Settings] button.

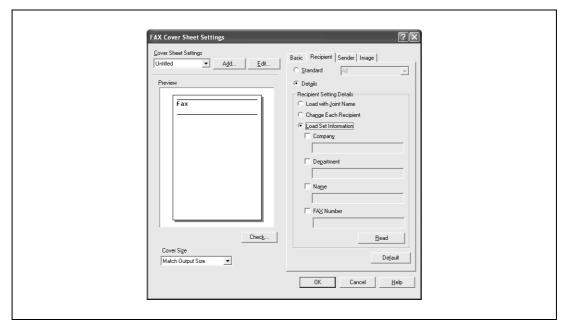
The FAX Cover Sheet Settings dialog box appears.

3 Select the size of the cover sheet from the "Cover Size" drop-down list.



- On the Basic tab, specify the format of the cover sheet and subject of the fax.
 - Style:
 - Select the format design of the cover sheet.
 - Subject:
 - Enter the subject of the fax to be sent. Up to 64 characters can be entered in the "Subject" text box.
 - Date
 - Specify the date. Select a format or enter any format. If entering a format, up to 20 characters can be entered in the "Input Arbitrarily" text box.
 - Pages:
 - Specify the number of pages to be sent.
 - Comment:
 - Entes the text to be displayed in the comment box. Up to 640 characters can be entered in the "Comment" text box, and returns are converted into two characters.

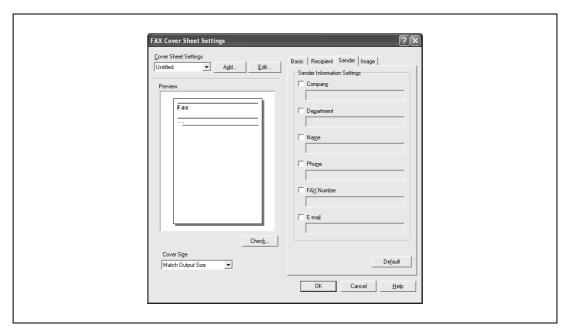
5 Specify the recipient information on the Recipient tab.



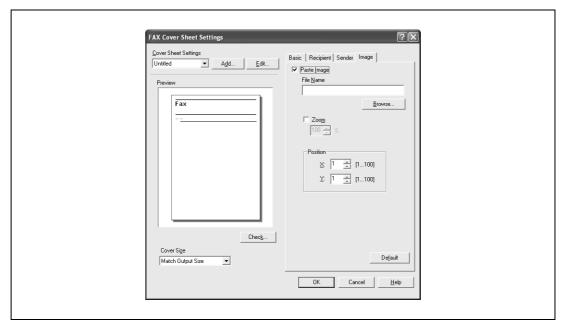
- Standard:
 - Specifies standard text.
- Details:
 - Specifies the details described under "Recipient Setting Details".
- Load with Joint Name:
 - Lists the recipient with joint names. The items listed are the items shown under "Recipient List" on the FAX Transmission Popup dialog box.
- Change Each Recipient:
 - Changes the description for each recipient. The items listed are the items shown under "Recipient List" on the FAX Transmission Popup dialog box.
- Load Set Information:
 - Lists the information that was entered in the "Company", "Department", "Name", and "FAX Number" text boxes.
- Read:
 - Reads the information of the first recipient to the information box.
- Up to 40 separate cover sheets can be created if "Change Each Recipient" is selected.
- Even if "Change Each Recipient" is selected, the first recipient is displayed as a sample in "Preview".
- If "Load with Joint Name" and "Change Each Recipient" are selected, the names that were added are entered, but titles cannot be added.
- If a recipient is not specified on the FAX Transmission Popup dialog box, "Load Set Information" cannot be selected. In addition, it cannot be selected on the FAX tab in the FAX Printing Preferences dialog box as well.



6 Specify the sender information on the Sender tab by selecting the check box of the information to be listed, and then enter the information.



- 7 To place graphics such as a company logo or map on a cover sheet, specify the image file on the Image tab.
 - Select the "Zoom" check box to specify the size, and set the position with the values in the "X" and "Y" boxes.

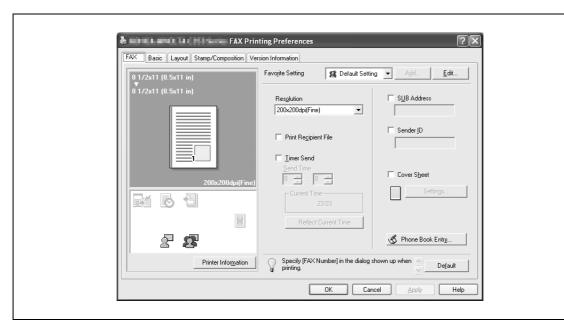


- 8 Check the specified settings.
 Click the [Check] button to check an enlarged preview image.
 - Click the [Add] button to save the cover sheet settings. The settings can then be recalled from the "Cover Sheet Settings" drop-down list the next time a cover sheet is used.
- 9 Click the [OK] button.

4.8 Setting up the fax driver for Windows

Common settings

The following describes the common settings and buttons that are displayed on all tabs.



Button	Function
ОК	Click this button to close the dialog box and apply any settings that have been changed.
Cancel	Click this button to cancel any settings that have been changed and close the dialog box.
Help	Click this button to display the help for each item on the currently displayed dialog box.
Add (Favorite Setting)	Click this button to save the current settings and to view them at a later time.
Edit (Favorite Setting)	Click this button to change the saved settings.
Default	Click this button to return the settings to their defaults, which were selected when the driver was installed.
View	A preview of the page layout as specified in the current settings is displayed and a preview image of the print job can be checked. 8 1/2x11 (8.5x11 in) 8 1/2x11 (8.5x11 in) 200x200dpi(Fine)
Printer Information	Starts up the PageScope Web Connection to confirm the printer information. This is available when communication with this machine is enabled.



Detail

To enable any installed options, you must specify the Device Option settings.

FAX tab

Item	Function
Resolution	Specifies the fax resolution.
Print Recipient File	Prints the document after the fax was sent.
Timer Send	Sets the transmission time. By clicking the [Reflect Current Time] button, the current time set on the computer is displayed in the "Send Time" boxes.
SUB Address	Specifies the sub address for sending confidential faxes using F-codes.
Sender ID	Specifies the sender ID for sending confidential faxes using F-codes.
Cover Sheet	Specifies the fax cover sheet.
Phone Book Entry	Edits the phone book.

Basic tab

Item	Function
Original Orientation	Specifies the orientation of the original.
Original Size	Specifies the size of the original.
Paper Size	Specifies the output paper size of the recipient. Automatically enlarges or reduces when the Original Size setting is changed.
Zoom	Specifies the enlargement and reduction ratio.
[Authentication/Account Track]	Specifies the user name and password when performing user authentication, and the department name and password when performing account track on this machine.

Layout tab

Item	Function
Combination	Prints multiple pages on one page, or prints one sheet of an original divided on multiple pages. Details can be specified by clicking the [Combination Details] button.
Skip Blank Pages	Does not print blank pages in the data.

Stamp/Composition tab

Item	Function
Watermark	Prints a watermark (text stamp) on the page being printed. Watermarks can be added, changed, or deleted by clicking the [Edit] button.

Configure tab

Item	Function
Device Option	Specifies the status of the options that are installed on this machine and the status of the user authentication and account track functions. Specify the status of each item from the "Setting" drop-down list.
Acquire Device Information	Communicates with this machine to read the status of the installed options.
Acquire Settings	Specifies the status of the connection that executes getting the option information.
Encryption Passphrase	Enter an encryption passphrase when it is defined by the user through communication with this machine.



Note

To display the Configure tab, right-click the "xxxxxxx FAX" icon, and then click "Properties".

You cannot use the [Acquire Device Information] function if you are not connected to or able to communicate with this machine.

In addition, when use the [Acquire Device Information] function, in the Administrator Settings of the machine, select [System Connection] - [Open API Settings] - [Authentication], and then select "OFF".

Settings tab

Item	Function
Display Constraint Message	Displays a message when functions that cannot be specified at the same time were enabled from the printer driver.
Display paper set in Print Server Properties	Uses the paper that was added in [Server Properties] of the printer folder.
Verify Authentication set- tings before printing	Verifies the authentication settings for this machine before printing and displays a message if the settings are not compatible.
Popup Authentication Dialog when printing	Displays the User Authentication/Account Track dialog box when a print job is specified to enter the user name and department name.
Store Custom Size	Store the custom paper sizes.



Note

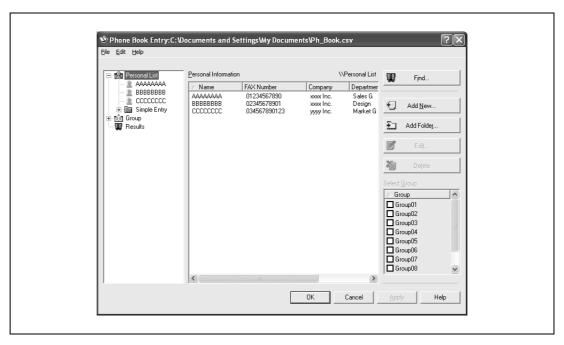
To display the Settings tab, right-click the "xxxxxxx FAX" icon, and then click "Properties".

4.9 Using a phone book

Adding a recipient to the phone book

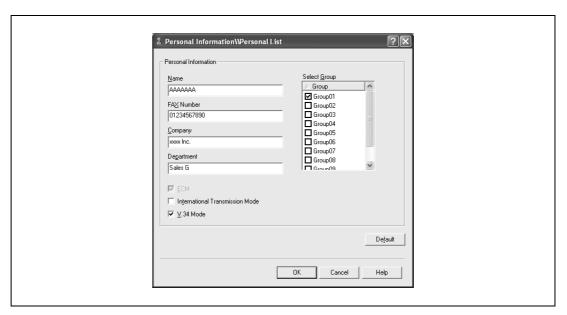
When sending a fax, you can recall the fax numbers that are used frequently by adding them to a phone book. A phone book can be added from the FAX tab in the FAX Printing Preferences dialog box.

1 From the FAX tab in the FAX Printing Preferences dialog box, click the [Phone Book Entry] button.
The Phone Book Entry dialog box appears.



- From the left side of the dialog box, select "Personal List", and then click the [Add New] button.

 The Personal Information\\Personal List dialog box appears.
- 3 Enter the appropriate information in the "Name", "Fax Number", "Company", and "Department" text boxes.



- If entering a name for a fax cover sheet, titles cannot be added. To add a title to a fax cover sheet, add the title in the "Name" text box.
- Up to 80 characters can be entered in the "Name", "Company", and "Department" text boxes.
- Up to 38 characters (numbers 0 through 9, hyphens (-), spaces, #, *, E, P, and T) can be entered in the "Fax Number" text box. To send a fax overseas, be sure to enter the country code first.

Change the transmission mode as necessary.

Specifies the ECM (Error Correction Mode). If the "V.34 Mode" check box is selected, the "ECM" check box cannot be cleared.

International Transmission Mode:

Slows the speed when sending faxes overseas. Select this check box if errors occur when sending faxes overseas.

V.34 Mode:

Specifies the Super G3 fax mode. For normal fax operations, leave this check box selected. Clear it only if it is not possible to transmit in the recipient's mode.

- 4 To add a recipient to a group, select the check box of the group to be added.
 - If adding a recipient to a group, you can specify the recipient in a group (group transmission). To send faxes to specific members, it comes in handy to add them to a group.
 - Multiple groups can be selected and added.
 - The group name can be changed.
- 5 Click the [OK] button.

The information of the recipient is registered and it is added to "Personal Information". If a group was specified, the group that was added also appears in "Group".

6 Click the [OK] button.

If a name was added, the editing of the phone book is complete.

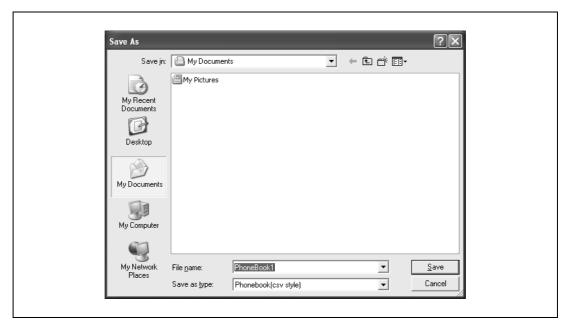
The first time you register a phone book, a dialog box to confirm whether you want to save the phone book appears.

7 Click the [Yes] button.

The Save As dialog box appears.



Specify the storage location, enter the file name, and then click the [Save] button. The phone book is saved as a file.

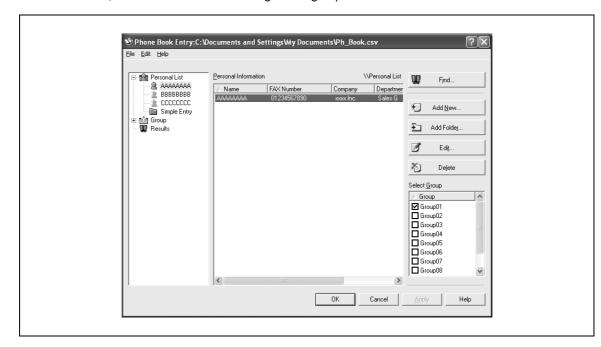


- The Save As dialog box appears when a phone book is registered for the first time. The Save As
 dialog box does not appear from the second time the phone book is changed and thereafter since
 the phone book file is automatically overwritten.
- The saved phone book file automatically appears the next time you open the phone book. To open a different phone book, select "Open" from the "File" menu in the Phone Book Entry dialog box. If multiple phone books have been saved, you can use the phone books by switching between them.
- A new phone book can be created by clicking "New" from the "File" menu in the Phone Book Entry dialog box. You can save a file under a different name by clicking "Save As" from the "File" menu.
- The file extension for the phone book files is ".csv".

Editing a phone book

You can easily change the personal information that was registered, change the group names, edit, or organize the phone books.

- → To change the personal information, select the name you want to change from "Personal List" on the left side of the dialog box, and then click the [Edit] button on the right.
 - The same Personal Information\\Personal List dialog box that appeared when you registered the phone book appears, allowing you to change the information.
 - You can select the name that you want to change from "Personal List" on the left side of the dialog box, and you can delete a recipient by clicking the [Delete] button on the right. If a recipient is deleted, it is also deleted from the registered group.



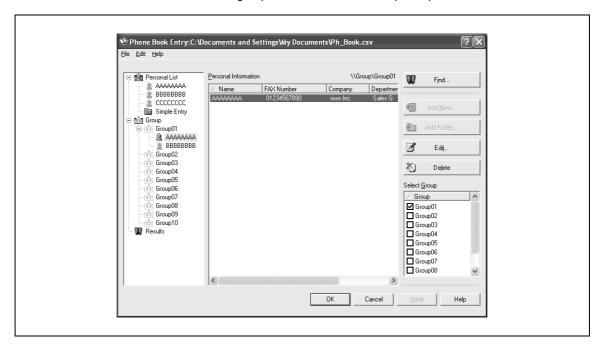


Note

When sending a fax, the names and fax numbers that were entered manually and registered by clicking the [Register To Phone Book] button, appear in the "Simple Entry" folder of the phone book.

To change a registered recipient to a group:

→ From "Personal List" on the left side of the dialog box, select the name you want to change, and then select or clear the check box of the group under the "Select Group" drop-down list.





Note

A recipient can even be added to a group by dragging the recipient's name from "Personal List" on the left side of the dialog box to the desired group. However, the name cannot be dragged out of the group.

Up to 100 recipients can be added to a group.

To change a group name:

→ Select the group that you want to change from "Group" on the left side of the dialog box, and then specify "Change Group Name" from the "Edit" menu.

To create a folder:

- Select "Personal List" on the left side of the dialog box.
- Specify "Add Folder" from the "Edit" menu.
 - You can move names from "Personal List" by dragging them to a folder.



Note

Names can also be moved to the desired folder by right-clicking a name and selecting "Copy" or "Cut", then selecting "Paste" on the target folder.

Up to 40 characters can be entered for the folder name.

A folder can be up to three layers deep.

To edit a folder:

→ Select the desired folder, and then click the [Edit] button.

To delete a folder:

→ Select the desired folder, and then click the [Delete] button.

To search the personal information:

→ Click the [Find] button on the right side of the dialog box to display the Find dialog box where the search conditions can be specified.

Box Operations

5 Box Operations

5.1 User Box functions

The User Box functions allow document data to be saved on the internal hard disk of the machine and later printed. Documents that can be saved are data scanned for copying and saved scan data. To save data to a box, create the box, and then save the data to the specified box.

The saved data can be printed, sent by e-mail, forwarded to an FTP site, or sent to a computer. By using the User Box functions, documents can easily be scanned repeatedly and the separate data can be saved on a computer.

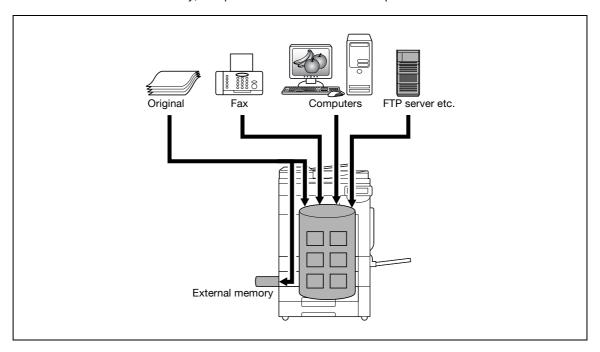
5.1.1 Available User Box functions

Saving documents

Data can be saved to the following box:

User box	Description		
Public/personal/group user boxes	Document data that has been copied or scanned on this machine can be saved in the user boxes. Document data, which is printed from a computer on the network, can be saved. Based on user authentication or account track settings, access to some boxes, such as personal and group user boxes, can be limited to particular users.		
Annotation user box	Document data saved in Scan mode and to be printed or transmitted with an image of the date/time or an annotation number can be saved.		
External memory *1	Appears if an external memory is installed. Scanned data can be directly saved in the external memory connected to the machine.		

 $^{^{\}star 1}$ To connect an external memory, an optional local interface kit is required.



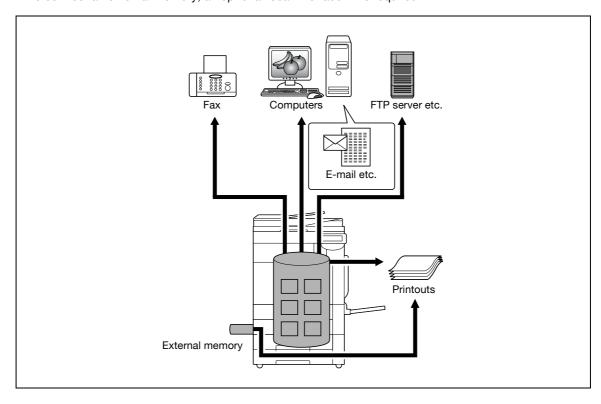
Using document data

The document saved in boxes can be used as follows:

User box	Description
Public/personal/group user boxes	Saved documents can be printed or sent. Multiple documents can be selected for printing/transmission. Depending on user authentication and account track settings, use of some boxes, such as personal and group user boxes, can be limited to a particular user.
Bulletin board user box	This box appears when the optional fax kit is installed. Saved documents in the bulletin board user box can be printed.
Polling TX User Box	This box appears when the optional fax kit is installed. Documents sent using polling can be printed.
Secure print user box	Saved documents can be printed. To print the data, enter an ID and password.
Memory RX user box	This box appears when the optional fax kit is installed. The fax document received though the memory RX setting can be confirmed and printed.
Annotation user box	Document data saved can be printed or transmitted with an image of the date/time or an annotation number.
Fax retransmit user box	This box appears when the optional fax kit is installed. Saved documents can be retransmitted or printed for confirmation.
Encrypted PDF user box *1	Saved documents can be printed. Encrypted PDF files saved in an external memory and sent for print jobs are also saved in this box. To print documents, the preset password is necessary.
ID & Print User Box	This user box appears if user authentication is applied. Documents being sent for print jobs by the printer driver after logging on as a user can be printed.
External memory *2	Appears if an external memory is installed. Document data in the external memory connected to the machine can be printed.

^{*1} For print instruction of an encrypted PDF, see PageScope Direct Print manual or the help on direct print of PageScope Web Connection.

 $^{^{\}star 2}$ To connect an external memory, an optional local interface kit is required.



Organizing document data

Documents can be organized by renaming the saved document name, changing the box where they are saved, or duplicating or deleting them.

User box	Delete	Change name	Move	Сору	Details
Public/personal/group user boxes	0	0	0	0	0
Bulletin board user box	0	×	×	×	×
Polling TX user box	0	×	×	×	×
Secure print user box	0	0	×	×	0
Memory RX user box	0	0	×	×	0
Annotation user box	0	0	×	×	0
Fax retransmit user box	0	×	×	×	×
Encrypted PDF user box	×	×	×	×	×
ID & Print User Box	×	×	×	×	×
External memory	×	×	×	×	×

O: Possible x: Not possible

5.1.2 Set-up for User Box functions

Before using the User Box functions, the following settings should be specified.

User box registration

Create and save the user boxes where documents will be saved. Boxes can be registered by using the machine's touch panel or by using PageScope Web Connection from a computer on the network. The following boxes can be created:

- Public/personal/group user boxes (p. 5-7)
- Bulletin board user box (if needed) (p. 5-10)
- Annotation user box

To use the machine for relay device

If the optional fax kit is installed, and you want to use this machine for relaying fax transmission, create a relay user box for saving documents temporarily. (p. 5-11)



Detail

To create a relay user box, specify the group which contains fax number to be forwarded in advance.

To use Memory RX user box

If the optional fax kit is installed, and you do not want the documents printed upon reception, use the Memory RX setting.

5.2 User box registration

5.2.1 User box registration

New user boxes can be registered. Available user box types are as follows:

Item	Description
Public user box	Shared box that any user can access.
Personal user box	Personal-use user box that only the user who is logged on can access when the machine is subject to management with user authentication.
Group user box	User box that can only be accessed by users who belong to the account that is logged on when the Account Track function is operating on the machine.
Bulletin board user box	Used for F-coded polling transmission/reception via a bulletin board. This type can be specified if the optional fax kit is installed.
Relay user box	Used for storing relay data when this machine operates as the relay distribution station for F-coded relay distribution. This type can be specified if the optional fax kit is installed.
Annotation user box	Used for adding an image of the date/time or an annotation number to a document when printing or transmitting it. The type of text added can be specified when the document is used. Annotation user boxes are registered in Administrator mode.



Detail

If user authentication is canceled, personal and group user boxes become public user boxes.

If user authentication or account tracking is in place, be sure to complete authentication by touching [Login] or press the [ID] key after entering the ID and password. If user authentication has failed, personal or group user boxes cannot be created.

If the optional fax kit is installed, confidential reception (F-code transmission) is available as a functional expansion for public/personal/group user boxes.

If "Password Rules" is enabled, no password containing less than eight characters can be registered.

If you have already registered a password containing less than eight characters, change it to one using eight characters containing eight characters before enabling "Password Rules".

Public/Personal/Group user boxes

→ When registering or editing, specify the following items.



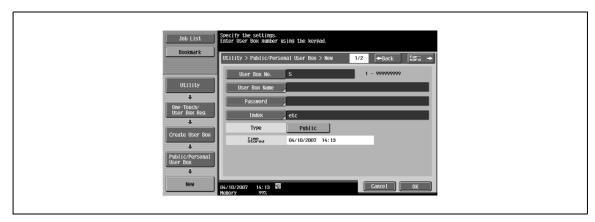
Detail

To change settings for a registered user box, select the user box and touch [Edit].

After touching [Edit], the user box number cannot be changed.

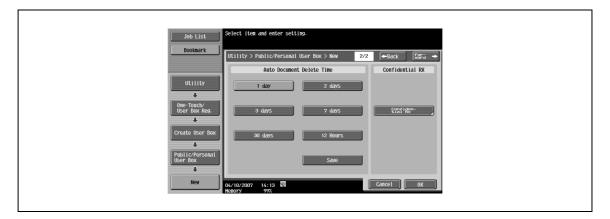
To delete a registered user box, select the user box and touch [Delete].

Screen (1/2)



Item	Description
User Box No.	The next available user box number appears automatically. To specify a user box number, touch [User Box No.], and then use the keypad to type in the user box number (between 1 and 999999999).
User Box Name	Touch [User Box Name], and then enter the user box name from the touch panel (20 characters or less). Multiple user boxes can be registered under the same user box name if different user box numbers are specified respectively.
Password	Specify a password to limit access to the user box. Touch [Password], and then enter the password from the touch panel (8 characters or less).
Index	Select the index characters.
Туре	Depending on the state of user authentication and account track operations, either [Public], [Personal], or [Group] can be selected. When selecting [Personal], specify the owner name. To change the owner, touch [Change Owner], and then select a different owner. When selecting [Group], specify the owner account. In the Change Owner page, select a different owner account.

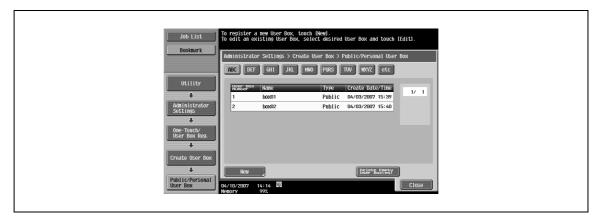
Screen (2/2)



Item	Description
Auto Document Delete Time	Specify the length of time for documents to remain before they are deleted, counting from the registration.
Confidential RX	This key appears when the optional fax kit is installed. Select the option to add or not to add the confidential reception function to the user box. To add the confidential reception function, type in the confidential reception password. For confirmation, type in the password for confidential reception twice.

Delete Empty User Box(es)

If a public, personal, or group user box are registered in the Administrator Settings mode, it is possible to set up so that the program can search for empty user boxes and automatically delete them if any. Touch [Delete Empty User Box(es)] on the User Box Registration page.



Bulletin Board User Box

→ Up to 10 bulletin board user boxes can be registered. When registering or editing, specify the following items.



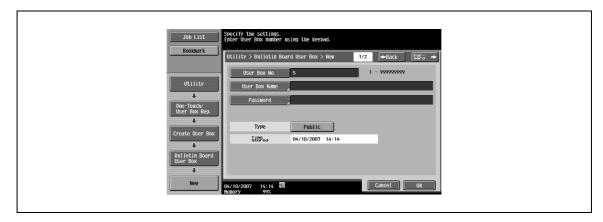
Detail

To change settings for a registered user box, select the user box and touch [Edit].

After touching [Edit], the user box number cannot be changed.

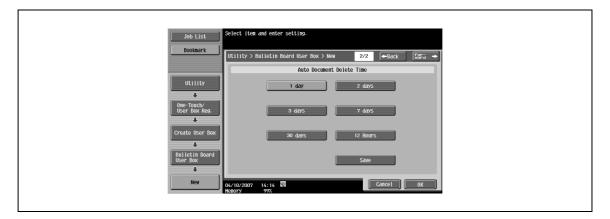
To delete a registered user box, select the user box and touch [Delete].

Screen (1/2)



Item	Description
User Box No.	The next available user box number is displayed. To specify a user box number, touch [User Box No.], and then use the keypad to type in the user box number (between 1 and 999999999).
User Box Name	Touch [User Box Name], and then enter the user box name from the touch panel (20 characters or less). Multiple user boxes can be registered under the same user box name if different user box numbers are specified respectively.
Password	Specify a password to limit access to the user box. Touch [Password], and then enter the password from the touch panel (8 characters or less).
Туре	Depending on the state of user authentication and account track operations, either [Public], [Personal], or [Group] can be selected. When selecting [Personal], specify the owner name. To change the owner, touch [Change Owner], and then select a different owner. When selecting [Group], specify the owner account. In the Change Owner page, select a different owner account.

Screen (2/2)



Item	Description
Auto Document Delete Time	Specify the length of time for documents to remain before they are deleted, counting from the registration.

Relay User Box

→ Up to five relay user boxes can be registered. When registering or editing, specify the following items.

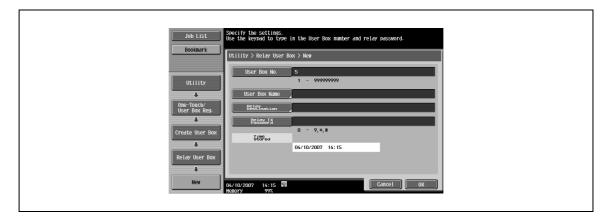


Detail

To change settings for a registered user box, select the user box and touch [Edit].

After touching [Edit], the user box number cannot be changed.

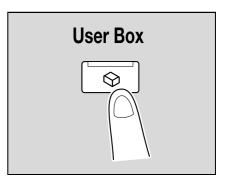
To delete a registered user box, select the user box and touch [Delete].



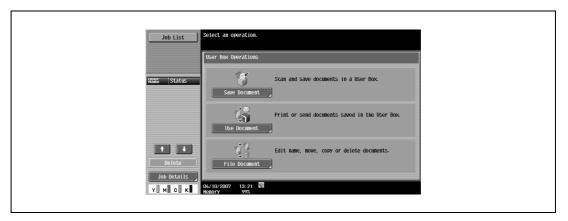
Item	Description
User Box No.	The next available user box number appears automatically. To specify a user box number, touch [User Box No.], and then use the keypad to type in the user box number (between 1 and 999999999).
User Box Name	Touch [User Box Name], and then enter the user box name from the touch panel (20 characters or less). Multiple user boxes can be registered under the same user box name if different user box numbers are specified respectively.
Relay Destination	Select a relay destination of transmission from a relay user box. Relay destinations are preregistered as group destinations.
Relay TX Password	Specify a password to limit access to the user box. Touch [Relay TX Password], and then enter the password from the touch panel (8 characters or less).

5.3 Saving documents in user boxes

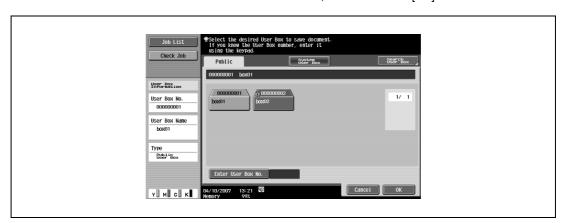
1 Press the [User Box] key.



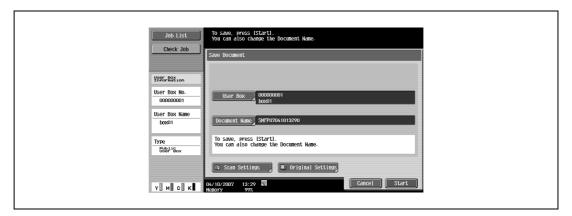
2 Touch [Save Document].



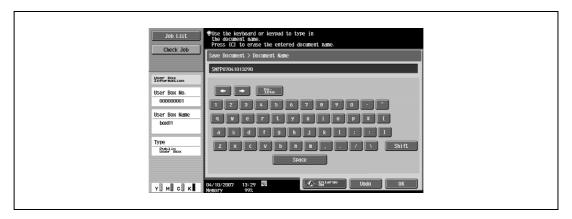
3 Select the user box where the documents are to be saved, and then touch [OK].



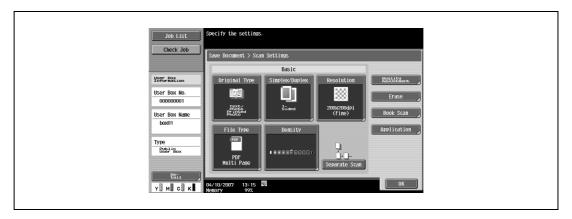
The following screen appears.



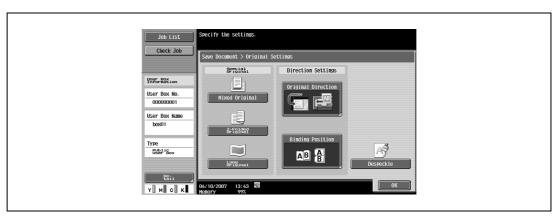
- 4 Specify the document name, scan settings, and original settings.
 - Touch [Document Name] to change the name of the document.



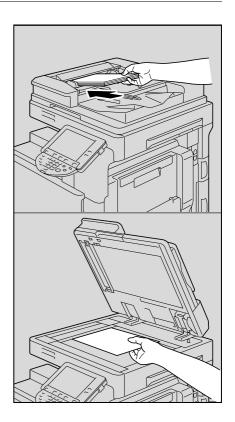
- Touch [Scan Settings] to specify the scan settings.



- Touch [Original Settings] to specify the original settings.



5 Position the original.



6 Press the [Start] key or touch [Start].



5.3.1 Available operations in the Save Document screen

- → To save documents in User Box mode, directly specify the user box where the document is to be saved.
 - Documents to be saved can be used in the same way as saved scan data.

Public/personal/group user boxes

Document data (copies and scans) created using this machine can all be saved in boxes.

Document data sent for print jobs from a computer over the network can be saved.

Depending on user authentication and account track settings, access to some boxes, such as personal and group user boxes, can be limited to a particular user.

Annotation User Box

To print or send document data saved with an image of the date/time or an annotation number, save the document data in this Annotation User Box.

→ Touch the System User Box tab, and then touch [Annotation Number] to select your desired box.

External Memory

Scanned data can be directly saved in the external memory connected to the machine.

→ Check that an external memory is plugged into the USB slot, and then touch [External Memory] on System User Box tab.



Detail

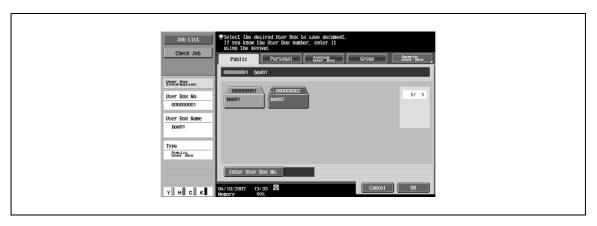
Saving document to an external memory is disabled (cannot be saved) at factory default. It is also disabled (cannot be saved) in the user function setting when the user authentication is specified. To save a document to an external memory, change the Administrator Settings to allow documents to be saved in an external memory.

5.3.2 Initial screen of Save Document

Public/Personal/Group user box

Selecting the Public/Personal/Group User Box tab lists the boxes where documents can be saved.

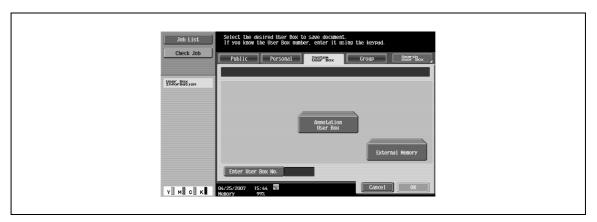
→ Select a box you want to save documents in.



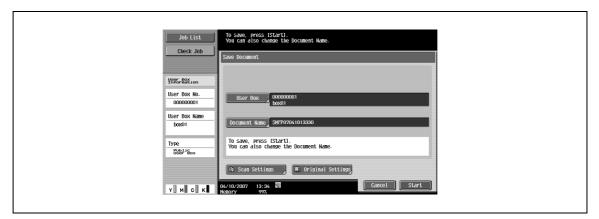
System User Box

Selecting the System User Box tab lists the boxes where documents can be saved.

→ Select a box you want to save documents in.



5.3.3 Description of the Save Document screen

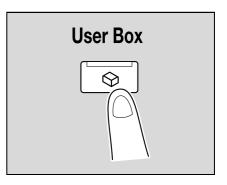


On the Save Document screen, settings can be specified for the following.

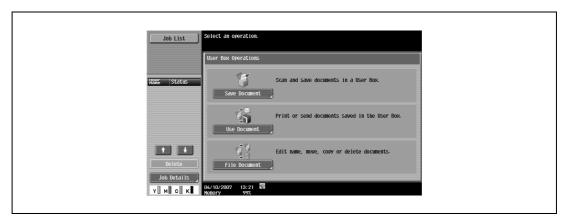
Item	Description
[User Box]	For Public, Personal, Group, and Annotation User Boxes, you can change the user box where documents are saved. To change it, touch [User Box] to select the desired user box.
	It is not possible to select a user box to save documents contained in an external memory.
[Document Name]	The on-screen keyboard appears in the touch panel. Enter a document name from the touch panel.
[Scan Set- tings]	Specify details for scanning documents.
[Original Set- tings]	Specify a type of original and orientation of loaded original.

5.4 Printing documents in user boxes

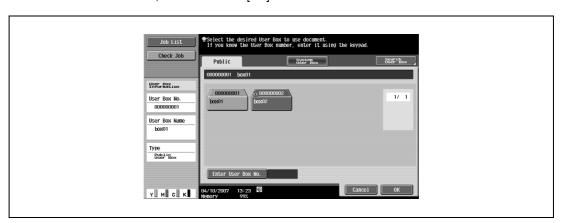
1 Press the [User Box] key.



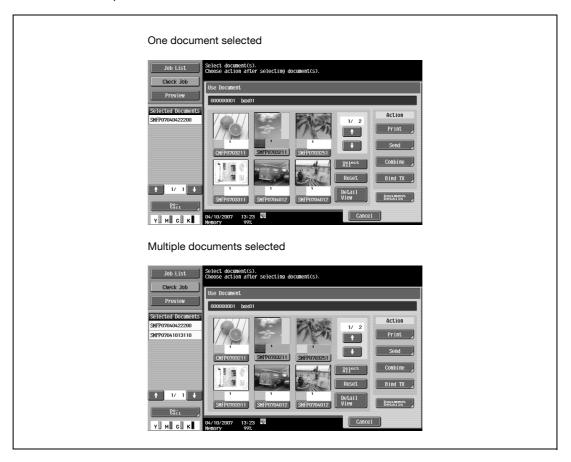
2 Touch [Use Document].



3 Select the desired user box, and then touch [OK].

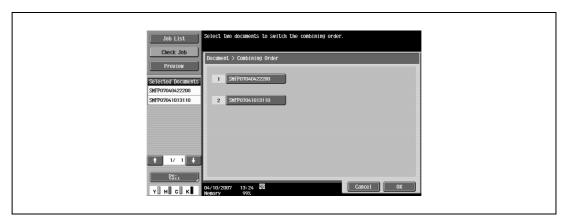


4 Select one or multiple documents.

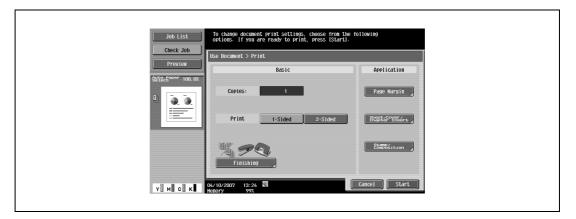


- If one document is selected, touch [Print].
- If multiple documents are selected, touch [Combine].

Specify an order for printing (combination order).



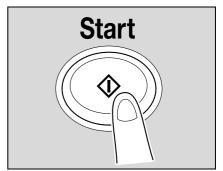
5 Specify basic and application settings.



6 Check the result in preview images.



7 Press the [Start] key or touch [Start].



5.4.1 Available operations in the Use Document screen

Printing

Documents saved in user boxes by Copy, Fax/Scan, Print mode or Fax RX can be printed. Finishing settings, such as the number of copies and double-sided printing, can be added when the document is printed. "Bind" can also be specified to select and print multiple documents at the same time.

Transmitting

Documents saved in user boxes in Fax/Scan mode, or Print mode can be sent by E-Mail and Fax. Settings related to finishing and sending can be added when the document is transmitted. "Bind TX" can also be specified to select and print multiple documents at the same time.

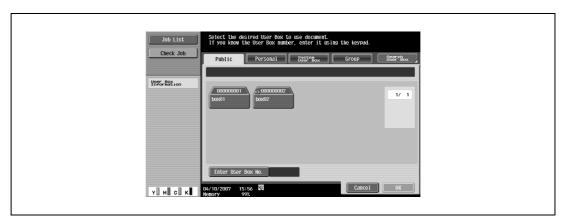
Document Details

Enables checking of the saving date and time and a preview image of a document.

5.4.2 Initial screen of Use Document

Public/Personal/Group user box

- 1 Select the Public/Personal/Group tab lists to display available boxes.
- 2 Select a box you want to use.



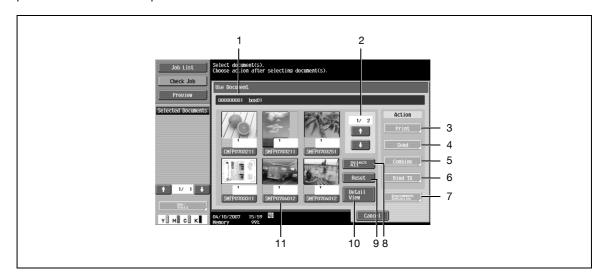
System User Box

- Select the System User Box tab lists to display available system boxes.
- 2 Select a box you want to use.
 - When you select [Bulletin Board User Box], select another box to use.
 - When you select [Secure Print User Box], enter the ID and password for a secure print document.
 - When you select [Annotation User Box], select another box to use.



5.4.3 Description of Use Document screen

Selecting a box you want to print and transmit displays the following screen. As an example, the following procedure describes the public user box.

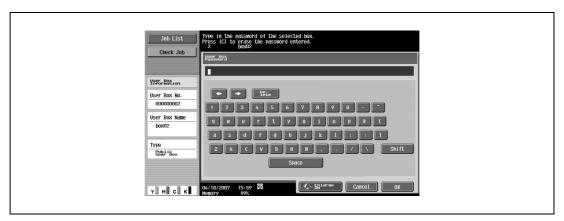


No.	Part Name	Description
1	-	Displays the user box number and name.
2	+	When seven or more documents are saved, use the and keys to switch the displayed lists.
3	[Print]	Specifies the print information of the selected document. (p. 5-24)
4	[Send]	Specifies the recipient and sending information of the selected document. (p. 5-36)
5	[Combine]	Specifies the binding order and print information of the selected document. (p. 5-29)
6	[Bind TX]	Specifies the binding order and sending information of the selected document.
7	[Document Details]	Enables checking of detailed information and a preview image of a document.
8	[Select All]	Selects all documents in the user box.
9	[Reset]	Resets all documents in the user box.
10	[Detail View]/[Thumbnail View]	Switches the display format of the saved document. [Thumbnail View]: Displays a thumbnail of the first page, page number and the document name. [Detail View]: Displays the time stored, user name, and document name. Pressing the title of the [Time Stored] sorts the list in ascending/descending order of the time stored.
11	-	Displays the list of documents saved in the user box.

5.4.4 When a password is specified for the user box

When a password is specified in the user box, a screen to enter a password appears.

- 1 Enter the password.
- 2 Press the [OK] button.



5.4.5 Overview of Print

The following functions can be added in Print.

Item	Description
Copies	Specifies the number of copies to be printed.
Print	Specifies whether 1-sided or 2-sided copies are to be printed.
Finishing	Specifies sort/group, stapling and hole punching.
Page Margin	Adds a binding margin to the left or right side or to the top of the printed pages.
Sheet/Cov- er/Chapter Insert	Specifies cover mode, insert sheet and chapters to insert covers and papers.
Stamp/Composi- tion	Prints the specified information including the date/time and the stamp.



Detail

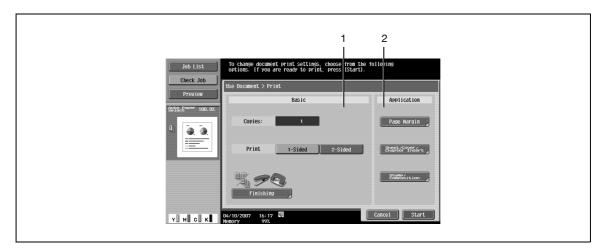
The Center Staple/Fold settings are available only if optional Finisher FS-519 is installed.

The Center Staple & Fold setting is available only if the optional Finisher FS-609 is installed.

The Punch setting is available only if the punch kit is installed on the optional finisher.

5.4.6 Description of the Print screen

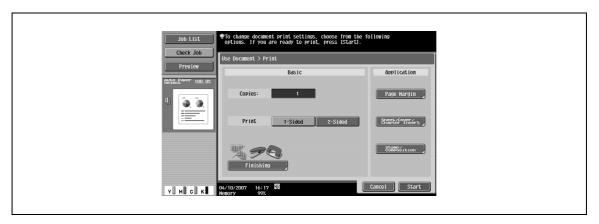
→ Touch [Print] to display the following screen.



No.	Part Name	Description
1	[Basic]	Specifies the basic settings such as number of copies and 1-sided/2-sided.
2	[Application]	Specifies more difficult settings such as page margin, sheet insertion and stamp.

5.4.7 Copies

- → Using the keypad, type in the desired number of copies.
 - The number of copies can be specified between 1 and 999.



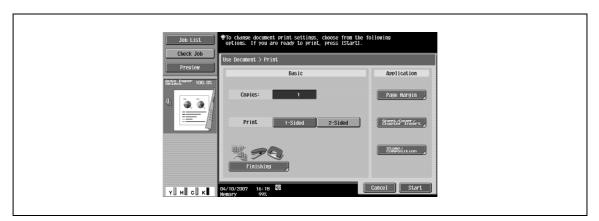


Detail

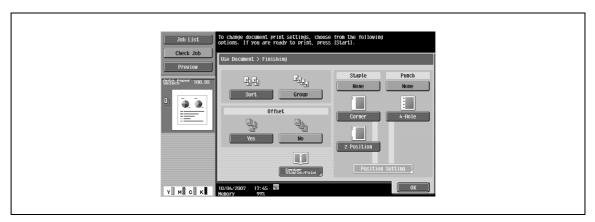
To reset the number of copies to "1", press the [C] button.

5.4.8 1-Sided/2-Sided

→ Select whether 1-sided or 2-sided copies of the document are to be printed.



5.4.9 Finishing





Detail

The feeding method when a finisher is installed can be changed from Administrator Setting.

Sort/Group

- → Select "Sort" to feed out the document by copies.
 - Select "Group" to feed out the document by pages.

Offset

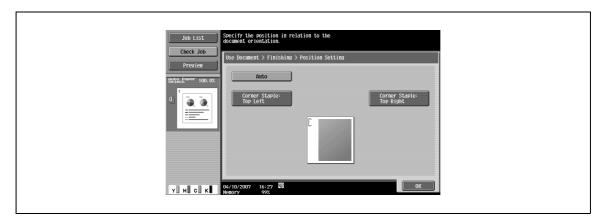
- → Specifies offset to separate the copies or pages of the document.
 - If a finisher is installed, the printed pages are fed out with each copy shifted to separate it.
 - If no finisher is installed, the printed pages are fed out sorted in an alternating crisscross pattern.

Staple

→ Select one of these settings to bind copies with a staple in the corner or with two staples.

Staple - Position Setting

When you select a staple type, you can specify the position.

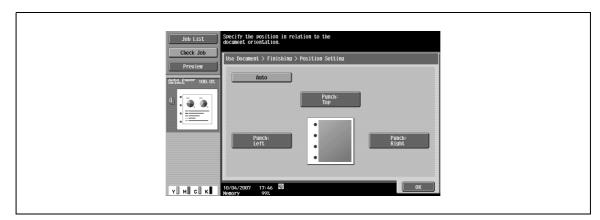


Punch

→ Select the setting to punch holes for filing.

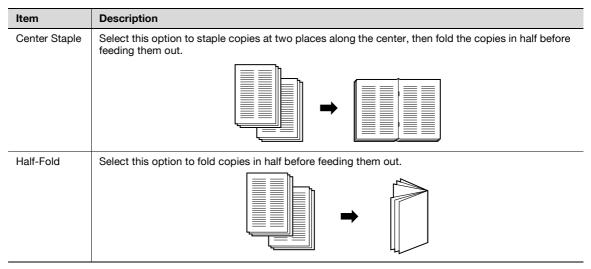
Punch - Position Setting

→ Specify the punch position.



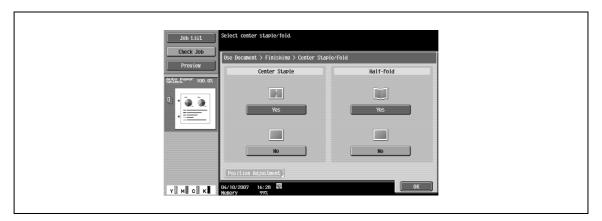
Center Staple/Fold

When [Center Staple/Fold] is displayed by the installed finisher, the following items can be specified.



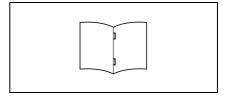
You can adjust the center staple and half-fold position by pressing [Position Adjustment].

→ Press [-] and [+] to adjust the position.



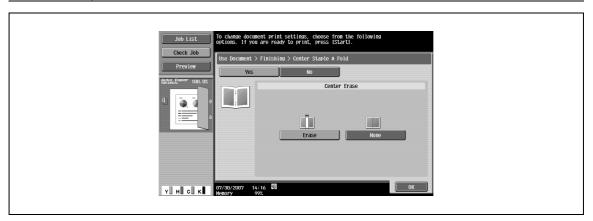
Center Staple & Fold

When [Center Staple & Fold] is displayed by the installed finisher, copies are bound with staples at two places along the center and folded in half before feeding out.



The following can be specified.

Item	Description
Center Erase	Image on the center fold line with Center Staple & Fold can be automatically erased. Erase: Erases the image in the 10mm-wide area, with the fold line as the center. None: Does not erase the image on the center fold line.



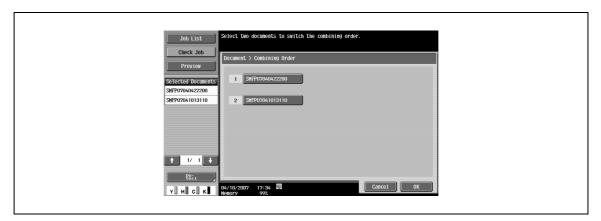
5.4.10 Combining Order

Multiple documents can be selected and printed together. Up to 10 documents can be selected to print together. Additional settings can be made on finishing such as the number of copies for the selected document. Settings can be specified for the following.

Item	Description
Copies	Specifies the number of copies to be printed.
1-Sided/2- Sided	Specifies whether 1-sided or 2-sided copies are to be printed.
Finishing	Specifies offset, stapling and hole punching.
Page Margin	Prints the document with a binding margin.
Stamp/Com- position	Prints the document with the date/time, page number or a stamp.

Selecting multiple documents and touching [Combine] displays a screen to specify the combining order. The document is printed in the displayed order here.

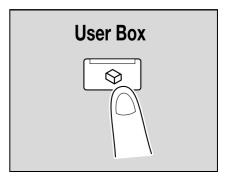
Selecting two documents switches their order.



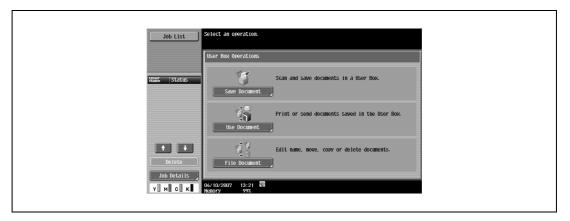
5.5 Sending documents in user boxes

The following outlines are the steps for sending documents saved in public user boxes.

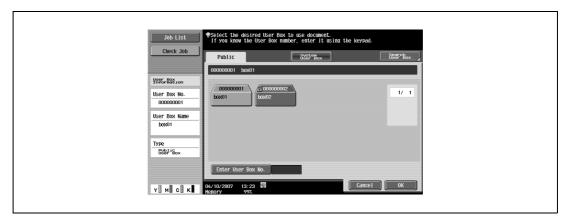
1 Press the [User Box] key.



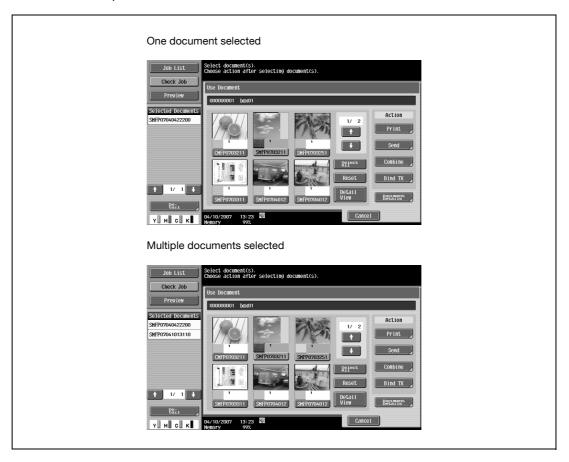
2 Touch [Use Document].



3 Select the desired user box, and then touch [OK].

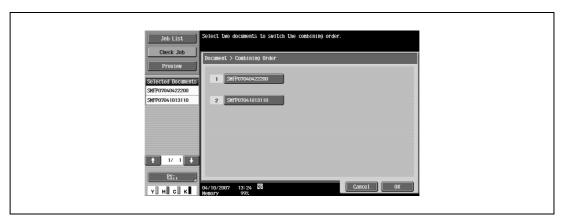


4 Select one or multiple documents.

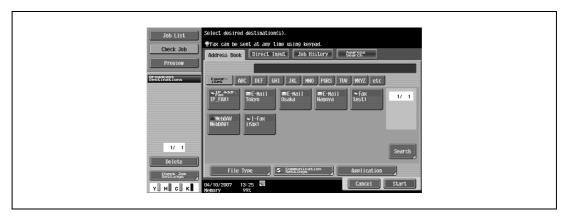


- If one document is selected, touch [Send].
- If multiple documents are selected, touch [Bind TX].

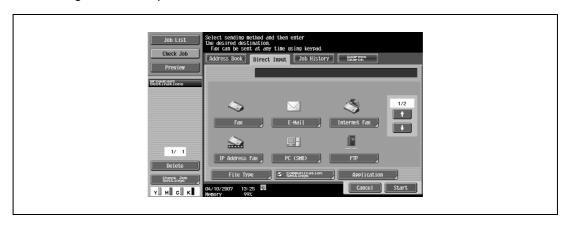
Specify an order for sending (combination order).



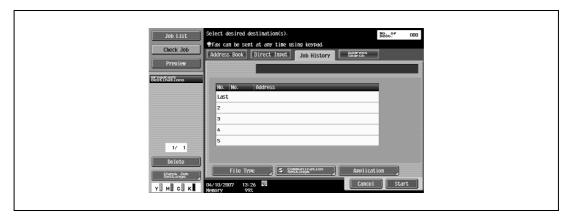
- 5 Specify a recipient.
 - Selecting from Address Book



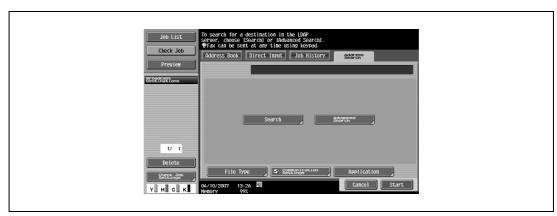
Selecting from Direct Input



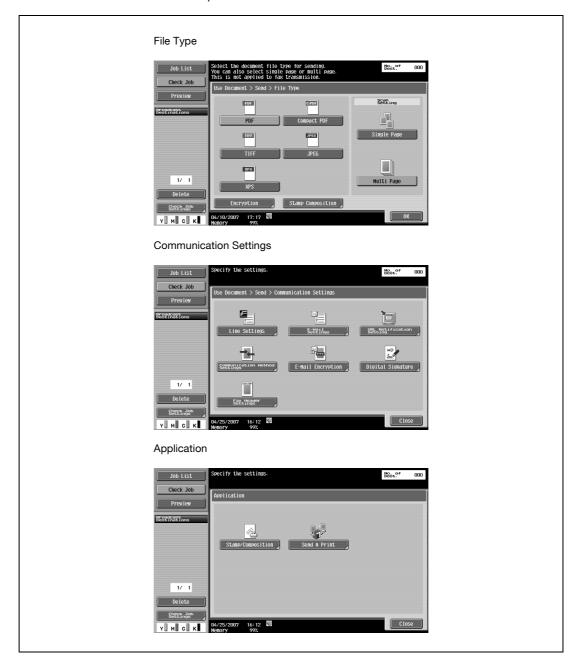
Selecting from Job History



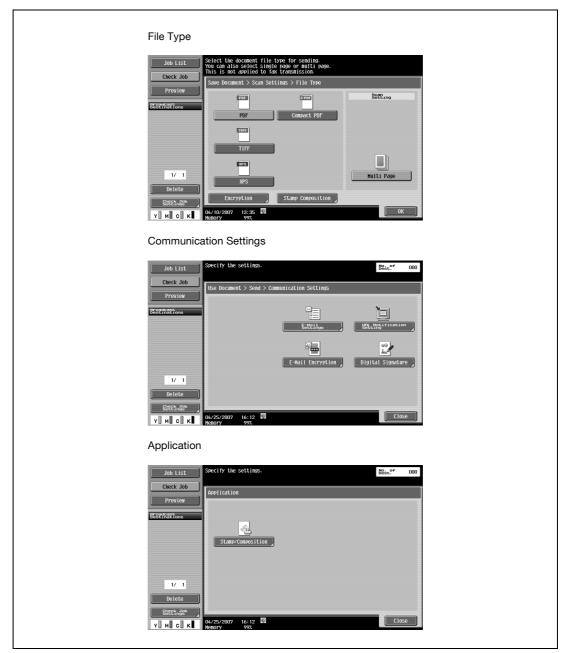
Selecting via Address Search



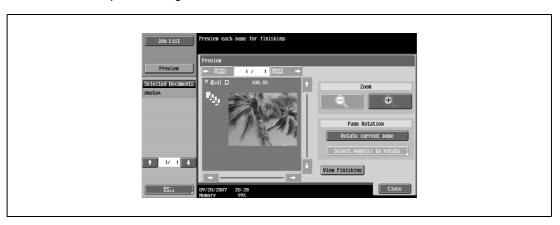
- 6 Specify file types, communication settings, and application settings.
 - From Address Book or Direct Input



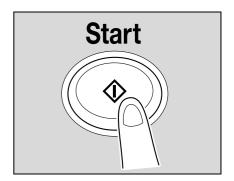
From Job History and Address Search



7 Check the result in preview images.



8 Press the [Start] key or touch [Start].



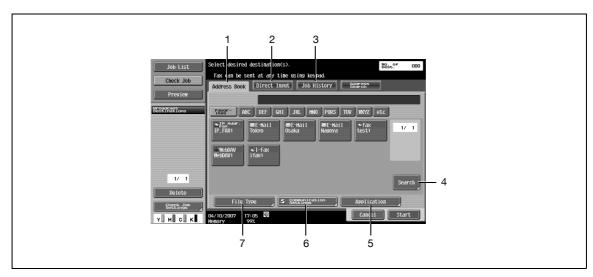
5.5.1 Overview of Send

Document data saved in user boxes can be sent using the following methods. The data can easily be routed simply by registering a destination with this machine instead of sending the data through different computers.

Item	Description	
Fax	Sends data in the document as Fax.	
E-Mail Addr.	Document data can be sent as an E-Mail attachment.	
Internet Fax	Document data can be sent as an E-Mail attachment via the Intranet and Internet.	
IP Address Fax	Specifies the host name or IP address for the destination to send a Fax.	
Scan to SMB	Document data is sent to a shared folder on the specified computer.	
Scan to FTP	Document data is sent to the specified FTP server.	
Scan to Web- DAV	Document data is sent to the specified server on the network.	

5.5.2 Description of the Send screen

→ Touch [Send] to display the following screen.

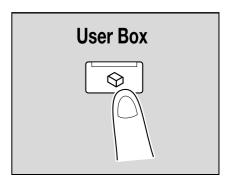


No.	Part Name	Description
1	[Address Book]	Select a recipient from the registered destinations.
2	[Direct Input]	Enter and specify an unregistered destination directly.
		If manual destination input is restricted by "Security Settings" in the Administrator mode, [Direct Input] and [Address search] does not appear.
3	[Job History]	Select one from the fax destination history.
4	[Address Search]	Search the address from the address book.
5	[Application]	Specifies optional functions such as stamp and page print.
6	[Communication Settings]	Specifies settings for communication.
7	[File Type]	Specifies the file format and the encryption detail to be sent.

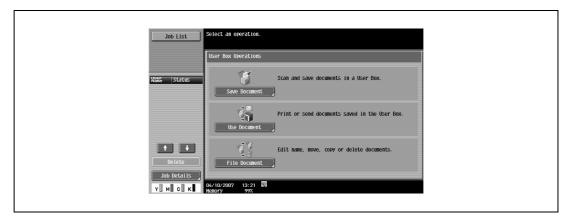
5.6 Organizing user box documents

The following outlines are the steps for organizing documents saved in public user boxes.

1 Connect an external memory to the machine, and then press the [User Box] key.



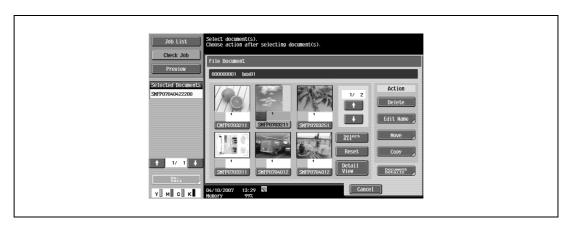
2 Touch [File Document].



3 Select the desired user box, and then touch [OK].



4 Select documents and choose action.





Note

For the procedure for deleting the documents, refer to "Deleting a document" on page 5-40.

For the procedure for changing the name of saved document, refer to "Edit Name" on page 5-40.

For the procedure for moving documents to a different user box, refer to "Move" on page 5-41.

For the procedure for copying a document to a different user box, refer to "Copy" on page 5-41

For the procedure for checking or previewing document information, refer to "Document Details" on page 5-42.

5.6.1 Public/Personal/Group

Documents stored in public, personal, or group user box are subject to the following operations:

Item	Description
Delete	Deletes documents that are no longer needed after being printed or transmitted.
Edit Name	Changes the name of a saved document.
Move	Moves data of documents stored in the user box to another public, personal, or group user box.
Сору	Copies data of documents stored in the user box to another public, personal, or group user box.
Document Details	Enables checking of the saving date and time and a preview image of a document.

System

Documents stored in a system user box are subject to different operations, depending on the hosting box.

	Bulletin Board User Box	Polling TX User Box	Secure Print User Box	Memory RX User Box	Annotation User Box	Fax Re- transmit User Box
Delete	0	0	0	0	0	0
Edit Name	×	×	0	0	0	×
Move	×	×	×	×	×	×
Сору	×	×	×	×	×	×
Document Details	×	×	0	0	0	0

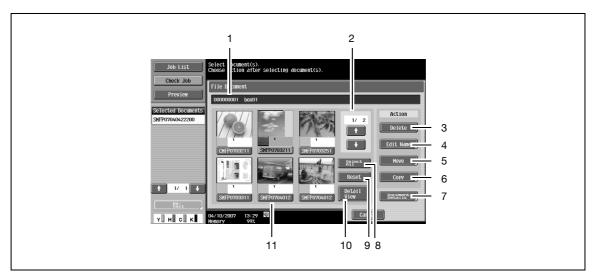
O: Possible

x: Not possible

5.6.2 Description of the File Document screen

Public/Personal/Group

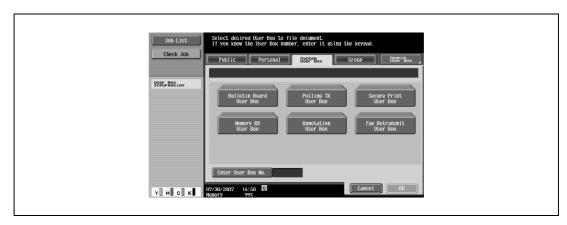
Select the Public, Personal, or Group tab, and then a user box. A screen like the following appears.



No.	Item	Description
1	-	Displays the user box number and name.
2	† +	When seven or more documents are saved, use the and keys to switch list displays.
3	[Delete]	Deletes selected documents.
4	[Edit Name]	Changes the name of the selected document.
5	[Move]	Specifies moving of the selected document.
6	[Copy]	Specifies copying of the selected document.
7	[Document De- tails]	Enables checking of detailed information and a preview image of a document.
8	[Select All]	Selects all documents in the user box.
9	[Reset]	Resets all documents in the user box.
10	[Detail View]/[Thumbnail View]	Switches the display format of the saved document. [Thumbnail View]: Displays a thumbnail of the first page, page number and the document name. [Detail View]: Displays the time stored, user name, and document name. Touch the title of [Time Stored] to sort entries on the list in ascending/descending order of the time stored.
11	-	Displays the list of documents saved in the user box.

System User Box

- Select the System User Box tab, and a list of available system boxes appears.
- Select a box for document filing.
 - When you select the [Bulletin Board User Box], further select a box inside that box for document filing.
 - When you select [Secure Print User Box], enter the ID and password for a secure print document.
 - When you select the [Annotation User Box], further select a box inside that box for document filing.





Detail

Depending on the settings for the Prohibit Functions When Auth. Error functions available from "Security Setting" - "Security Details" under [Administrator Settings], the procedure to input the ID and password for the secure print user box may vary.

5.6.3 Deleting a document

Deletes documents that are no longer needed after printing, etc. Multiple documents can be selected and deleted at once.

→ After checking the details of the document, touch [Yes], and then [OK].



5.6.4 Edit Name

Changes the name of a saved document.

→ Enter a new name from the touch panel.



Detail

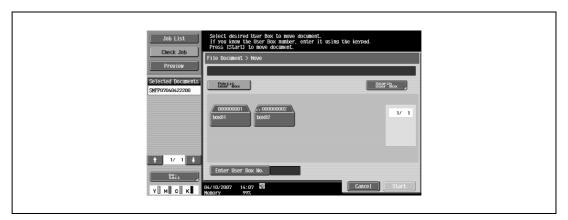
The document name specified here is the default file name for transmission. Change the name of a document to be transmitted according to the conditions of the destination server.

The document name can also be changed later upon transmission.

5.6.5 Move

Moves data of documents stored in the user box to another user box. You can select a destination box from public, personal or group user box.

- Select the destination user box, and check the contents of the document.
- 2 Touch [OK].





Detail

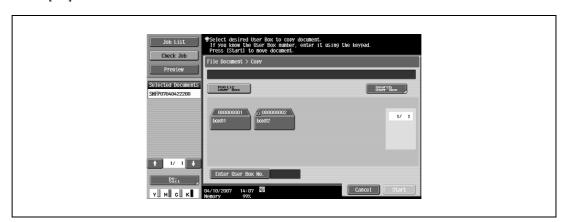
Display contents vary for personal and group user boxes according to the user who is logged on.

Password entry is not necessary even if a password has been specified for the destination box.

5.6.6 Copy

Copies data of documents stored in the user box to another user box. You can select the destination from public, personal and group user boxes.

- 1 Select the destination user box, and check the contents of the document.
- 2 Touch [OK]





Detail

Display contents vary for personal and group user boxes according to the user who is logged on.

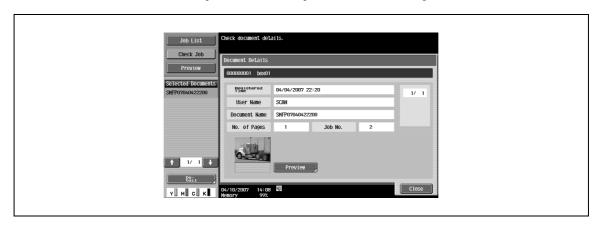
Password entry is not necessary even if a password has been specified for the destination user box.

5.6.7 Document Details

Enables the details of a stored document to be checked from the touch panel.

Display of detailed information

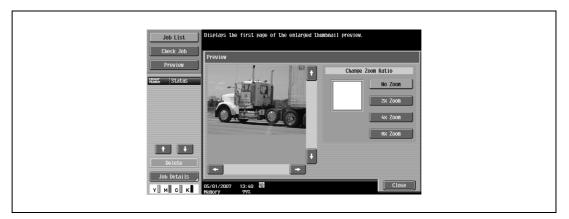
→ Select a document and touch [Document Details] to check the following items:



Item	Description
Registered Time	Displays the date and time when the document was stored.
User Name	Displays the mode (Scan, Copy or Print) and name of the user who stored the document.
Document Name	Displays the name of the document.
No. of Pages	Displays the number of pages in the document.
Job No.	Displays the job number used for storing (registering) the document.
+ +	If two or more documents are stored in the user box, use and to switch documents.
[Preview]	Touch this button to switch to the Preview screen. For details, refer to "Preview" on page 5-43.

Preview

- 1 On the Document Details screen, touch [Preview] to display the preview image of the saved document.
 - The document can be viewed at full size or at a size of 2, 4 or 8 times the normal size.
- 2 Select the display size.
- 3 Use the scroll bars in the right end and bottom end of the image to view the desired section of the image.





Detail

With documents containing multiple pages, only the image of the first page can be checked.

The contents of a document saved with encryption cannot be previewed.

5.7 Secure Print User Box (System User Box)

5.7.1 What is Secure Print User Box?

Documents being sent for print jobs by protecting with an ID and password are saved in this box. The ID and password must be entered in order to print a document.

The authentication procedure may vary depending on how [Prohibited Functions When Authentication Error] (displayed by touching [Security Settings], and then [Security Details] in Administrator Settings) is set. For details, consult the administrator of this machine.

5.7.2 Authentication procedure 1

Take an appropriate operation according to the following procedure when [Prohibited Functions When Authentication Error] (displayed by touching [Security Settings], and then [Security Details] in Administrator Settings) is set to "Mode 1".

- 1 Touch [Secure Print User Box].
- 2 Type in the secure print ID.
- 3 Type in the password for secure print.
 A list of documents appears.
- 4 Select the document to be printed and make print settings.

5.7.3 Authentication procedure 2

Take an appropriate operation according to the following procedure when [Prohibited Functions When Authentication Error] (displayed by touching [Security Settings], and then [Security Details] in Administrator Settings) is set to "Mode 2".

- 1 Touch [Secure Print User Box].
- Type in the secure print ID.A list of documents appears.
- 3 Select the document to be printed and type in the password for secure print.

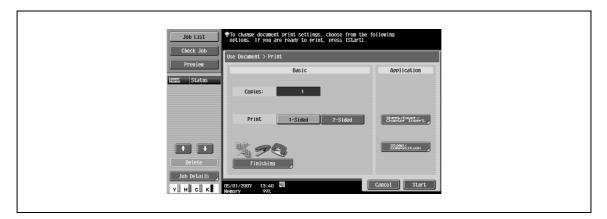


Detai

When you select "Mode 2", the security level is higher than that in "Mode 1".

5.7.4 Printing

You can add several functions to documents stored in secure print user box when you print them.



Function	Description
Copies	Type in the desired number of print copies using the keypad. The input range is 1 to 999.
1-Sided/2-Sided	Select either "1-sided" or "2-sided".
Finishing	Select either "Sort/Group", "Offset" or "Staple".
Sheet/Cover/Chapter Insert	Select either "Cover Sheet", "Insert Sheet" or "Chapters".
Stamp/Composition	Select either "Date/Time", "Page Number", "Stamp", "Copy Protect", "Stamp Repeat" and/or "Header/Footer".

5.7.5 Deleting

The document saved in the secure print user box can be deleted in the File Document screen.

5.8 Encrypted PDF User Box (System User Box)

5.8.1 What is Encrypted PDF User Box?

If the password-protected PDF file data is saved using PageScope Web Connection or PageScope Direct Print, documents are automatically saved in the encrypted PDF user box.

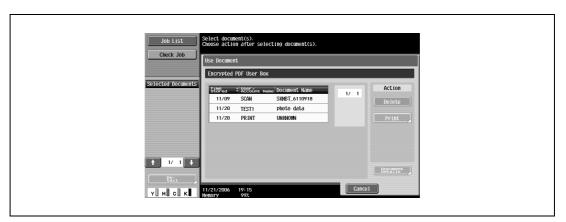


Detail

Printing is instructed from the encrypted PDF box to print an encrypted PDF file with an external memory.

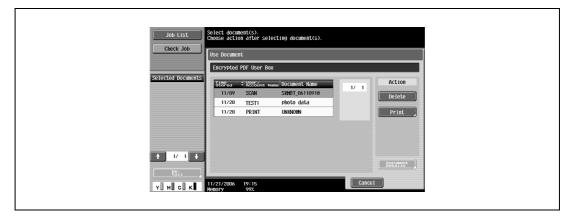
5.8.2 Encrypted PDF User Box screen

- 1 Select [Encrypted PDF user box] to display the list of saved documents from the System tab.
- Select the document to be checked.



5.8.3 Printing

- 1 Select the document to be printed and then touch [Print].
- 2 Enter the password specified in the PDF file when printing.



5.8.4 Deleting

→ Select the document to be deleted and then touch [Delete].

6 Netv

Network Scan/Fax/Network Fax Operations

6 Network Scan/Fax/Network Fax Operations



Note

The fax and network fax funtions are only available if the optional fax kit installed.

6.1 Transmission functions

Function type

This machine can send and receive scanned images over the network or telephone line. This user manual contains descriptions of the following functions.

Function type	Options
Network Scan functions	 Scan to E-Mail FTP TX SMB TX Save in User Box WebDAV TX Web Service
Fax function	G3 fax transmission/reception Polling
Network Fax function	Internet fax (I-FAX) IP Address Fax



Reminder

When turning off the [main power switch] and turning it on again, wait for 10 seconds or longer after power-off, and then turn on the power again. The machine may not operate correctly if it is turned on immediately after being turned off.

Precautions for using fax function (G3)

This machine cannot send/receive faxes in color.

The telephone line types which can be connected to this machine are as follows:

- Subscribed telephone line (Including fax network)
- PBX (two-wire private branch exchange)

Check the telephone line for the following:

- You cannot connect a business phone as an external telephone.
- If a digital dedicated line is multiplexed in an enterprise network, fax transmission speed may be limited, or the Super G3 fax may not be available.

With the factory default settings, a communication error occurs at rare conditions. This is caused by the multiplexed device being set to the lowest possible band for voice transmission. These limitations vary depending on network configurations. For details, contact your network administrator.

Precautions for using network fax

The following conditions are required to use the network fax function.

The machine is connected to the network. (required)

The machine can be used in a TCP/IP network connection. First, connect the cable for connecting to the network.



Detail

To use this machine on a network, settings such as the IP address of the machine must be specified.

Precautions for using Internet fax

The following conditions are required to use the Internet Fax function.

- This machine is connected to a network, enabling to send/receive E-Mail messages.
- In "Network Fax Function Setting" of Administrator Settings, the Network Fax function is set to "ON".

When an E-Mail message is sent, the attachment file may be damaged depending on the network conditions. Always check the attached file for damage.

Even if the TX Result screen or Activity Report screen indicates "----", due to a problem in an Internet pathway, the E-Mail message may not be delivered to the recipient. "----" indicates that a message is sent to the server successfully. If the machine receives a message disposition notification (MDN), "OK" appears in the TX Result screen or the Activity Report screen. To send/receive an important data, use the G3 fax function.



Detail

To use the Internet Fax function, setting by a service engineer is required. For details, contact your service representative.

Precautions for using IP Address Fax

You cannot add an extension telephone line if the IP Address Fax function is used.

The IP Address Fax function is available only between the compatible models of Konica Minolta. We cannot guarantee proper operation other than the compatible models.



Detail

To use the IP Address Fax function, setting by a service engineer is required. For details, contact your service representative.

6.2 Overview

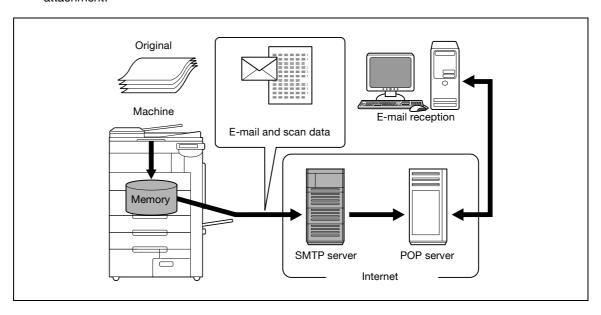
6.2.1 Available Network Scan functions

"Scanning" refers to the operation of reading images of an original fed through the ADF or placed on the original glass. The Scan functions can be used to temporarily store the scan data on the internal memory of the machine and transmit the data over the network.

Scan to E-Mail

Scanned data can be sent to a specified E-Mail address.

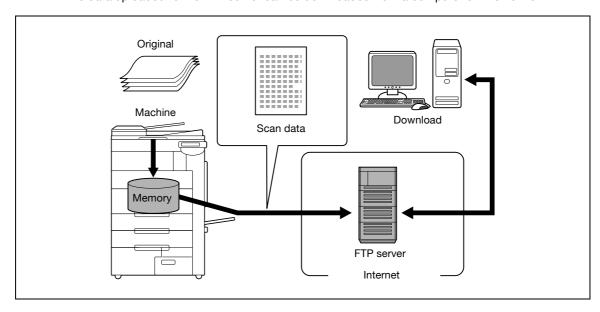
→ Select the destinations from the touch panel of the machine for sending the scanned data as an E-Mail attachment.



FTP TX

Scanned data can be uploaded to a specified FTP server.

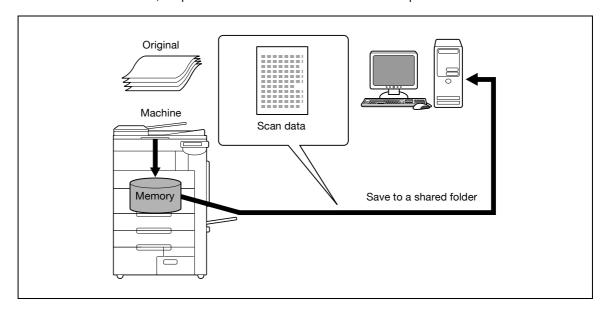
- → Enter the FTP server address, login password and other information from the touch panel of this machine.
 - The data uploaded to the FTP server can be downloaded from a computer on the network.



SMB TX

Scanned data can be sent to a shared folder on a specified computer.

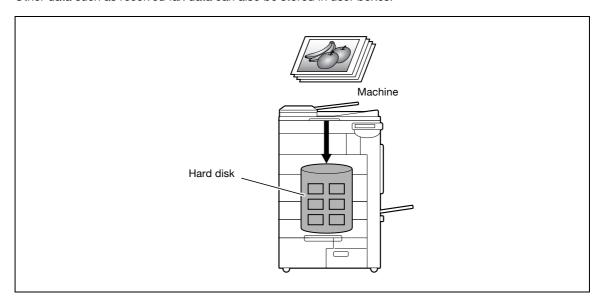
→ Enter the host name, file path and other information from the touch panel of the machine.



Save in User Box

Scanned data can be saved in a user box created on the hard disk of this machine, allowing the data to be reused. The file name can be entered from the touch panel of this machine when the data is saved.

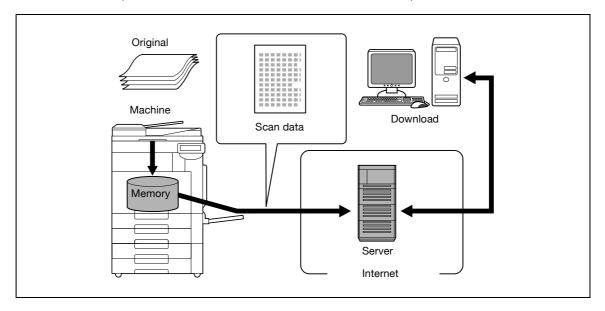
Other data such as received fax data can also be stored in user boxes.



WebDAV TX

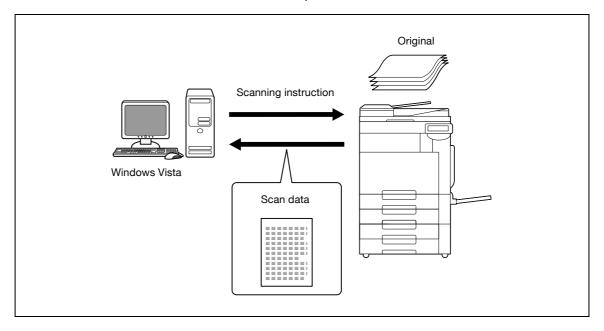
Scanned data can be uploaded to a specified server.

- → Enter the server address, login password and other information from the touch panel of the machine.
 - The data uploaded to the server can be downloaded from a computer on the network.



Web Service

If a driver is installed with the machine recognized by a computer on the network (Windows Vista), it is possible to give a scan command from the computer or to perform scanning according to the purpose from the machine and to send the scanned data to the computer.





Note

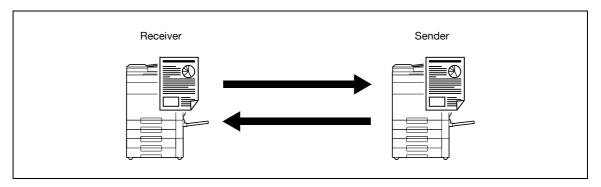
If optional image controller IC-409 has been installed this function is not available.

6.2.2 Available Fax functions

G3 fax transmission/reception

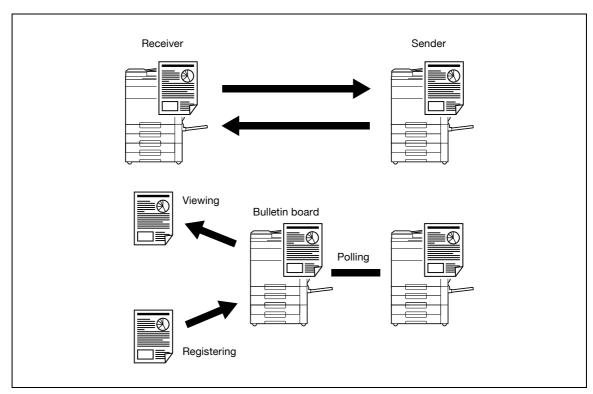
This machine can send/receive G3 fax.

- → Select the destinations from the touch panel of the machine for broadcast the data.
 - Also, you can add data using edit function available with the Scan function.



Polling

By sending a polling command, you can receive original data from other fax machines (polling RX). Also, you can save original data to be transmitted upon receiving polling command from other fax machines (polling TX). You can save data to either the Polling TX User Box or Bulletin Board User Box for polling TX.

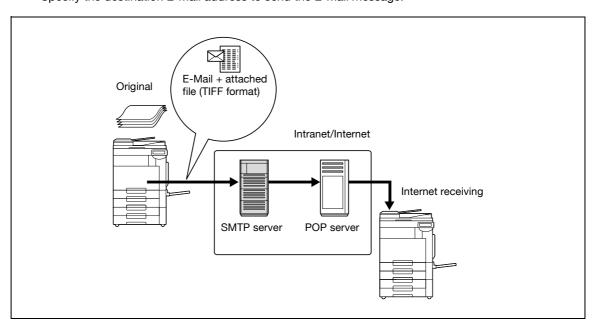


6.2.3 Available Network Fax functions

Internet Fax

The Internet Fax function sends and receives scanned originals as an attached file (TIFF format) via the intranet (enterprise networks) or Internet. This communication via intranet or internet largely reduces the communication cost as compared with general fax messages.

→ Specify the destination E-Mail address to send the E-Mail message.



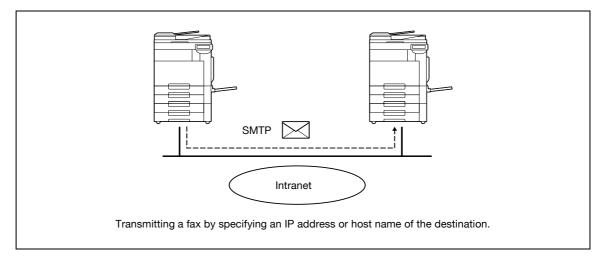
IP Address Fax

This function enables fax transmission over an IP network.

→ Specify the destination host name or IP address to send a fax.

The differences between IP Address fax and G3 fax or Internet fax are as follows.

- The SMTP protocol is used for sending and receiving of the image data.
- Available only within an intranet (enterprise networks).
- Unlike Internet fax, no mail server is required.
- Available to send/receive faxes in color.



6.3 Address Registration

- → To register the destination (address) of scanned/faxed data, use one of the following registration methods.
 - Using the touch panel of the machine
 - Using PageScope Web Connection from a computer on the network

6.3.1 Address Book

The following types of destination information can be registered in the Address Book. For details on registering destinations in Address Book, refer to "One-Touch/User Box Registration" on page 6-108.

- E-Mail
- User Box
- Fax
- PC (SMB)
- FTP
- WebDAV
- IP Address Fax
- Internet Fax



Detail

Destinations in Address Book cannot be registered by Web service. Specify the destination by directly entering the address.

6.3.2 Group

A set of addresses registered in the Address Book can be registered as a group. Group registration is useful for sending a message to more than one address at the same time.

6.4 Optional settings

Depending on the use, additional settings are also available.

Fax/Scan programs

The destination and scan settings can be registered together as a single program. This is convenient for frequently scanning documents and sending data under the same conditions.

→ Use the touch panel of the machine to specify the settings.



Note

For details, refer to "Scan/Fax Program" on page 6-142.

Setting display contents

→ Set the contents to be displayed when the [Fax/Scan] key is touched on the control panel.



Note

For details, refer to "Custom Display Settings - Scan/Fax Settings" on page 6-149.

6.5 Using Web services

It is possible to give a scan command from a computer (Windows Vista) on the network or to perform scanning according to the purpose from the machine and to send the scanned data to the computer. This section describes settings that should be specified on the computer in advance.

6.5.1 Settings required for using Web services

The following settings are required for using Web services:

- Install the driver of the machine on the computer.
- Specify settings for Web services on the machine.



Detail

Settings for Web services on this machine can be specified in the Administrator Settings screen.

6.5.2 Installing the driver of this machine on the computer

Pre-installation checking

→ Before installation, check that "Network discovery" is enabled in [Network and Sharing Center] accessed from [Control Panel].

Installation procedure

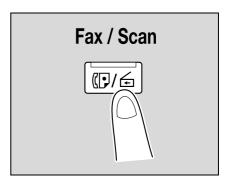
- Click the [Start] button, and then select [Network].
 - Devices connected to the network are listed.
- Right-click the scanner icon on the machine, and then select [Install].
 - Depending on the settings on the computer, the UAC (User Account Control) dialog box may appear. Check the contents, and then continue.
 - When both the scan and printing functions of the Web service are enabled for this machine, this
 machine is displayed as printer icon.
 - The driver software is installed automatically. When the confirmation dialog box appears, click the [Close] button.
- On the control panel of the machine, select [Web Service] and check that the connection destination is displayed.

6.6 Operation flow

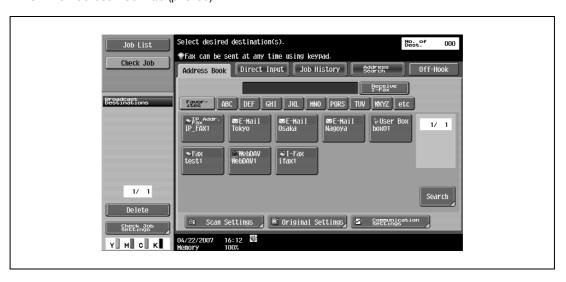
6.6.1 Scan/Network fax

This section describes the flow of steps for sending scanned data and using Internet fax operations.

Press the [Fax/Scan] key.



- 2 Specify a recipient.
 - On the Address Book tab (p. 6-39)



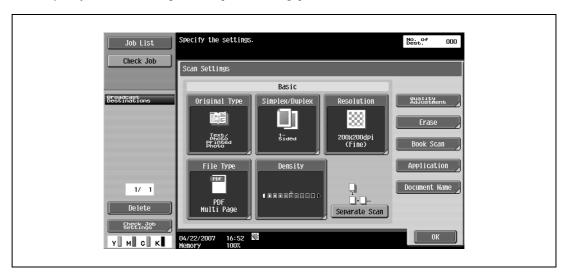
- On the Direct Input tab (p. 6-42)



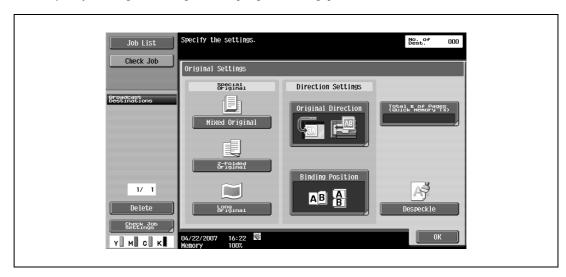
- On the Address Search tab (p. 6-53)



- 3 Specify scan settings (p. 6-56), original settings (p. 6-85), and communication settings (p. 6-89).
 - To specify the scan settings, touch [Scan Settings].



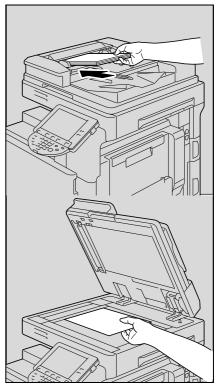
- To specify the original settings, touch [Original Settings].



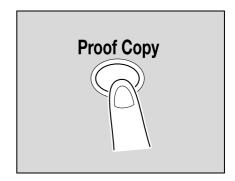
- To specify the communication settings, touch [Communication Settings].



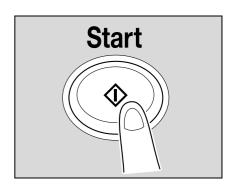
4 Position the original.



5 To check the advance preview, press the [Proof Copy] key. (p. 6-27)



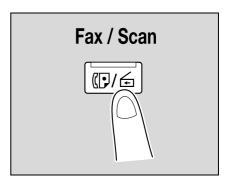
6 Press the [Start] key.



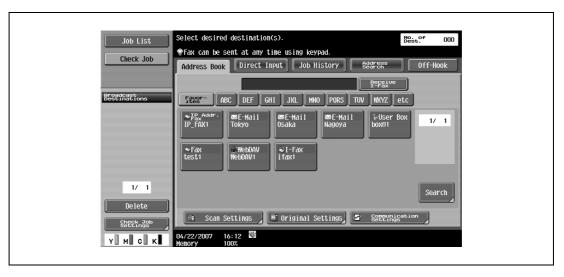
6.6.2 Fax (G3)

This section describes the flow of steps for using G3 fax operations.

1 Press the [Fax/Scan] key.



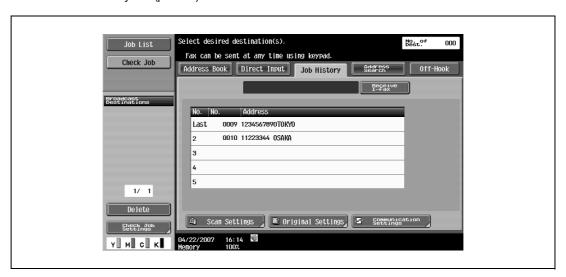
- 2 Specify a recipient.
 - On the Address Book tab (p. 6-39)



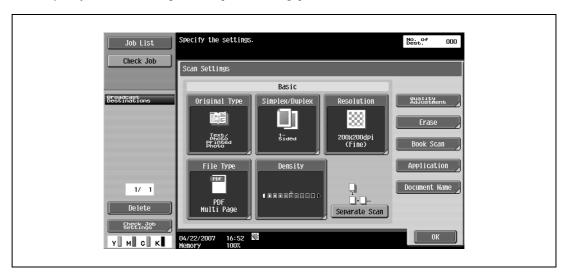
- On the Direct Input tab (p. 6-42)



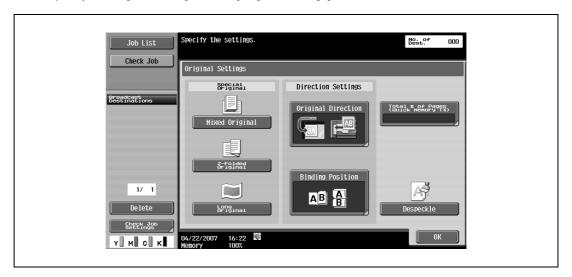
- On the Job History tab (p. 6-53)



- 3 Specify scan settings (p. 6-56), original settings (p. 6-85), and communication settings (p. 6-89).
 - To specify the scan settings, touch [Scan Settings].



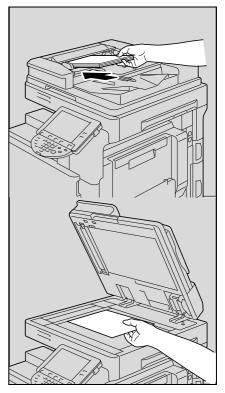
To specify the original settings, touch [Original Settings].



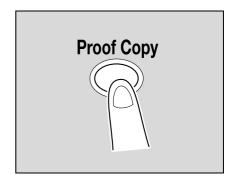
- To specify the communication settings, touch [Communication Settings].



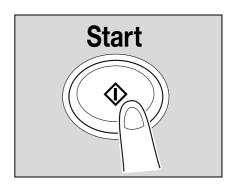
4 Position the original.



5 To check the advance preview, press the [Proof Copy] key. (p. 6-27)



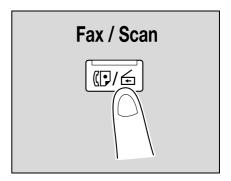
6 Press the [Start] key.



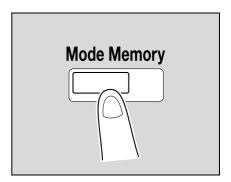
6.6.3 Recalling a program

This section describes the flow of steps for recalling a registered fax/scan program.

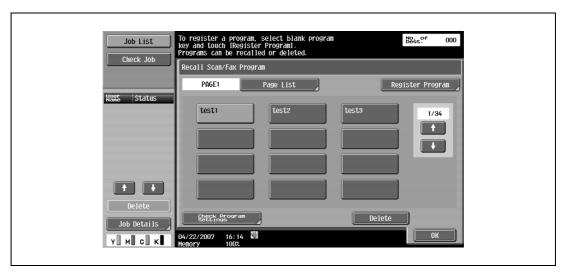
1 Press the [Fax/Scan] key.



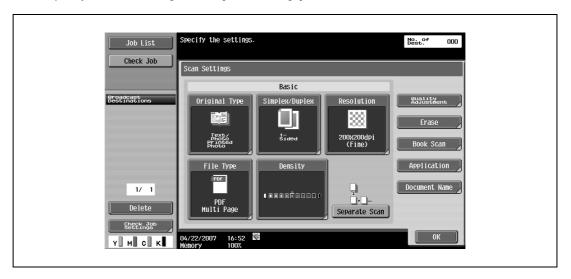
2 Press the [Mode Memory] key.



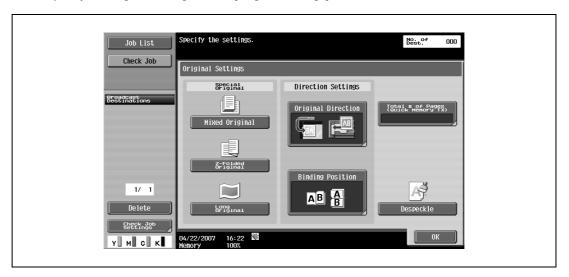
3 Select a program, and then touch [OK].



- 4 Specify scan settings (p. 6-56), original settings (p. 6-85), and communication settings (p. 6-89).
 - To specify the scan settings, touch [Scan Settings].



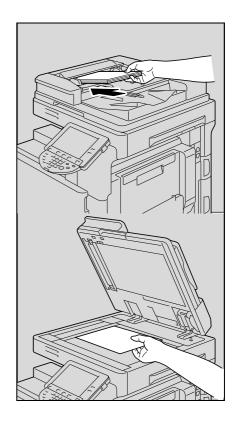
- To specify the original settings, touch [Original Settings].



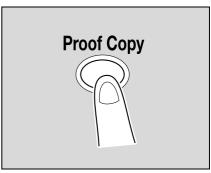
- To specify the communication settings, touch [Communication Settings].



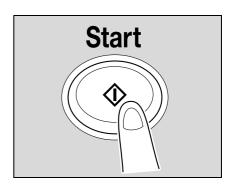
5 Position the original.



To check the advance preview, press the [Proof Copy] key. (p. 6-27)



7 Press the [Start] key.





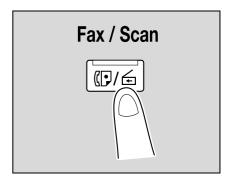
Note

For details and the procedure of program registration, refer to "Register Scan/Fax Program" on page 6-142.

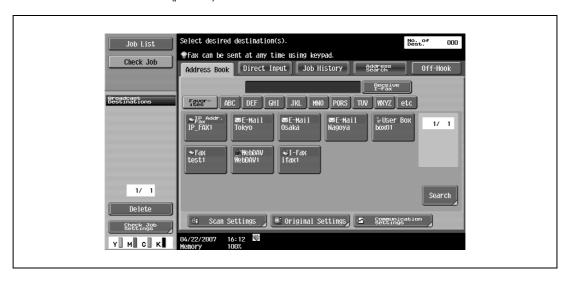
6.6.4 Broadcasting

This section describes the procedure for transmitting data to multiple recipients at the same time.

1 Press the [Fax/Scan] key.



- 2 Specify two or more recipients.
 - On the Address Book tab (p. 6-39)



- On the Direct Input tab (p. 6-42)



- On the Job History tab (p. 6-52)



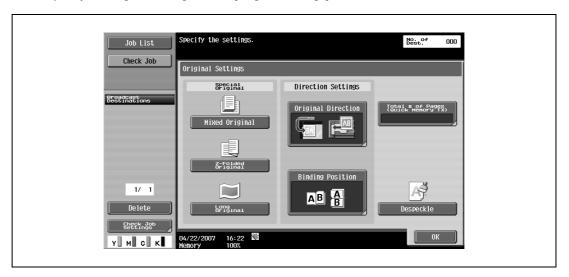
- On the Address Search tab (p. 6-53)



- 3 Specify scan settings (p. 6-56), original settings (p. 6-85), and communication settings (p. 6-89).
 - To specify the scan settings, touch [Scan Settings].



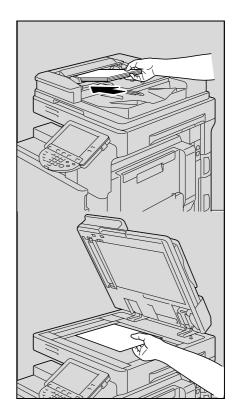
- To specify the original settings, touch [Original Settings].



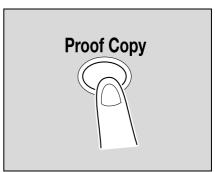
- To specify the communication settings, touch [Communication Settings].



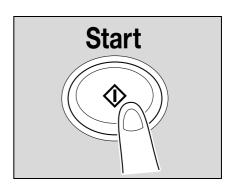
4 Position the original.



5 To check the advance preview, press the [Proof Copy] key. (page 6-27)



6 Press the [Start] key.



6.7 Using Advanced Preview

By pressing the [Proof Copy] key after positioning the original for fax or scan transmission, the finishing status can be previewed on the control panel. In the Preview screen, direction of the scanned original can be checked and settings can be changed.



Detail

Documents encrypted and loaded cannot be previewed.

6.7.1 Preview screen

Preview - View Pages

Displays the scanned image.



Item	Description
[Prev. Page]/[Next Page]	If stored document contains multiple pages, touch [Prev. Page]/[Next Page] to move to the previous/next page on the preview image.
Zoom	The document can be viewed at full size or at a size of 2, 4 or 8 times the normal size. Select the display size, and use the scroll bars in the right end and bottom end of the image to view the desired section of the image.
Page Rotation	 [Rotate current page]: Touch this key to rotate the page currently displayed by 180 degrees. [Select page(s) to rotate]: This key appears when the stored document contains multiple pages. List of scanned pages appears. Select the desired page to rotate by 180 degrees. The rotation options in the list of scanned page are as follows: [Select Odd]: Rotates the images for odd number of pages by 180 degrees. [Select Even]: Rotates the images for even number of pages by 180 degrees. [Select All]: Rotates the images for all of pages by 180 degrees.
[View Finishing]	Touch this key to display the specified settings in the preview image by icons and text. When [View Finishing] is cancelled, the only image is displayed without icons or text.
[Change Setting]	Some of the settings specified before scanning the original can be changed. For details, refer to "Preview - View Pages - Change Setting" on page 6-28.

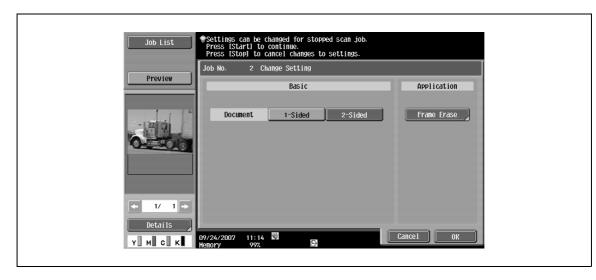


Detai

When selecting on the page directly, the image of the selected page is rotated by 180 degrees.

Preview - View Pages - Change Setting

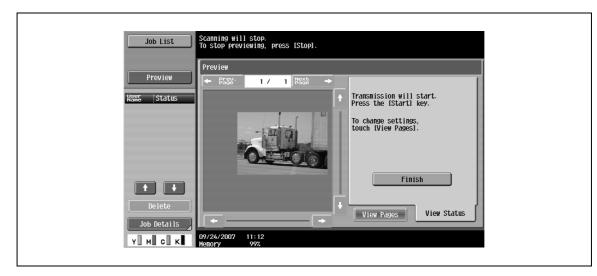
The following settings specified before scanning the original can be changed.



Item	Description
Basic - Document	Select either 1-sided or 2-sided. If the "Cover + 2-Sided" is specified, [Cover + 2-Sided] also appears.
Basic - Binding Position	This item can be selected when the destination of "E-Mail", "User Box", "FTP", "SMB" or "WebDAV" is specified and "Book Copy" is not selected.
Basic - Original Size	This item can be selected when "Mixed Original" is specified.
Application - Frame Erase	Specify settings for the "Frame Erase" function. (page 6-67)
Application - Center Erase	This item can be selected when the destination of "E-Mail", "User Box", "FTP", "SMB" or "WebDAV" is specified and "Book Scan" is selected.

Preview - View Status

→ Select whether or not to continue scanning.

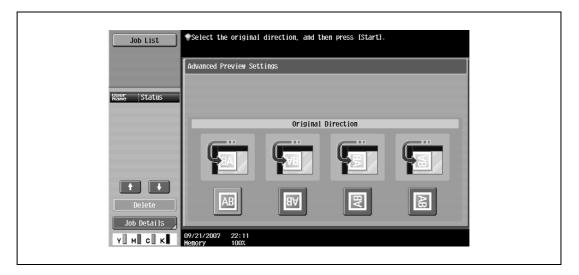


Item	Description
[Finish]	To continue scanning after the currently displayed original, make sure that [Finish] is not selected.

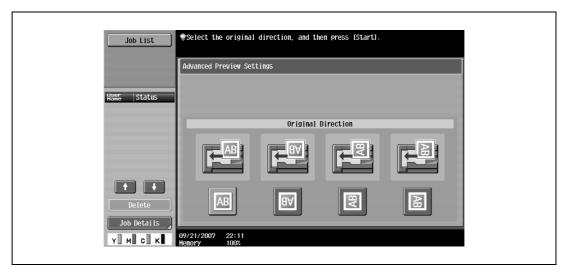
6.7.2 Sending using Advanced Preview

Operation procedure after positioning the original is described below. For details on fax and scan transmission procedure, refer to "Operation flow" on page 6-12.

- Position the document to be copied.
- 2 Press the [Proof Copy] key.
- 3 Select the original direction.
 - When the original is placed on the original glass:



- When the original is loaded into the ADF:



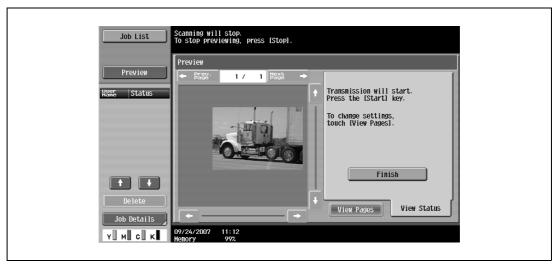
4 Press the [Start] key.

The original is scanned, and the Preview screen appears.

5 Check the preview image, and rotate the image or change settings if necessary.



 To continue to scan more originals, touch the View Status tab, clear the selection of [Finish], and position the next original.



6 Press the [Start] key. Sending starts.

6.8 Menu tree in Fax/Scan mode

The functions and settings that can be operated in Fax/Scan mode are structured as shown below.

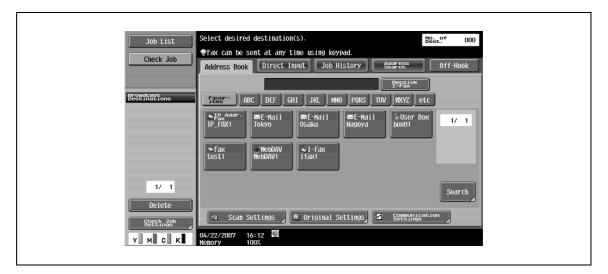
Address Book tab



Note

For details, refer to "Address Book" on page 6-39.

Operations available on the Address Book tab are as follows:





Detail

For details on Search, refer to p. 6-39

For details on Scan Settings, refer to p. 6-56

For details on Original Settings, refer to p. 6-85

For details on Communication Settings, refer to p. 6-89

Direct Input tab

Operations available on the Direct Input tab are as follows:





Detail

For details on Direct Input, refer to p. 6-42.

For details on Fax, refer to p. 6-43

For details on E-Mail, refer to p. 6-44

For details on User Box, refer to p. 6-44

For details on Internet Fax, refer to p. 6-45

For details on IP Address Fax, refer to p. 6-46

For details on PC (SMB), refer to p. 6-47

For details on FTP, refer to p. 6-48

For details on WebDAV, refer to p. 6-50

For details on Web Service, refer to p. 6-52

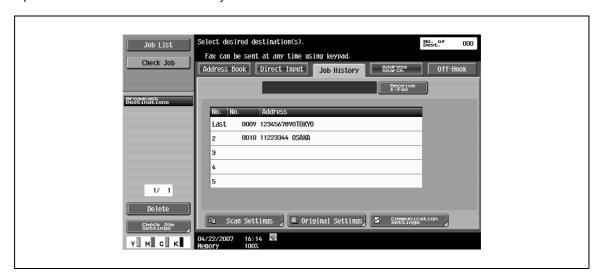
For details on Scan Settings, refer to p. 6-56

For details on Original Settings, refer to p. 6-85

For details on Communication Settings, refer to p. 6-89

Job History tab

Operations available on the Job History tab are as follows:





Detail

For details on Job History, refer to p. 6-52.

For details on Scan Settings, refer to p. 6-56

For details on Original Settings, refer to p. 6-85

For details on Communication Settings, refer to p. 6-89

Address Search tab

Operations available on the Address Search tab are as follows:





Detail

For details on Search, refer to p. 6-53.

For details on Advanced Search, refer to p. 6-53

For details on Scan Settings, refer to p. 6-56

For details on Original Settings, refer to p. 6-85

For details on Communication Settings, refer to p. 6-89

Off-Hook tab



Note

For details, refer to "Off-Hook (G3)" on page 6-55.

Scan Settings



Note

For details, refer to "Scan Settings" on page 6-56.

Operations available on the Scan Settings screen are as follows:



First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Original Type (p. 6-56)			
Simplex/Duplex (p. 6-57)			
Resolution (p. 6-58)			
File Type (p. 6-59)	File Type (p. 6-59)		
	Scan Setting (p. 6-60)		
	Encryption (p. 6-60)		
	Stamp Composition (p. 6-63)		
Density (p. 6-63)			
Separate Scan (p. 6-64)			
Quality Adjustment	Color (p. 6-65)		
(p. 6-65)	Background Removal (p. 6-66)		
	Sharpness (p. 6-66)		
Erase (p. 6-67)	Frame Erase (p. 6-67)		
Book Scan	Book Copy (p. 6-68)		

First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Application	Scan Size (p. 6-71)		
	Annotation (p. 6-72)		
	Stamp/Composition	Date/Time (p. 6-73)	Date Format
			Time Format
			Pages
			Text Size
			Text Color
			Print Position
		Page Number (p. 6-75)	Starting Page Number
			Starting Chapter Number
			Page Number Type
			Text Color
			Text Size
			Print Position
		Stamp (p. 6-77)	Stamp Type/Preset Stamps
			Pages
			Text Size
			Text Color
			Print Position
		Header/Footer (p. 6-79)	Recall Header/Footer
			Check/Change Temporar- ily
	Send & Print (p. 6-83)	Copies	
		Simplex/Duplex	
		Staple	
	TX Stamp (p. 6-84)		
Document Name (p. 6-84)			

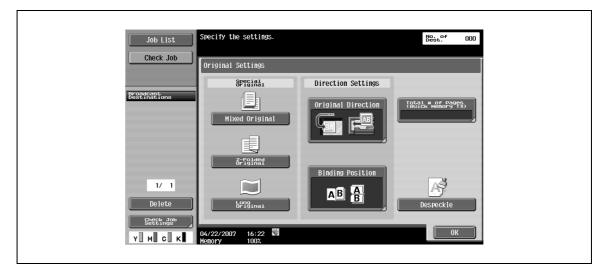
Original Settings



Note

For details, refer to "Original Settings" on page 6-85.

Operations available on the Original Settings screen are as follows:



First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Special Original (p. 6-85)	Mixed Original (p. 6-85)		
	Z-Folded Original (p. 6-85)		
	Long Original (p. 6-85)		
Direction Settings	Original Direction (p. 6-86)		
(p. 6-86)	Binding Position (p. 6-86)		
Total # of Pages (Quick Memory TX) (p. 6-87)			
Despeckle (p. 6-88)			

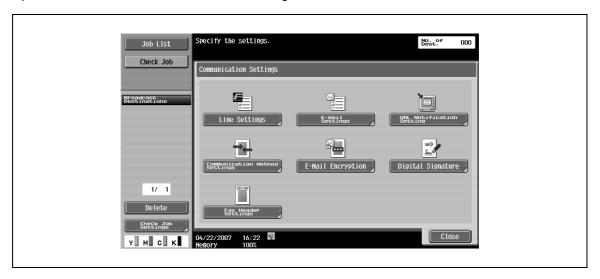
Communication Settings



Note

For details, refer to "Communication Settings" on page 6-89.

Operations available on the Communication Settings screen are as follows:

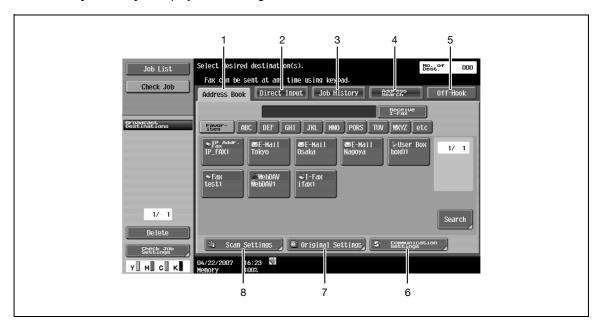


First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Line Settings (p. 6-89)	Overseas TX (p. 6-89)		
	ECM OFF (p. 6-89)		
	V. 34 OFF (p. 6-90)		
	Check Dest. & Send (p. 6-90)		
	Select Line (p. 6-90)		
E-Mail Settings (p. 6-91)	Document Name (p. 6-91)		
	Subject (p. 6-91)		
	From (p. 6-92)		
	Body (p. 6-92)		
URL Notification Setting (p. 6-93)			
Communication Method	Quick Memory TX (p. 6-94)		
Settings (p. 6-94)	Polling RX	Normal (p. 6-95)	
		Bulletin (p. 6-96)	
	Timer TX (p. 6-97)		
	Password TX (p. 6-98)		
	Polling TX	Normal (p. 6-98)	
		Bulletin (p. 6-99)	
	F-Code TX (p. 6-100)	SUB Address	
		Password	
E-Mail Encryption (p. 6-100)			
Digital Signature (p. 6-100)			
Fax Header Settings (p. 6-101)			

6.9 Initial screen for fax/scan operations

6.9.1 Screen layout

→ Touch [Fax/Scan] to display the following screen.





Detail

If manual destination input is restricted by "Security Settings" in Administrator mode, [Direct Input], [Address Search] does not appear.

No.	Item	Description	Refer to
1	[Address Book]	Select a recipient from the registered destinations.	p. 6-39
2	[Direct Input]	Enter and specify an unregistered destination directly.	p. 6-42
3	[Job History]	Select one from the fax destination history.	p. 6-52
4	[Address Search]	Search the LDAP server memory for the destination.	p. 6-53
5	[Off-Hook]	Enables off-hook dialing.	p. 6-55
6	[Communication Settings]	Specify settings for communications operations.	p. 6-89
7	[Original Settings]	Specify the type and orientation of the original.	p. 6-85
8	[Scan Settings]	Specify details for scanning documents.	p. 6-56



Detail

The display position of [Address Search] varies depending on the user settings. For details, refer to "Default Address Book" on page 6-151.

When "Confirm Address (TX)" is specified, [Job History] and [Off-Hook] do not appear.

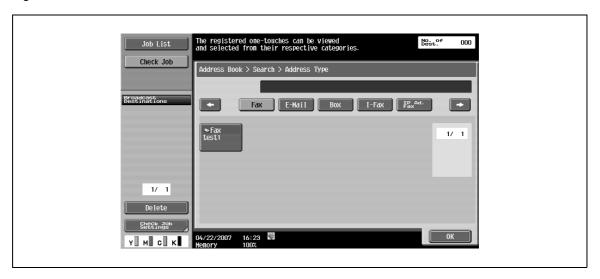
6.9.2 Address Book

The destination address can be searched.

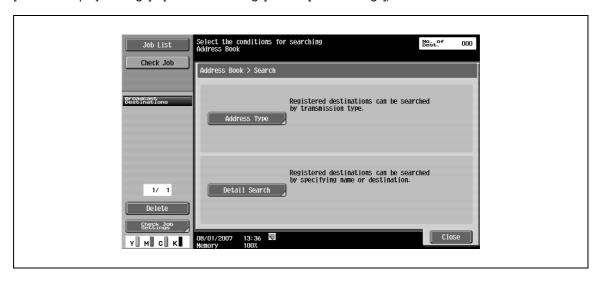
→ Search for the registered destination according to the following method.

Search - Address Type

The destination types can be searched based on the type that was specified when the destination was registered.



[Address Type] appears by touching [Search] if [Default Address Book] (displayed by touching [Custom Display Settings] - [Scan/Fax Settings] on the [User Settings]) is set to "Index".





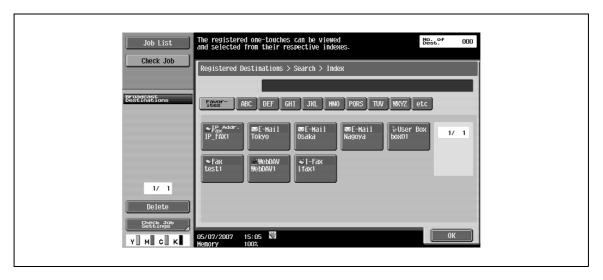
Note

For the method to register destinations in Address Book, refer to "One-Touch/User Box Registration" on page 6-108.

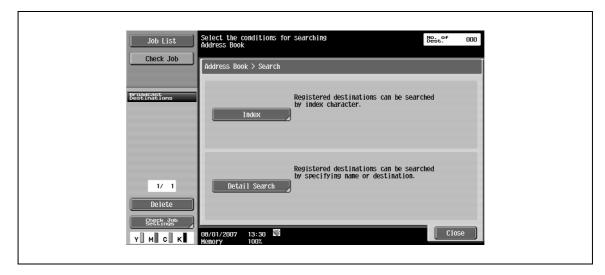
For details on settings, refer to "Default Address Book" on page 6-151.

Search - Index

The index is displayed based on the index that was specified when the destination was registered.



[Address Type] appears by touching [Search] if [Default Address Book] (displayed by touching [Custom Display Settings] - [Scan/Fax Settings] on the [User Settings]) is set to "Address Type".





Note

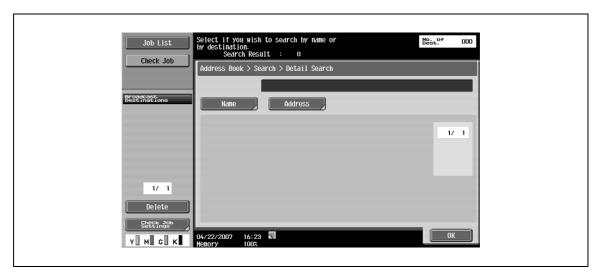
For the method to register destinations in Address Book, refer to "One-Touch/User Box Registration" on page 6-108.

For details on settings, refer to "Default Address Book" on page 6-151.

Search - Detail Search

Enter the destination name or part of the address to search for the corresponding address.

→ Select [Name] or [Address] and enter the search text.



Detail Search - Search Options

When a condition is selected in the Detail Search screen, search options appear.

→ Select options to be added for the search, and then touch [OK].



Detail

Display of the Search Options screen and contents of the items to be displayed can be specified in "Search Option Settings" in the Utility mode. For details, refer to "Custom Display Settings - Search Option Settings (E-mail/Box/SMB/FTP/WebDAV/G3/IP/I-FAX)" on page 6-153.



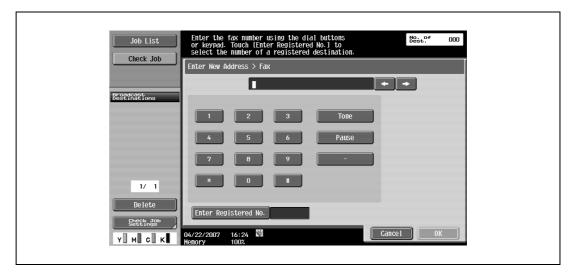
6.9.3 Direct Input

→ Specify an unregistered destination by directly entering it.

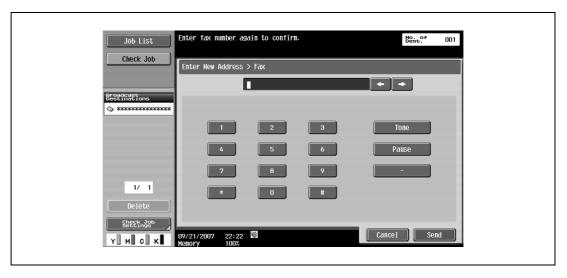


6.9.4 Direct Input - Fax

1 Enter a Fax number from the touch panel.



 If the "Confirm Address (TX)" is specified, after touching [OK], a screen appears prompting you to enter the fax number again.



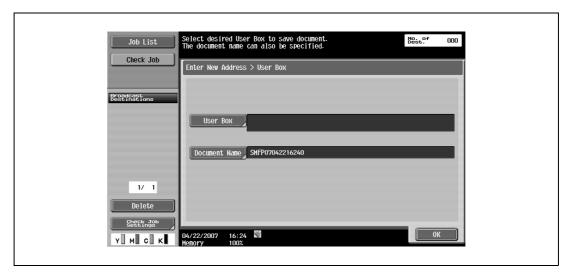
2 Touch [Send].

6.9.5 Direct Input - E-Mail

→ Enter an E-Mail address from the touch panel.

6.9.6 Direct Input - User Box

- 1 Select a user box type.
- 2 Specify a user box for saving the document.

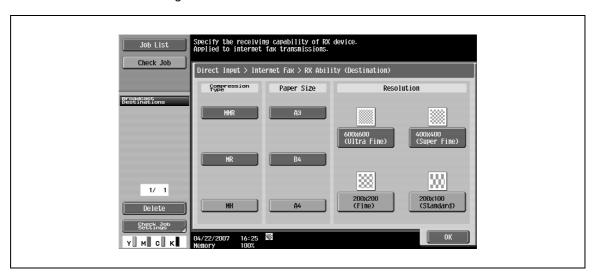


6.9.7 Direct Input - Internet Fax

→ Enter an E-Mail address from the touch panel.

RX Ability (Destination)

→ Select a receivable setting at the Internet fax destination.

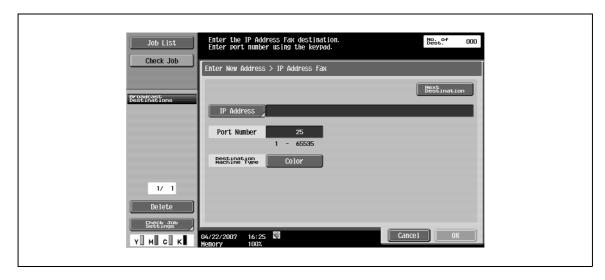


You can select multiple receivable settings.

Item	Description
Compression Type	MMR, MR, and MH can be selected.
Paper Size	A3, B4, and A4 can be selected.
Resolution	600×600 dpi (ultra fine), 400×400 dpi (super fine), 200×200 dpi (fine), and 200×100 dpi (standard) can be selected.

6.9.8 Direct Input - IP Address Fax

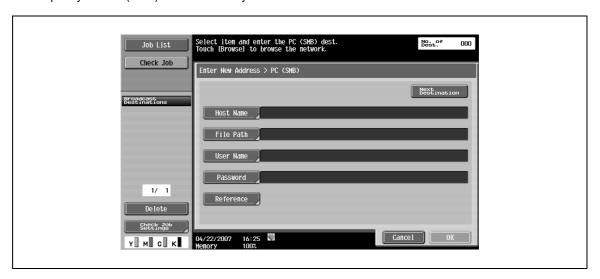
→ Specify the IP address fax destination.



Item	Description
IP Address	Specify the host name or IP address for the destination.
Port Number	Enter the port number to be used for transmission with the numeric keypad (range: 1 to 65535).
Destination Machine Type	Select [Color] if the machine type of the destination is a color machine.
[Next Destination]	Touch this button to add other destinations.

6.9.9 Direct Input - PC (SMB)

→ Specify the PC (SMB) address directly.



Host Name

→ Specify the host name (in uppercase letters) or IP address for the destination from the touch panel.

File Path

→ Type the path to the destination folder in uppercase letters from the touch panel.

User Name

→ Type the user name to log in from the touch panel.

Password

→ Type the login password from the touch panel.

Reference

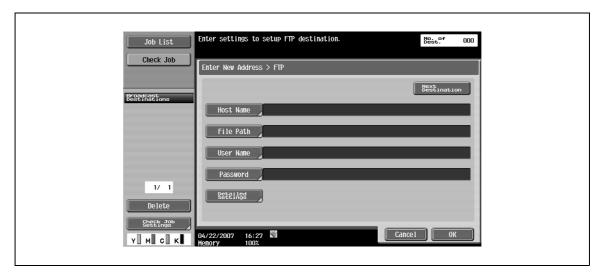
The structure of the folders on the destination computer can be checked. This can be used to directly specify the destination folder.

Next Destination

→ Touch this button to add other destinations.

6.9.10 Direct Input - FTP

→ Specify the FTP address directly.



Host Name

→ Specify the host name or IP address for the destination from the touch panel.

File Path

→ Specify the path to the destination folder from the touch panel.

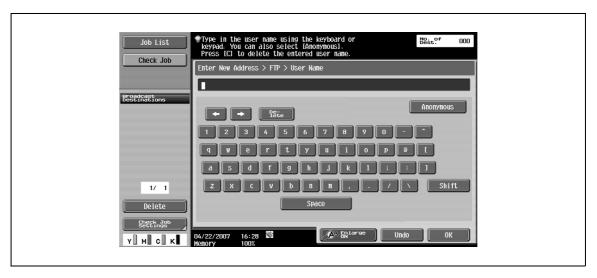
User Name

→ Type the user name to log in from the touch panel.



Detail

Touching [Anonymous] inputs "anonymous".

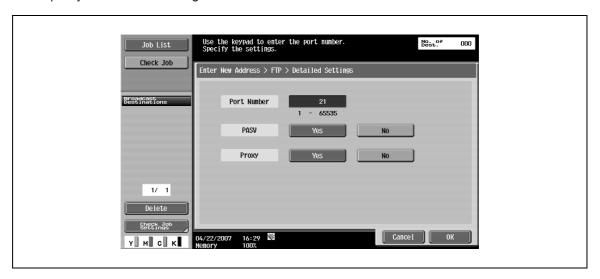


Password

→ Type the login password from the touch panel.

Detailed Settings

→ Specify more detailed settings.



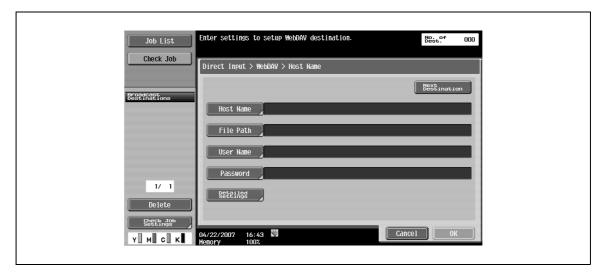
Item	Description
Port Number	Enter the port number.
PASV	Specify whether or not the PASV mode is used.
Proxy	Specify whether or not a proxy server is used.

Next Destination

→ Touch this button to add other destinations.

6.9.11 Direct Input - WebDAV

→ Specify the WebDAV address directly.



Host Name

→ Specify the host name or IP address for the destination from the touch panel.

File Path

→ Specify the path to the destination folder from the touch panel.

User Name

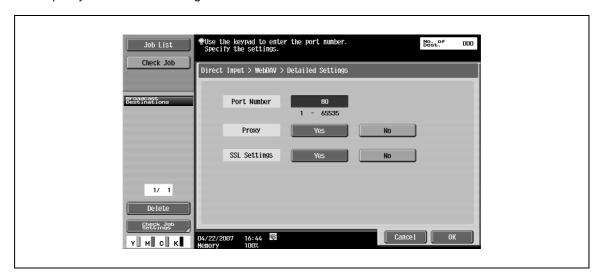
→ Type the user name to log in from the touch panel.

Password

→ Type the login password from the touch panel.

Detailed Settings

→ Specify more detailed settings.



Item	Description
Port Number	Enter the port number.
Proxy	Specify whether or not a proxy server is used.
SSL Settings	Specify whether or not SSL is used for transmission.

Next Destination

→ Touch this button to add other destinations.

6.9.12 Direct Input - Web Service

This function sends scan data to a computer registered in advance on the network.



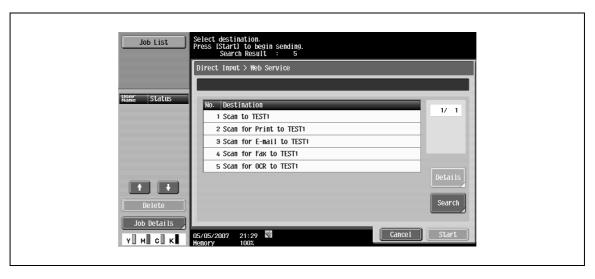
Detail

For details on settings to be specified in advance, refer to "Using Web services" on page 6-11.

It is also possible to give a scan command from the computer to the machine and save the data.

Computers on the network in which the machine is registered as a Web service scanner are listed on the screen as available destinations.

Select a destination.



Detail

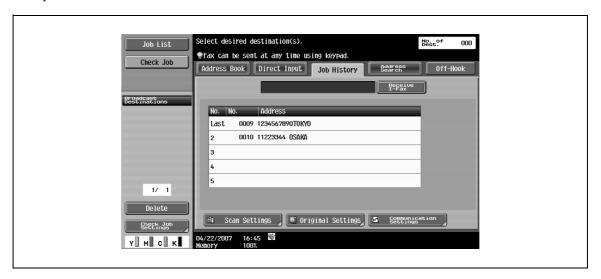
Displays the name of the destination and its URL.

Search

→ Enter a keyword that is included in the destination name from the touch panel, and then search for the destination.

6.9.13 Job History (G3)

The destinations of the five latest fax transmissions are displayed. You can select a destination from this history.



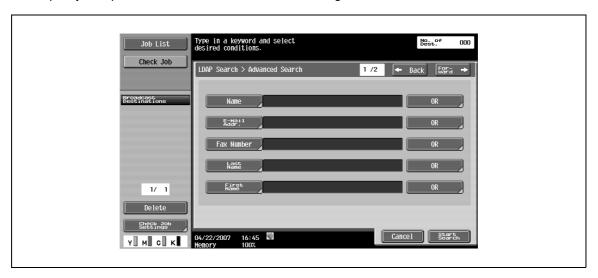
6.9.14 Address Search - Search

- 1 Enter a search keyword.
- 2 Touch [Start Search] to search data in the specified LDAP server for the relevant address.



6.9.15 Address Search - Advanced Search

→ Specify multiple search conditions to search for the target address.



Name

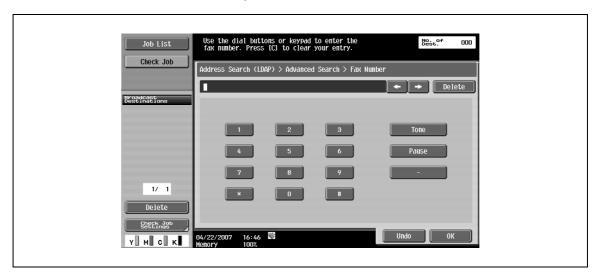
→ Enter the name from the touch panel.

E-Mail Addr.

→ Enter the E-Mail address from the touch panel.

Fax Number

→ Enter the Fax number from the touch panel.



Last Name

→ Enter the last name from the touch panel.

First Name

→ Enter the first name from the touch panel.

City

→ Enter the city name from the touch panel.

Company Name

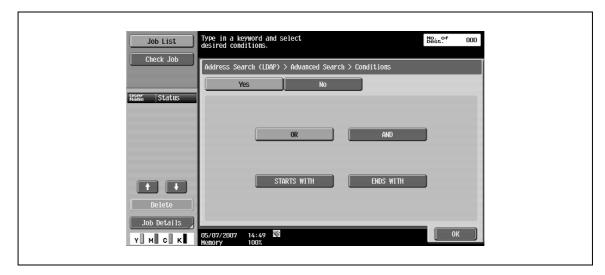
→ Enter the company name from the touch panel.

Department

→ Enter the department name from the touch panel.

OR/AND/STARTS WITH/ENDS WITH

→ Select search conditions from [OR], [AND], [STARTS WITH], and [ENDS WITH].



6.9.16 Off-Hook (G3)

→ Use this button for manual transmission.



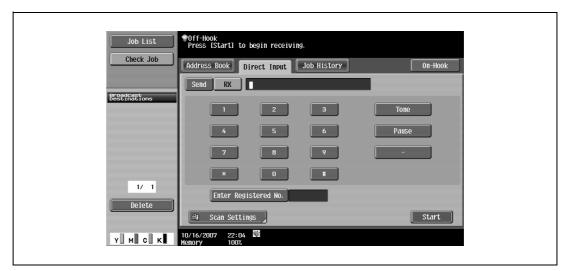
Detail

When using off-hook operations, memory transmission is disabled.

When "Confirm Address (TX)" is specified, the Off-Hook function is not available.

Manual transmission

- 1 Set the original in place
- 2 Specify settings for scanning as needed.
- 3 Touch [On-Hook] to hook up and to display a screen for specifying the destination.



- 4 Touch [Send].
- 5 Specify the destination.
- 6 Touch [Start].



Detail

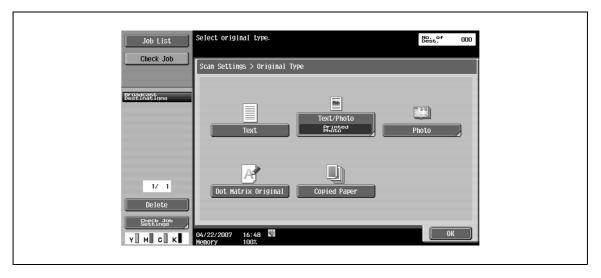
To specify the destination, select from [Address Book], [Direct Input], [Job History], or [Program].

6.10 Scan Settings

→ Touch [Scan Settings] to specify detailed settings for scanning.

6.10.1 Basic - Original Type

- → Select the type according to the contents of the original.
 - The original type can be selected from the following:

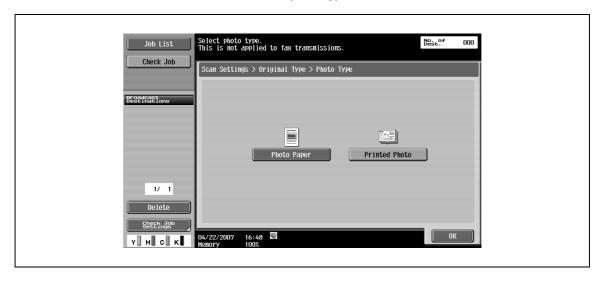


Text

→ Select this setting for a text-only original.

Text/Photo

- → Select this setting for originals consisting of both text and photos (halftones).
 - If "Text/Photo" or "Photo" is selected, the photo type can also be selected.



Item	Description
Photo Paper	Select this setting for photos printed on photo paper.
Printed Photo	Select this setting for printed photos, such as in books or magazines.

Photo

→ Select this setting for originals consisting of only photos (halftones).

Dot Matrix Original

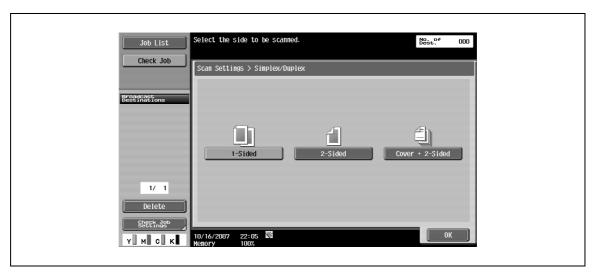
→ Select this setting for originals consisting of text that generally appears faint.

Copied Paper

→ Select this setting for originals with an even density produced using a copier or printer.

6.10.2 Basic - Simplex/Duplex

→ Select a scanning mode to either scan one side or both sides of the original.



1-Sided

→ Select this setting to scan one side of the original.

2-Sided

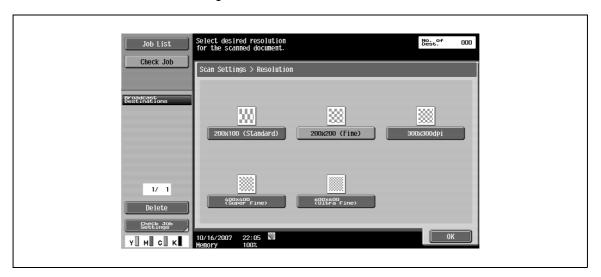
→ Select this setting to scan both sides of the original.

Cover + 2-Sided

→ Select this setting to scan one side of the first page as the cover page, and scan both sides of the remaining pages.

6.10.3 Basic - Resolution

→ Select the resolution for scanning.



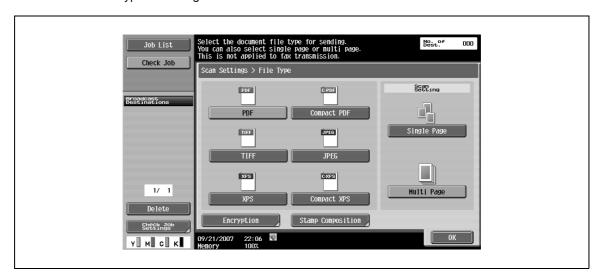


Detail

If $[300 \times 300 \text{ dpi}]$ is selected for G3 fax or Internet fax transmission, the data is sent with converting to $200 \times 200 \text{ dpi}$ automatically.

6.10.4 File Type

→ Select the file type for saving the scan data.



File Type

The following file types are available.

Item	Description	
PDF	Saves the data in the PDF format.	
Compact PDF	Saves the data by compressing at a level higher than in the PDF format. This is used for full-color scan data.	
TIFF	Saves the data in the TIFF format.	
JPEG	Saves the data in the JPEG format.	
XPS	Saves the data in the XPS format.	
Compact XPS	Select this setting to compress the data more than the XPS format and save.	



Detail

Even if a file type is selected when saving a document in a user box, the file type must be specified when downloading the data.

The compression format can be specified when saving a TIFF file in color. For details, refer to "Color TIFF Type (E-Mail/User Box/SMB/FTP/WebDAV)" on page 6-156.

If "JPEG" is selected, "Single Page" is selected automatically for page setting.

Some file type settings may not be available, depending on the setting for "Color". The possible combinations of the "File Type" and "Color" settings are shown below.

	Auto Color	Full Color	Gray Scale	Black
PDF	0	0	0	0
Compact PDF	0	0	0	×
TIFF	0	0	0	0
JPEG	0	0	0	×
XPS	0	0	0	0
Compact XPS	0	0	0	×

O: Possible x: Not possible

Scan Settings

In addition, the grouping of the saved data can be specified.

Item	Description	
Single Page	Creates a file in a format that allows data to be saved for each page when downloading data.	
Multi Page	Creates a single file from the entire scanned document. This setting cannot be selected if "JPEG" is selected for [File Type].	

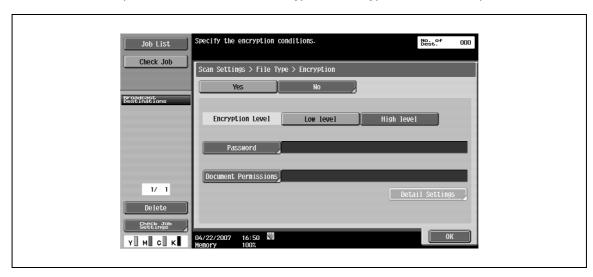


Detail

Even if "Single Page" is selected when saving a document in a user box, a page must be specified when downloading the data.

Encryption - Encryption Level, Password, Document Permissions, and Detail Settings

If the "PDF" or "Compact PDF" is selected for "File Type", the encryption level can be specified.



Encryption - Password

- 1 Enter the password necessary to open encrypted data (within 32 characters).
- 2 For confirmation, enter the password twice.

Encryption - Document Permissions

- 1 Enter the password necessary to change document permissions (within 32 characters).
- 2 For confirmation, enter the password twice.

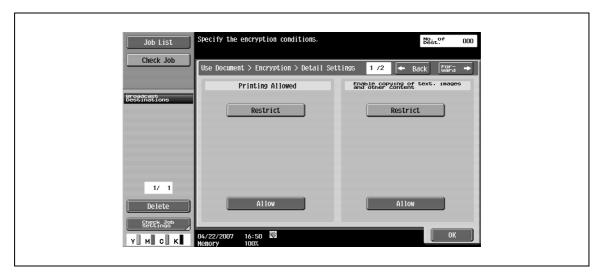
Encryption - Detail Settings - Printing Allowed/Enable copying of text, images and other content

When "Document Permissions" is selected under "Encryption", details of the permission can be specified. Under "Printing Allowed", select whether or not data printing should be allowed.

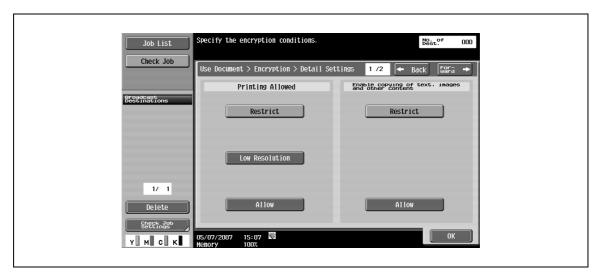
When you specify [High Level] for the encryption level, [Low Resolution] appears.

Under [Enable copying of text, images and other content], select whether or not to allow copying of text, images and other content.

If [Low Level] is selected



If [High Level] is selected



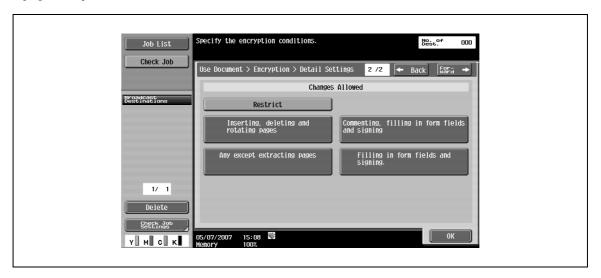
Encryption - Detail Settings - Changes Allowed

In the Detail Settings screen, touch [Forward] to select details of the changes allowed. Under "Changes Allowed", select the appropriate permission level for document changes including data signature, inputs, and remarks.

If [Low Level] is selected



If [High Level] is selected



Stamp Composition

→ Select a method for composing contents to be added by stamp/page print.



Item	Description
Image	Inserts the text as an image.
Text	Insert the text as text.



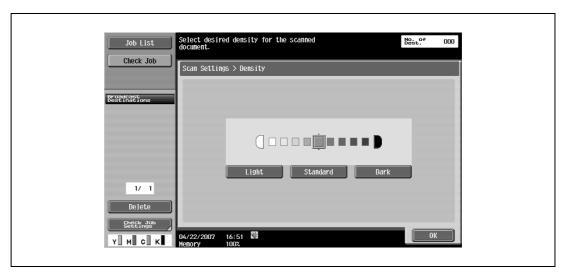
Detail

The date/time, page number, and header/footer can be combined as text.

Stamps are combined as images.

6.10.5 Scan Settings - Density

- 1 Adjust the density for scanning.
- 2 To adjust the density, touch [Light] or [Dark].



- Touch [Standard] to reset the setting to its default.

6.10.6 Scan Settings - Separate Scan

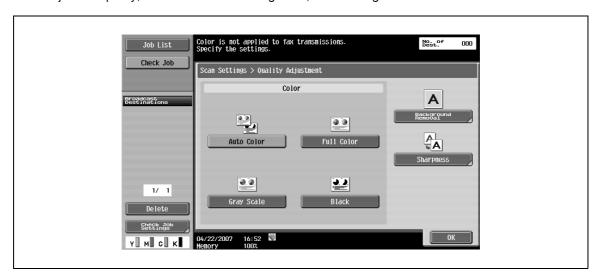
The scan operation can be divided into several sessions for various types of documents, for example, when all pages of a document cannot be loaded into the ADF, when placing the document on the original glass, or when single-sided documents are combined with double-sided documents.

→ To specify this setting, touch [Separate Scan] to have the key label highlighted.



6.10.7 Quality Adjustment

→ Adjust the quality, such as color and background, for scanning.



Color (E-Mail/User Box/SMB/FTP/WebDAV/IP)

Specify an option for scanning in color or for scanning in black and white.

Some color settings may not be available, depending on the setting for "File Type". The possible combinations of the "File Type" and "Color" settings are shown below.

	Auto Color	Full Color	Gray Scale	Black
PDF	0	0	0	0
Compact PDF	0	0	0	×
TIFF	0	0	0	0
JPEG	0	0	0	×
XPS	0	0	0	0
Compact XPS	0	0	0	×

O: Possible x: Not possible



Detail

The compression format can be specified when saving a TIFF file in color. For details, refer to "Color TIFF Type (E-Mail/User Box/SMB/FTP/WebDAV)" on page 6-156.

If "JPEG" is selected, "Single Page" is selected automatically for page setting.

Auto Color

This option automatically determines the color type of the original and scans it accordingly.

Full Color

This option scans in full color.

Gray Scale

→ Select this setting for originals with many halftones, such as in black-and-white photos.

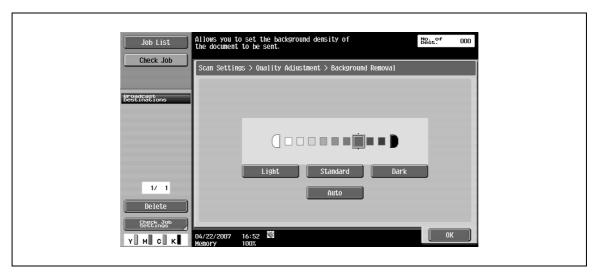
Black

→ Select this setting for originals with distinct black and white areas, such as in line drawings.

Background Removal

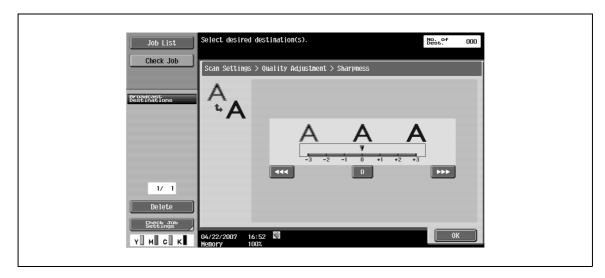
Use this option to adjust the density of the original background during scanning. When colored paper is used for the original to be scanned, the background color may be scanned, and a result may be that the entire image is output in a dark color. In that case, the density of the background can be adjusted.

→ To specify automatic adjustment, touch [Auto].



Sharpness

This option enables outlines of characters, etc, to become sharper during scanning.

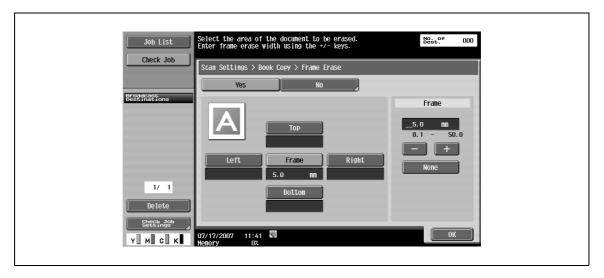


6.10.8 Erase

An area around the edge of the original can be erased.

Frame Erase

- → Select this setting to specify frame erasing.
 - To erase the same width on all sides, touch [Frame], and then specify a value (Range: 0.1 mm to 50.0 mm).
 - To specify different widths for the top, left, right, and bottom, touch the button for the desired location, and then specify a value.
 - To cancel frame erasing, touch [No].





Detail

If a width to be erased around the original is specified with "Frame Erase" in the Book Copy screen, the same settings are also applied to "Frame Erase" in the Frame Erase screen.

6.10.9 Book Scan - Book Copy

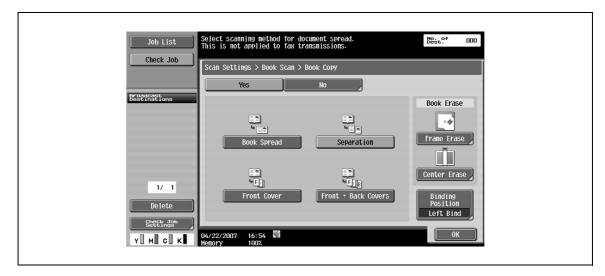
- → Select this method for scanning a page-spread original.
 - In addition, the binding position and erasure of unnecessary parts can be specified.



Detail

Specify the size of the page spread as the scan size.

[Book Copy] cannot be selected for fax transmissions.



Book Spread

→ Select this setting to scan a page spread as a single page.

Separation

→ Select this setting to scan a page spread as two separate pages (left and right).

Front Cover

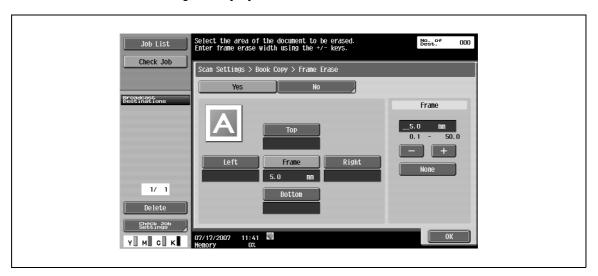
→ Select this setting to scan the first page as the front cover.

Front + Back Covers

→ Select this setting to scan the first page as the front cover, the second page as the back cover, and the remaining pages as the body.

Book Erase - Frame Erase

- → Select this setting to specify frame erasing for page spreads.
 - To erase the same width on all sides, touch [Frame], and then specify a value (Range: 0.1 mm to 50.0 mm).
 - To specify different widths for the top, left, right, and bottom, touch the button for the desired location, and then specify a value.
 - To cancel frame erasing, touch [No].



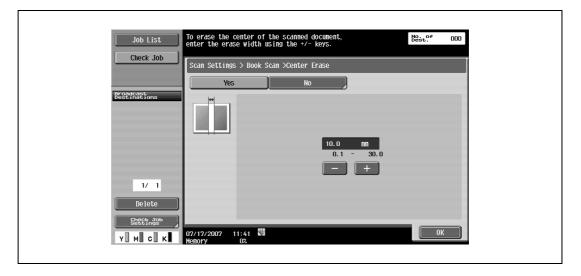


Detail

If a width to be erased around the original is specified with "Frame Erase" in the Book Copy screen, the same settings are also applied to "Frame Erase" in the Frame Erase screen.

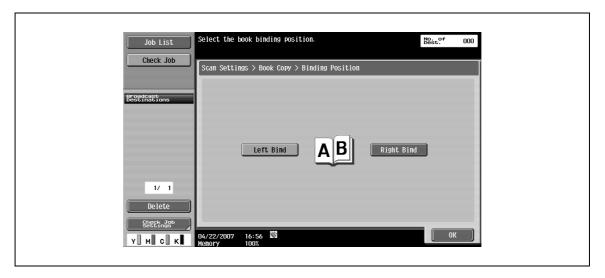
Book Erase - Center Erase

- Select this setting to erase the shadows along the binding position at the center of the original.
- 2 Enter the frame erase width using the keypad or the [-] and [+] keys (range: 0.1 to 30.0 mm).



Binding Position

→ If "Separation", "Front Cover", or "Front + Back Covers" was selected, touch [Binding Position], and then select the binding position.

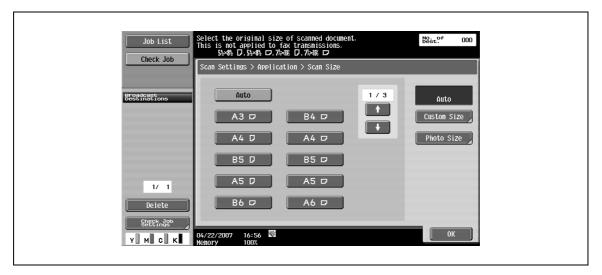


6.10.10 Application - Scan Size

→ Specify the size of paper for scanning.

Standard

- → To automatically detect the size of the first sheet of the original upon scanning, touch [Auto].
 - To scan an original of a preset paper size (such as A4 or B5), select the relevant paper size.



Custom Size

- → Enter the dimensions of a custom size that is not available as a preset size.
 - The size in the X direction can be set between 30 mm and 432 mm.
 - The size in the Y direction can be set between 30 mm and 297 mm.

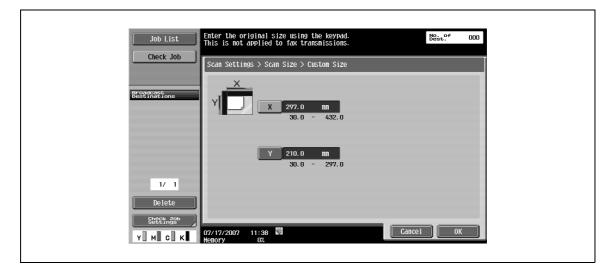
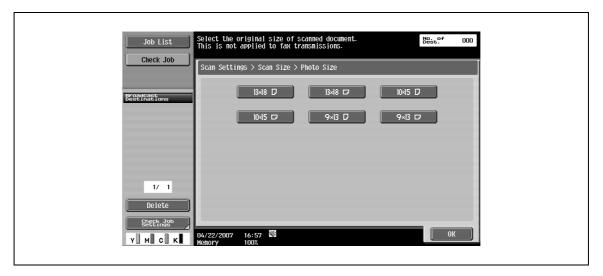


Photo Size

→ Select size (such as 9 × 13, 10 × 15 or 13 × 18 cm).



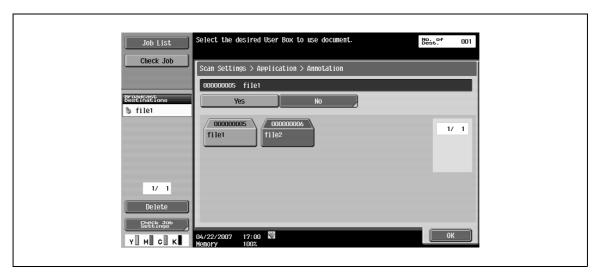
6.10.11 Application - Annotation

Document data saved in Scan mode can be printed or transmitted with an image of the date/time or an annotation number.

Selecting an annotation user box

To use an annotation number, the scanned data must be stored in an annotation user box first.

→ As annotation numbers are assigned box by box, select a user box for storing the data.



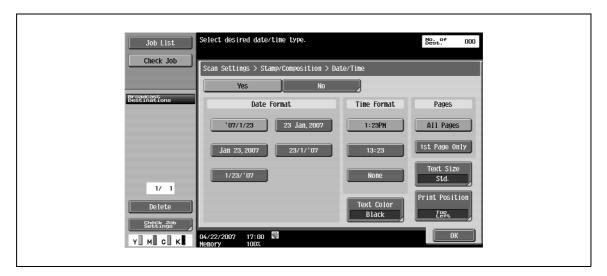


Detail

Annotation user boxes must be registered beforehand.

6.10.12 Application - Stamp/Composition - Date/Time

Prints the date and time of printing on pages.



Date Format

→ Select the format for displaying the date.

Time Format

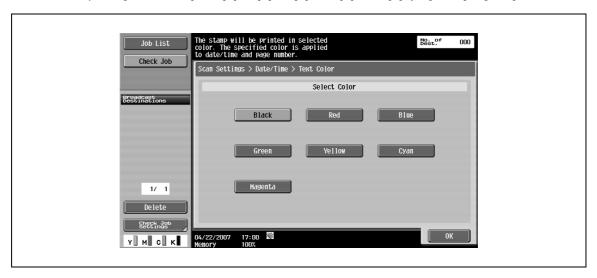
→ Select whether or not the time is added, and select its format.

Pages

→ Select either [All Pages] or [1st Page Only] for printing.

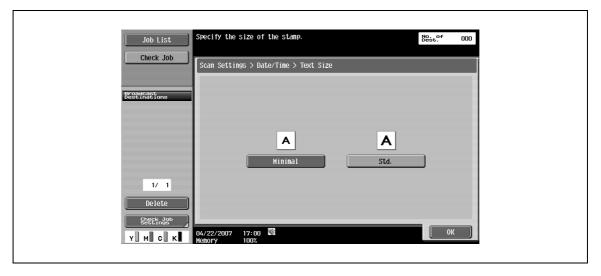
Text Color

→ Select a printing color from [Black], [Red], [Blue], [Green], [Yellow], [Cyan], and [Magenta].



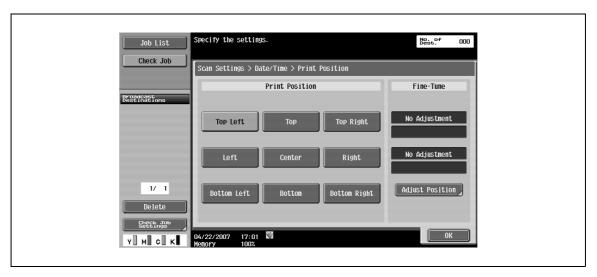
Text Size

→ Select a size of characters to be printed from [Minimal] and [Std.].



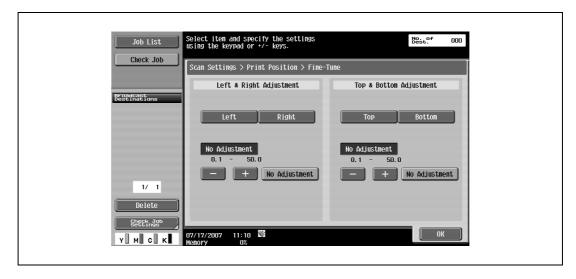
Print Position - Print Position

→ Select a desired printing position.



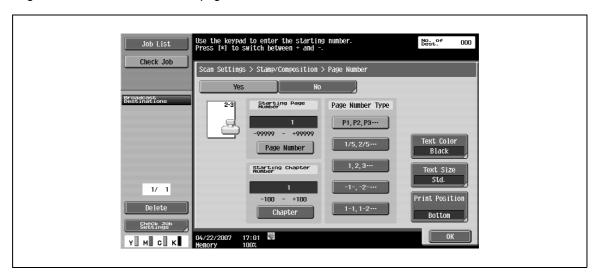
Print Position - Fine-Tune

- 1 To make fine adjustments, touch [Adjust Position]
- 2 Specify vertical/horizontal position adjustment with a value between 0.1 mm and 50.0 mm.



6.10.13 Application - Stamp/Composition - Page Number

Page numbers can be added to all pages of the document.



Starting Page Number

→ Specify the starting page number.

Starting Chapter Number

→ Specify the starting chapter number.

Page Number Type

→ Select the format for page numbers.

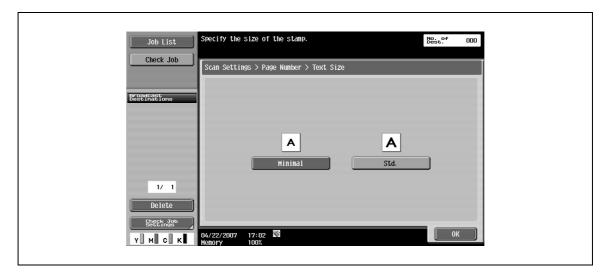
Text Color

→ Select a printing color from [Black], [Red], [Blue], [Green], [Yellow], [Cyan], and [Magenta].



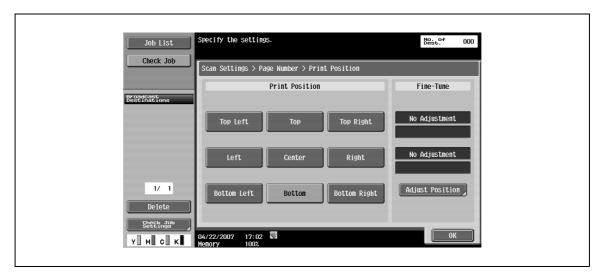
Text Size

→ Select a size of characters to be printed from [Minimal] and [Std.].



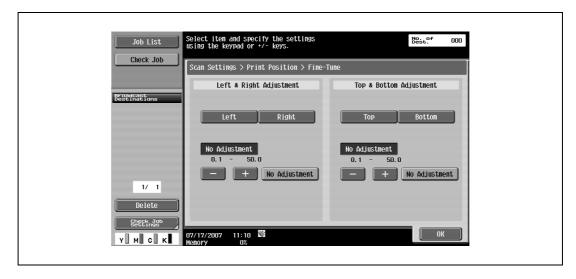
Print Position - Print Position

→ Select a desired printing position.



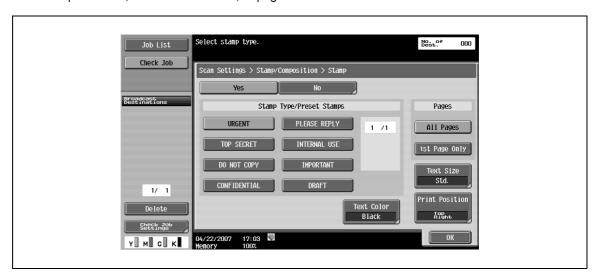
Print Position - Fine-Tune

- 1 To make fine adjustments, touch [Adjust Position].
- 2 Specify vertical/horizontal position adjustment with a value between 0.1 mm and 50.0 mm.



6.10.14 Application - Stamp/Composition - Stamp

→ Add preset text, such as "URGENT", to pages.



Stamp Type/Preset Stamps

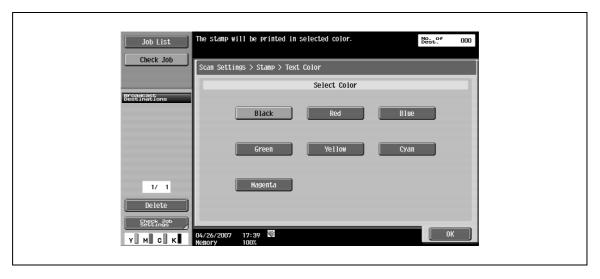
→ Select a stamp, such as "URGENT", "PLEASE REPLY", or "DO NOT COPY".

Pages

→ Select the pages to be printed on (either [All Pages] or [1st Page Only]).

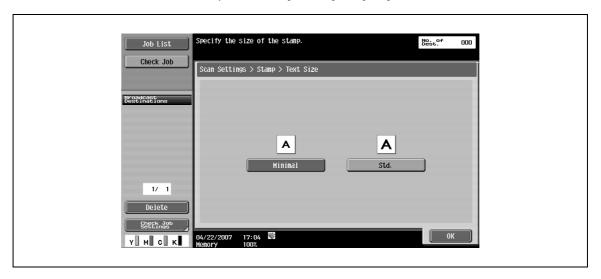
Text Color

→ Select a printing color from [Black], [Red], [Blue], [Green], [Yellow], [Cyan], and [Magenta].



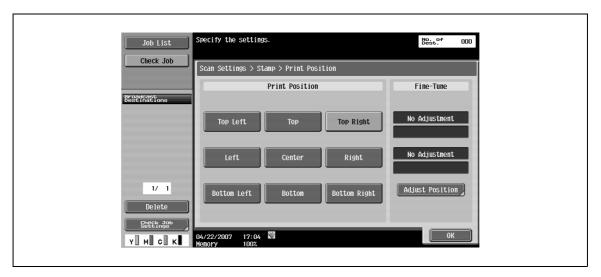
Text Size

→ Select a size of characters to be printed from [Minimal] and [Std.].



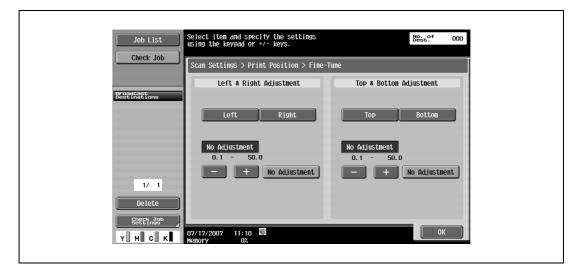
Print Position - Print Position

→ Select a desired printing position.



Print Position - Fine-Tune

- To make fine adjustments, touch [Adjust Position].
- 2 Specify vertical/horizontal position adjustment with a value between 0.1 mm and 50.0 mm.



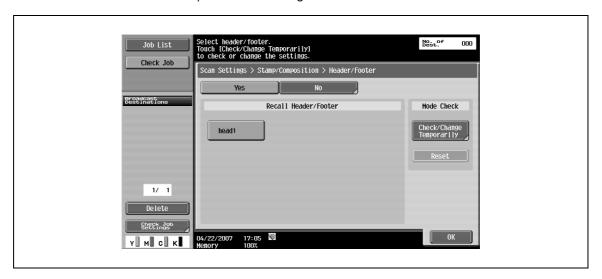
6.10.15 Application - Stamp/Composition - Header/Footer

Inserts headers or footers on all pages. The contents of the header/footer must be registered in advance in "Administrator settings".

→ Touch [Check/Change Temporarily] to change what is registered and print it.

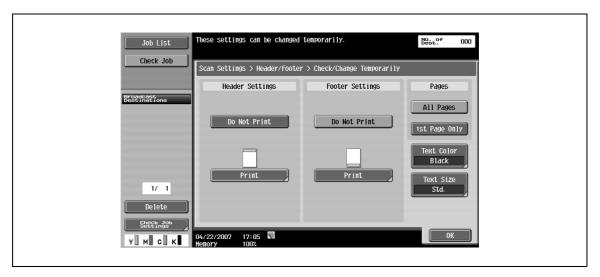
Recall Header/Footer

→ Select a header/footer to be printed from the registered list.



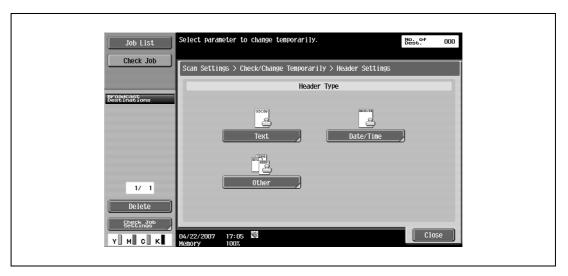
Check/Change Temporarily

Display the Check/Change Temporarily screen.



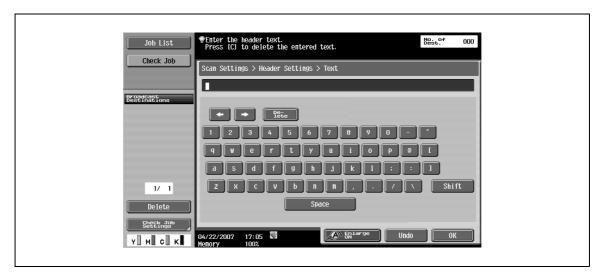
Check/Change Temporarily - Header Settings/Footer Settings

- 1 Specify whether or not to print a header/footer.
- 2 Touch [Print] to specify a text, the date/time, or other information (distribution number, job number, or serial number).



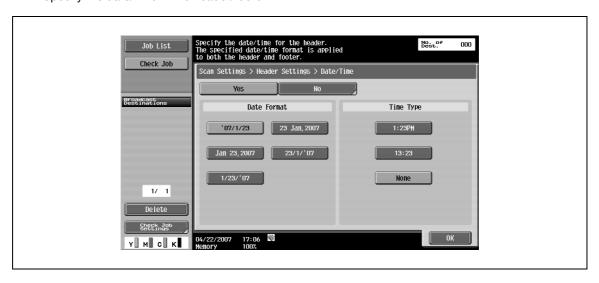
Check/Change Temporarily - Header Settings/Footer Settings - Text

→ Specify the header/footer text from the touch panel.



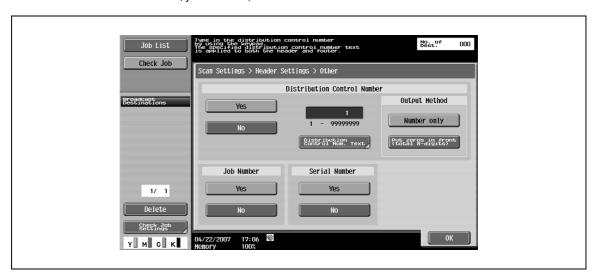
Check/Change Temporarily - Header Settings/Footer Settings - Date/Time

→ Specify the date/time in the header/footer.



Check/Change Temporarily - Header Settings/Footer Settings - Other

The distribution control number, job number, and serial number can be included in the header/footer.





Detail

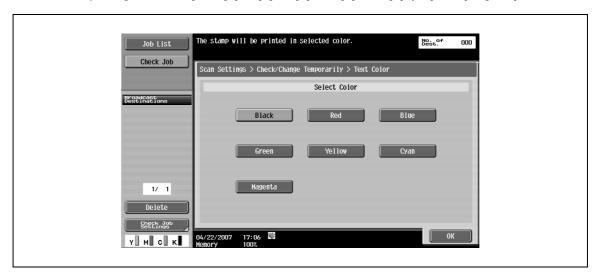
The serial number set up here represents the serial number of the machine. For details on the setup procedure, contact your service representative.

Check/Change Temporarily - Pages

→ Select the pages to be printed (either [All Pages] or [1st Page Only]).

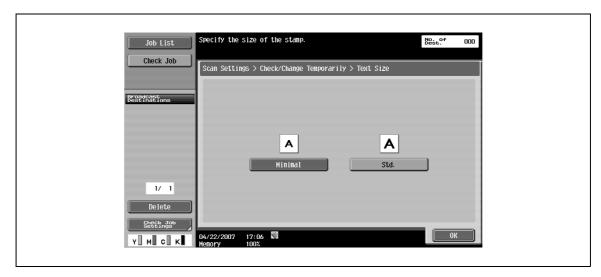
Check/Change Temporarily - Text Color

Select a printing color from [Black], [Red], [Blue], [Green], [Yellow], [Cyan], and [Magenta].



Check/Change Temporarily - Text Size

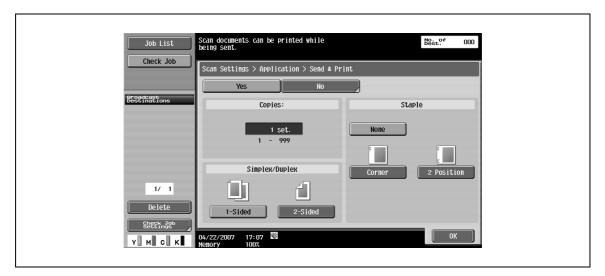
→ Select a size of characters to be printed from [Minimal] and [Std.].



6.10.16 Application - Send & Print

Send & Print

Specify whether or not to print a document as it is transmitted. In addition, various settings can be specified for printing.



Copies

→ Enter the desired number of print copies using the keypad. The input range is 1 to 999.

Simplex/Duplex

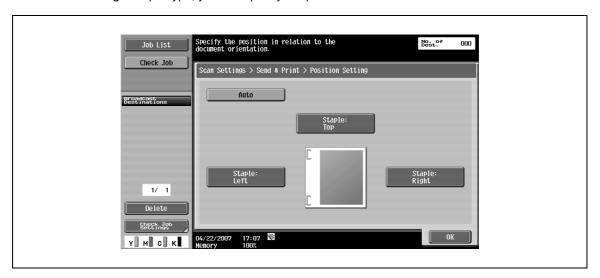
→ Select either 1-sided or 2-sided.

Staple

→ Specifies whether or not the prints will be stapled.

Staple - Position Setting

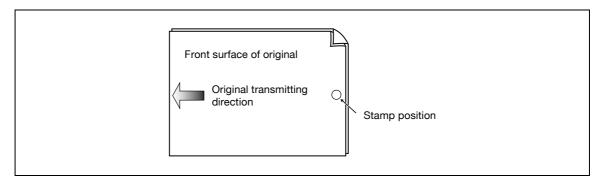
→ After selecting a staple type, you can specify the position.



6.10.17 Application - TX Stamp (G3/IP/I-FAX)

TX Stamp

When sending a document using the ADF, a TX Stamp can be printed on the original after it is scanned to enable page-by-page checking that scanning has succeeded. When sending a double-sided original, a TX stamp is only printed on the front page.



When [TX Stamp] is enabled, a stamp with a diameter of 4 mm is printed in pink at the position shown in the figure.

To enable printing a stamp, the optional stamp unit is required.

The stamp ink is a consumable item. If the stamp color becomes faint, contact your service representative.

When the original is mixed, the stamp position may be displaced from the point shown in the figure.

To check that the original is successfully transmitted, refer to the transmission report or the transmission result that appears on the setting confirmation screen.

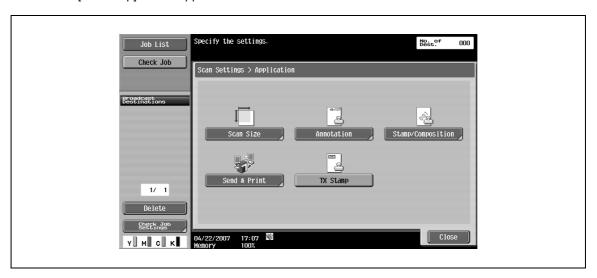


Detail

When the quick memory transmission function is selected, that function is canceled after selecting [TX Stamp].

Printing a TX stamp

→ Select [TX Stamp] on the Application screen.

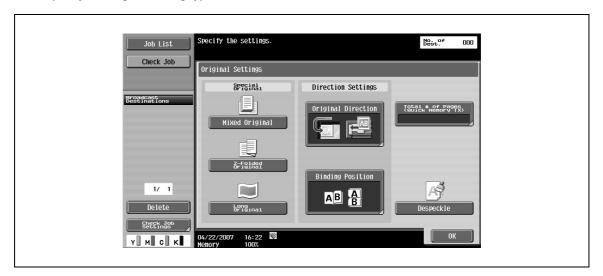


6.10.18 Document Name (E-Mail/User Box/SMB/FTP/WebDAV/I-FAX)

→ Enter the document name from the touch panel.

6.11 Original Settings

→ Specify the original setting type.





Detail

The special original and direction settings functions can be used in combination.

For example, the original may contain pages of different sizes or zigzag-folded pages.

6.11.1 Special Original - Mixed Original

→ Select this setting when originals of different sizes are loaded together into the ADF.
The scan speed is decreased since the size of each page is detected before it is scanned.

6.11.2 Special Original - Z-Folded Original

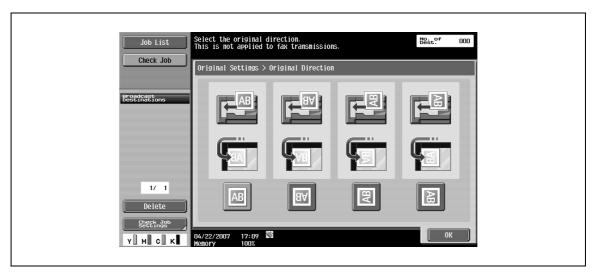
Select this setting to detect the size of a zigzag-folded original by the length fed through the ADF.

6.11.3 Special Original - Long Original

→ Select this setting for originals with the longitudinal side longer than the standard size.

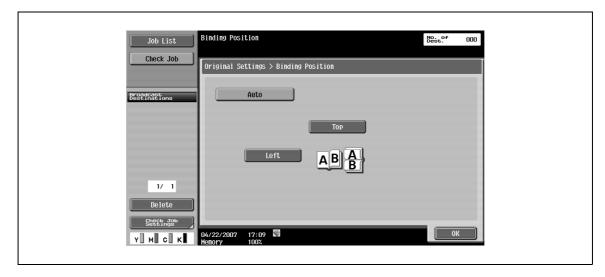
6.11.4 Direction Settings - Original Direction

→ Select the orientation of the original.
After scanning, the data is processed so that it is correctly oriented.



6.11.5 Direction Settings - Binding Position

→ Select the binding position, such as punching positions or stapling positions on the original.





Detail

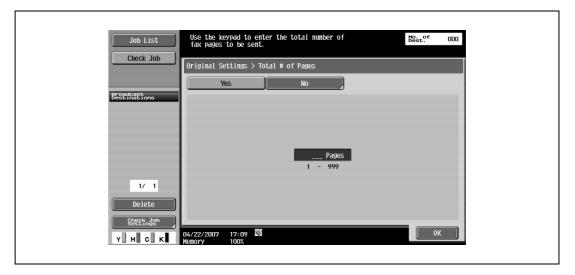
This function also corrects the orientation when scanning a double-sided original so that the binding position is not reversed.

Item	Description	
Auto	The binding is on the long side if the page is 297 mm or less, or it is on the short side if the page is more than 297 mm.	
Тор	Select this setting if the original that is loaded has a binding margin at the top.	
Left	Select this setting if the original that is loaded has a binding margin at the left.	

6.11.6 Total # of Pages (Quick Memory TX) (G3)

When using the Quick Memory TX function, enter the total number of pages in the "____ Pages" field for the source transmission information. Then the document is sent with page numbers printed in the format "the page number/the total number of pages".

- 1 Select the Quick Memory TX function.
- 2 Touch [Total # of Pages].
- 3 Enter the number of pages in the original using the keypad.





Detail

If the number of pages specified differs from the number of pages actually scanned, the number of pages specified is printed.

This function is disabled for memory transmission since the total number of pages is automatically affixed.



Detail

This function and any of the following functions cannot be selected at the same time.

Memory transmission

Cover + 2-Sided (Scan Settings - Simplex/Duplex)

Frame Erase

Book Copy

Scan Size

Mixed Original

Polling TX

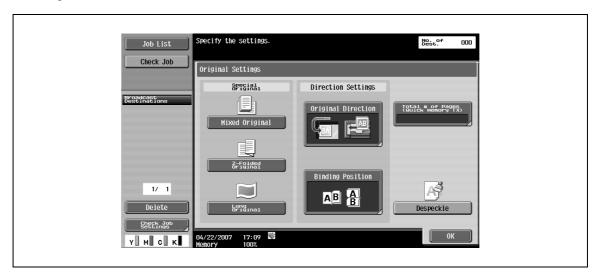
Polling RX

Bulletin

Timer TX

6.11.7 Despeckle

→ Select this setting to reduce the effect that dust on the left partition glass has on images when the original is loaded into the ADF.





Detail

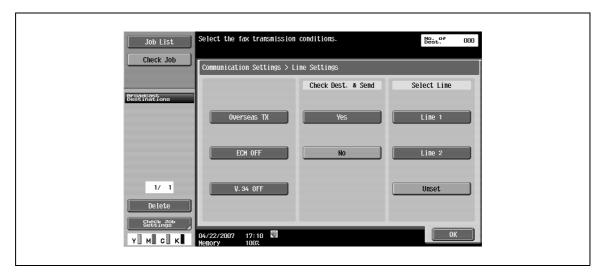
The scanning speed will be reduced if the "Despeckle" setting is selected.

Clean the left partition glass when it becomes extremely dirty.

6.12 Communication Settings

6.12.1 Line Settings (G3)

→ Specify settings for a fax transmission line.



Overseas TX

→ To send a fax to an area under a poor state of communications, specify a slow transmission speed.



Detail

This function cannot be used together with the following functions.

Polling TX
Polling RX
Bulletin

ECM OFF

- → Cancel ECM mode to send data.
 - The ECM mode is an error resend method of communication defined by the ITU-T (International Telecommunication Union). As faxes equipped with the ECM mode communicate by checking if the sent data has an error, they can prevent image blurring by the noise on the phone line. When there are a lot of noises, communication time may be slightly longer than it is when "ECM OFF" is selected. This machine automatically returns to the ECM ON status when it completes transmission.



Detail

Data is sent in the ECM mode unless ECM OFF is selected for this machine.

This function cannot be used together with the following functions.

Polling RX
Polling TX
V. 34 OFF
Bulletin Registration
Bulletin Polling RX

V. 34 OFF

V. 34 is a communication mode used for super G3 fax communication. There are cases when the communication is not possible in super G3 mode depending on the telephone line conditions when the recipient's machine or this machine is connected to the line via a private branch exchange.

It is recommended that you set V. 34 to off before sending a fax. This machine automatically returns to V. 34 mode when it completes transmission.



Detail

This function cannot be used together with the following functions.

Polling RX
Polling TX
Bulletin Registration
Bulletin Polling RX
ECM OFF

Check Dest. & Send

A fax is sent only after a comparison of the specified fax number with the fax number information (CSI) for the recipient's machine indicates a match. This prevents misdirected transmissions since a transmission error occurs if the numbers do not match.



Detail

To execute [Check Dest. & Send], the destination must have its fax number registered.

Select Line

- Select [Line 1] or [Line 2] to send a fax if the optional fax multi line is installed.
- 2 Specify a line for transmission.



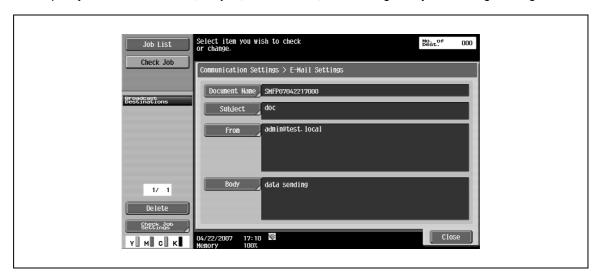
Detail

You cannot specify a line when "Line 2 Setting" of "Multi Line Setting" is set to "RX Only".

6.12.2 E-Mail Settings (E-Mail/I-FAX)

About E-Mail settings

→ Specify the document name, subject, from address, and message body for sending messages.



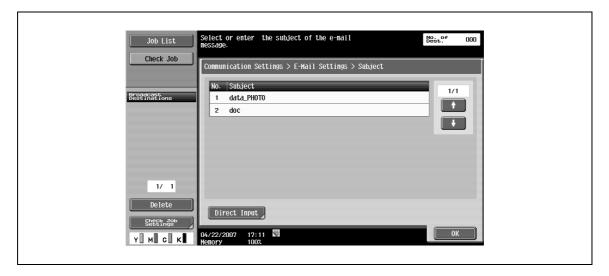
Document Name

Displays the name of the file to be saved. The document name specified later appears as the document name, even if the document name was specified in the File Document screen. You can enter up to 30 characters.

Subject

Automatically displays the text specified in the Utility mode.

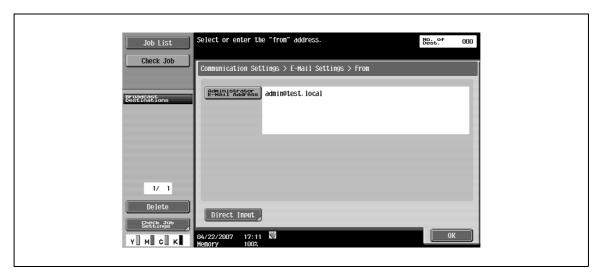
- → Press [Direct Input] to change the text.
 - You can enter up to 64 characters.



From

Displays the administrator E-Mail address specified in the Utility mode.

→ Press [Direct Input] to change the text.





Detail

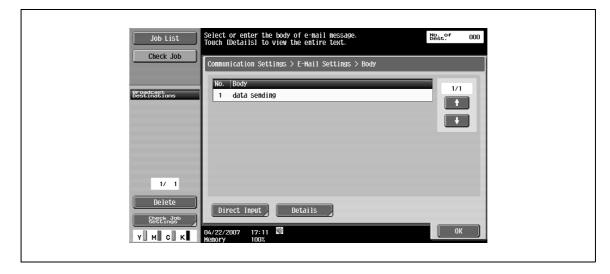
For Internet fax, the E-Mail address of the machine is used.

If you set "Change the From Address" (displayed by touching [System Settings] on the Administrator Settings screen, then [Restrict User Access], then [Restrict Operation]) to [Restrict], you cannot directly enter the from address.

Body

Displays the text specified in the Utility mode.

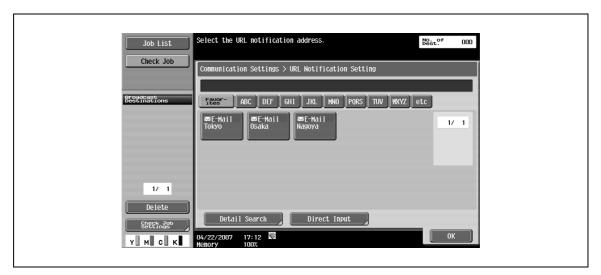
- → Press [Direct Input] to change the text.
 - You can enter up to 256 characters.



6.12.3 URL Notification Setting (User Box/FTP/SMB/WebDAV)

URL notification

→ Specify the E-Mail address where notifications of completion of the job are to be sent.





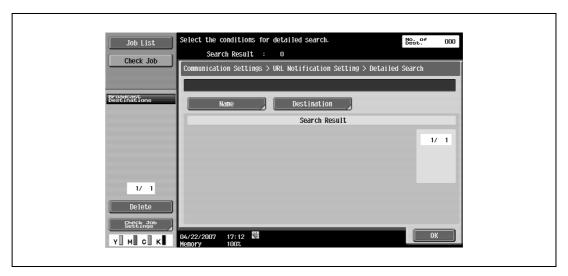
Detail

The destinations that can be specified for URL notification setting include User Box, FTP, SMB and WebDAV destinations.

Even if specified, this feature does not work for the Scan to E-Mail, Internet fax, or G3 fax functions.

Detail Search

- 1 Search for the destination E-Mail address from the address book.
- 2 Enter the destination name or part of the address to search for the corresponding address.
- 3 Select [Name] or [Address] and enter the search text.

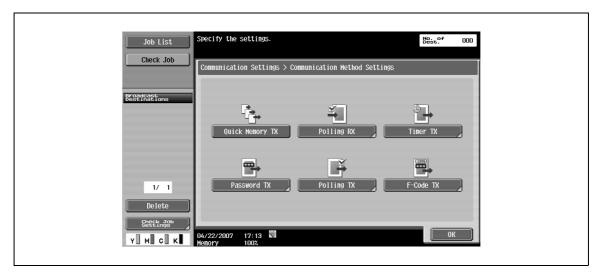


Direct Input

→ Enter an E-Mail address from the touch panel.

6.12.4 Communication Method Settings (G3)

→ Specify a communication method.



Quick Memory TX

In this method, fax transmission starts as soon as one page of the original has been scanned. Even when there are a large number of pages in the original, this function enables transmission without straining the memory capability. If the line is busy, transmission starts after the line is available.



Polling RX - Normal

This function enables a document specified for transmission or scheduled for polling transmission on the sender's machine to be transmitted upon a command from the recipient. This is convenient when the recipient desires to bear the communications fees.

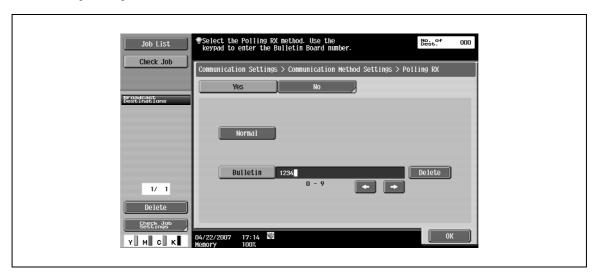
→ Select [Normal], then a recipient.



Polling RX - Bulletin

This function enables a document in a bulletin board user box specified for transmission on the sender's machine to be transmitted upon a command from the recipient.

Select [Bulletin] to receive a document from the bulletin board.



- 2 Enter the bulletin board number from the keypad.
- 3 Select a recipient.



Detail

A number up to 20 digits can be entered for the bulletin board number.

This function cannot be used together with the following functions.

Quick Memory TX
Memory transmission
Frame Erase
Scan Size
Total # of Pages
Mixed Original
Z-Folded Original

Long Original Binding Position

Polling TX

Overseas TX

ECM OFF

Password TX

F-Code TX

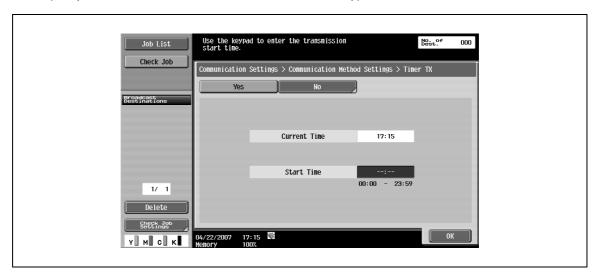
V. 34 OFF

Separate Scan

Timer TX

The transmission time can be specified. It is economical to communicate using telephone discount rate hours in early morning and late at night.

→ Specify the communication start time with the numeric keypad.





Detail

You can only specify the time. Specify the time in hours and minutes.

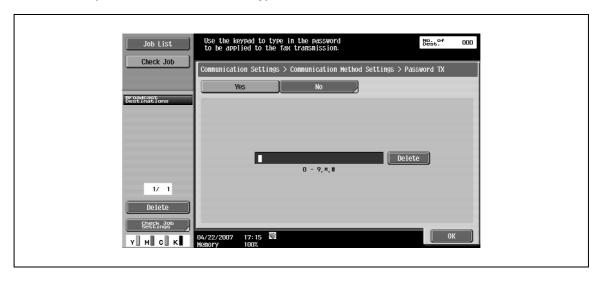
You may not specify the date.

Password TX

Sends data with a password. If the recipient's fax machine is set for closed network receptions, the sender's fax machine should transmit a fax with the same password as the closed network reception password.

This function is available only when the recipient's machine has the closed network reception (password) function.

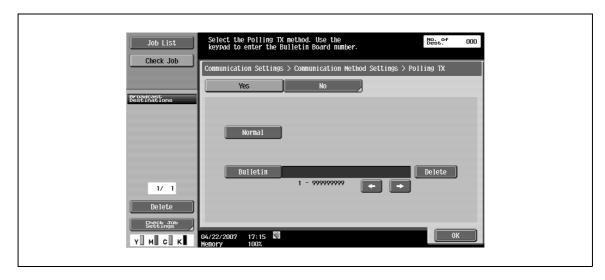
→ Enter the password from the numeric keypad.



Polling TX - Normal

This function saves a document scheduled for polling transmission so that it can be transmitted upon a command from the recipient side.

→ Select [Normal] to have the original scanned and automatically saved in a polling transmission user box.





Detail

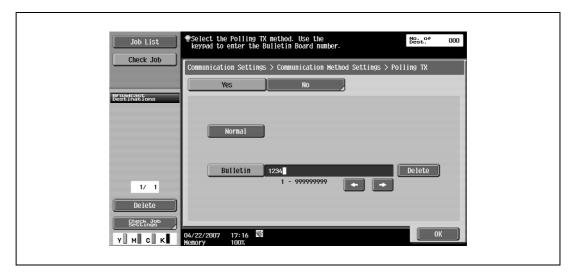
If user authentication is applied, polling transmission is disabled if the user who is not permitted to access to the saved documents is logged on.

Polling TX - Bulletin

This function registers a document in a bulletin board user box so that it can be transmitted from the bulletin board upon a command from the recipient side.

- Select [Bulletin].
- 2 Enter a bulletin board number from the keypad.
- 3 Start scanning of the original.

The document is automatically saved in the bulletin board user box that has been created beforehand.





Detail

A number between 1 and 999999999 can be entered for the bulletin board number.

Only one document can be registered in one bulletin board user box.

Up to 10 bulletin board user boxes can be registered in this machine.



Detail

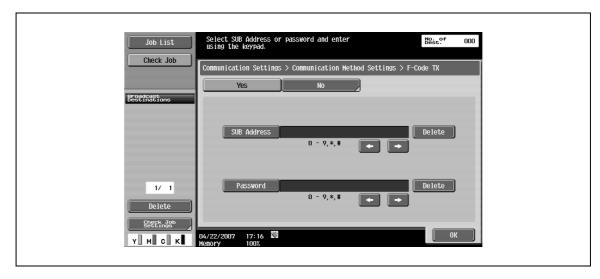
This function cannot be used together with the following functions.

Quick Memory TX
Memory transmission
Total # of Pages
Polling TX
Timer TX
Overseas TX
ECM OFF
Password TX
F-Code TX
V. 34 OFF

F-Code TX

Sends data to the specified user box of the recipient by entering the SUB address and Sender ID. The following two types of user boxes can be specified.

- Confidential transmission
- Sends data to the confidential transmission user box of the recipient. Enter the user box number as the SUB address, and the confidential transmission password as the Sender ID.
- Relay transmission
- Sends data to the relay transmission user box when the recipient machine has the relay distribution function. Enter the relay user box number as the SUB address, and the relay transmission password as the Sender ID.
- → Specify the SUB address or transmission ID for the recipient.





Detail

The recipient needs to have the F-code function to use an F-code.

6.12.5 E-Mail Encryption (E-Mail)

This parameter appears when "ON" is selected for "S/MIME Communication Settings" (in [E-Mail Settings] in the Network Settings screen in Administrator mode.

→ Specify whether or not to encrypt the E-Mail to be sent.

6.12.6 Adding Digital Signature (E-Mail)

This parameter appears when "ON" is selected for "S/MIME Communication Settings" (in [E-Mail Settings] in the Network Settings screen in Administrator mode.

→ Specify whether or not to add a digital signature to E-Mail messages for transmission.

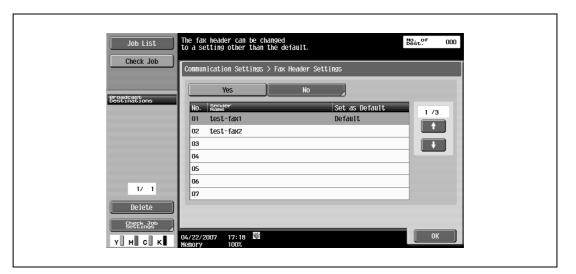


Detail

This parameter may not be available or may be set to normally sign, depending on the specified S/MIME communication settings.

6.12.7 Fax Header Settings (G3/IP/I-FAX)

- 1 Specify whether or not to add sender information for transmission.
- 2 Select one from the list of sender names.





Detail

Use "TTI Setting" in "Administrator Settings" to register the detail added to the original as sender information.

Use "TTI/RTI" in "Administrator Settings" to register how to add sender information.

6.13 Redialing (G3/IP)

Redialing refers to the action to dial the same recipient again.

Redialing takes place after a certain length of time when the line is busy and transmission has failed.

6.13.1 Redial

If transmission has failed because the line is busy, the recipient's number is automatically redialed as many times as specified in the Line Parameter Setting screen.

Until successfully redialed, the transmission job is handled as a scheduled job in a redialing queue.



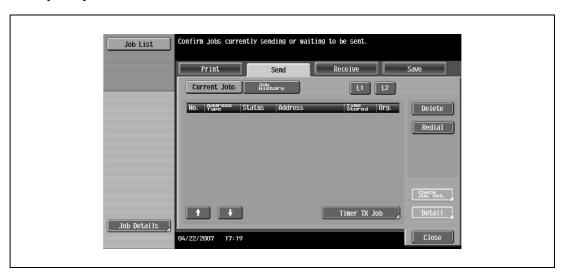
Detail

The factory setting for automatic redialing is to have redialing performed three times at an interval of three minutes.

6.13.2 Manual redialing

A job in the redialing queue can be redialed from the Job Details screen.

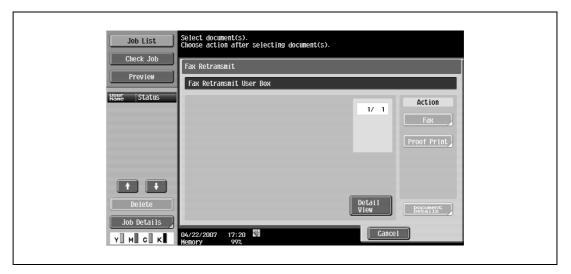
- 1 Touch [Job List].
- 2 Touch [Job Details].
- 3 Touch [Send].
- 4 Select a job under "Current Jobs".
- 5 Touch [Redial].



6.13.3 Fax Retransmit (G3)

A job is saved in a retransmit user box after the setting for auto redialing specified in the Line Parameter Setting screen has been exceeded without successful transmission. Open the retransmit user box to redial manually.

- 1 Select the job to be retransmitted.
- 2 Touch [Fax].





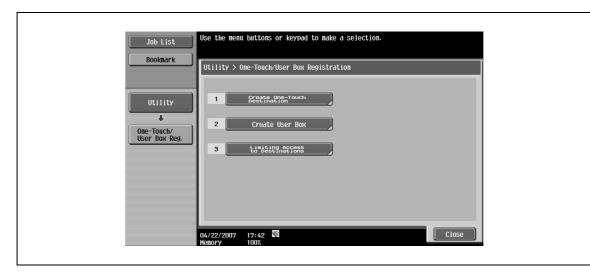
Detail

To save the job in the retransmit user box, "Incomplete TX Hold" must be specified in advance in "Administrator Settings".

6.14 Menu trees in User mode

Items that can be specified in user settings are as follows. This menu tree includes items related to network scan, G3 fax, and network fax.

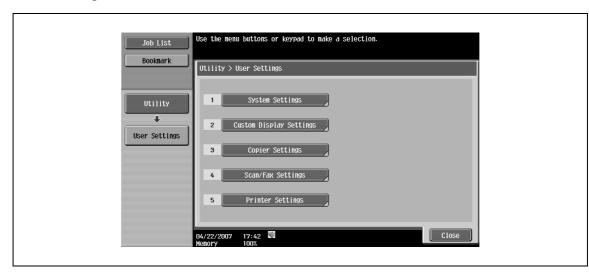
6.14.1 One-Touch/User Box Registration



First-level menu	Second-level menu	Third-level menu	Fourth-level menu
[1] Create One-Touch Destination	[1] Address Book	[1] E-Mail (p. 6-109)	No.
			Name
			E-Mail Address
			Index
			Icon
		[2] User Box (p. 6-112)	No.
			Name
			User Box
			Index
			Icon
		[3] Fax (p. 6-115)	No.
			Name
			Address
			Line Settings
			Index
			Icon
		[4] PC (SMB) (p. 6-120)	No.
			Name
			User ID
			Password
			Host Address
			File Path
			Reference
			Index
			Icon

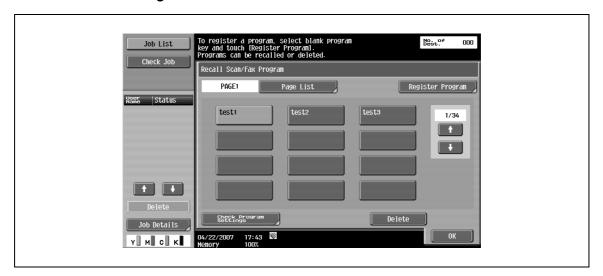
First-level menu	Second-level menu	Third-level menu	Fourth-level menu
[1] Create One-Touch	[1] Address Book	[5] FTP (p. 6-124)	No.
Destination			Name
			Host Address
			File Path
			User ID
			Password
			Anonymous
			PASV
			Proxy
			Port Number
			Index
			Icon
		[6] WebDAV (p. 6-128)	No.
			Name
			User ID
			Password
			Host Address
			File Path
			Proxy
			SSL Settings
			Port Number
			Index
		[7] IP Address Fax	Icon
			No.
		(p. 6-132)	Name
			Host Address
			Port Number
			Destination Machine Type
			Index
			Icon
		[8] Internet Fax (p. 6-135)	No.
			Name
			E-Mail Address
			RX Ability (Destination)
			Index
			Icon
	[3] Group (p. 6-138)	Name	.5011
	[3] Group (p. 6-138)	Select Group	-
		Icon	-
	[4] E-Mail Settings	[1] E-Mail Subject (p. 6-140)	
		[2] E-mail Body (p. 6-141)	-
[3] Limiting Access to Destinations	[1] Apply Levels/Groups to Destinations	[1] Address Book (p. 6-147)	
		[2] Group (p. 6-148)	
		[3] Program (p. 6-148)	

6.14.2 User Settings



First-level menu	Second-level menu	Third-level menu	Fourth-level menu
[2] Custom Display Settings	[2] Scan/Fax Settings	Default Tab (p. 6-149)	
		Program Default (p. 6-150)	
		Address Book Index Default (p. 6-150)	
		Shortcut Key 1 (p. 6-151)	
		Shortcut Key 2 (p. 6-151)	
		Default Address Book (p. 6-151)	
	[4] Fax Active Screen	TX Display (p. 6-152)	
		RX Display (p. 6-152)	
	[7] Search Option Settings	Uppercase and Lower- case Letters (p. 6-153)	
		Search Options Screen (p. 6-153)	
[4] Scan/Fax Settings	JPEG Compression Level (p. 6-154)		
	Black Compression Level (p. 6-154)		
	TWAIN Lock Time (p. 6-155)		
	Default Scan/Fax Settings (p. 6-155)		
	Compact PDF/XPS Compression Level (p. 6-156)		

6.14.3 Recall Scan/Fax Program



First-level menu	Second-level menu	Third-level menu	Fourth-level menu
Register Program	Name (p. 6-142)		
	Address (p. 6-143)		
	URL Notif. Destination (p. 6-143)		
Check Program Settings	Check Address (p. 6-144)		
	Check Scan Settings (p. 6-144)		
	Check Original Settings (p. 6-145)		
	Communication Settings (p. 6-145)		
	Check E-Mail Settings (p. 6-145)		
	Check URL Notif. Destination (p. 6-146)		
Delete			

6.15 One-Touch/User Box Registration

A maximum of 2,000 destinations can be registered for Address Book.

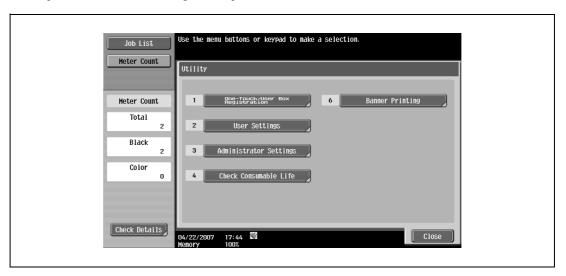


Detail

If "Registering and Changing Address" in Administrator Settings is restricted, specify these settings with "One-Touch/User Box Registration" on the Administrator Settings screen.

6.15.1 Displaying the One-Touch/User Box Registration screen

- To display the One-Touch/User Box Registration screen, press the [Utility/Counter] key on the control panel.
- 2 Touch [One-Touch/User Box Registration].





Detail

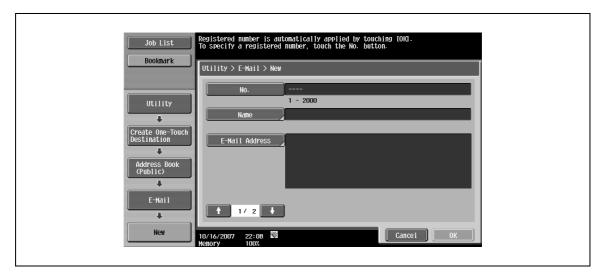
In the Utility screen, you can also select a setting by using the keypad to enter the number next to the desired button. For [1 One-Touch/User Box Registration], press [1] in the keypad.

6.15.2 Address Book - E-Mail

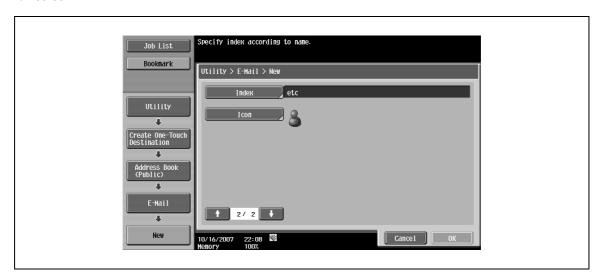
E-Mail addresses can be registered.

→ To register a new address, touch [New].

1/2 screen



2/2 screen





Detail

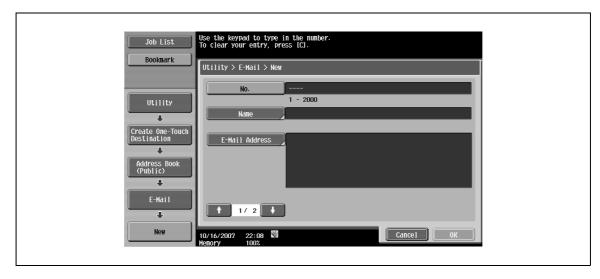
To check a registered address, select a desired registration name, and then touch [Check Job Settings].

To change registered address settings, select a desired registration name, and then touch [Edit]. On the Edit screen, the registration number cannot be changed.

To delete a registered address, select a desired registration name, and then touch [Delete].

No.

→ Touch [No.], and then enter the registration number of Address Book between 1 and 2,000. When the screen is displayed, the smallest available number is displayed.



Name

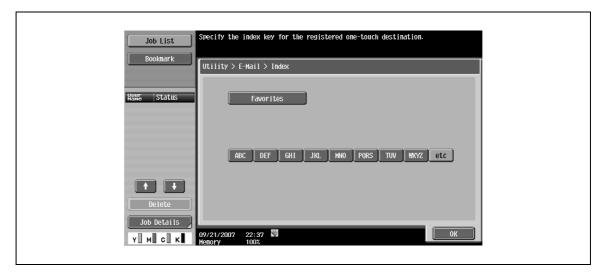
→ Enter the registration name of the address book using up to 24 characters from the touch panel.

E-Mail Address

→ Enter the destination E-Mail address from the touch panel.

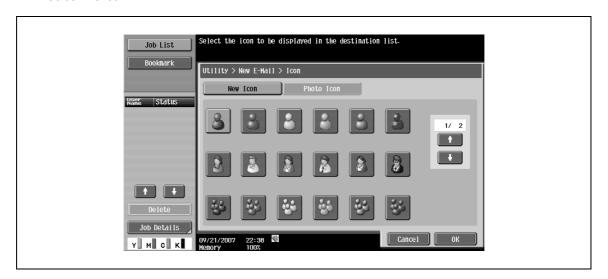
Index

- Select the index characters.
 - For frequently used destinations, simultaneously specify them in [Favorites]. This setting speeds up searches.



Icon

→ Select the icon.





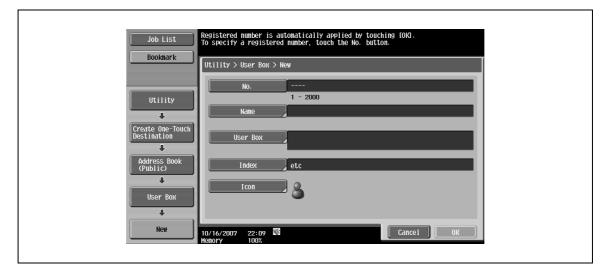
Detail

The icons are used in the image panel function which can be operated when the optional LK-101 is installed.

6.15.3 Address Book - User Box

Destinations for user box can be registered.

→ To register a new address, touch [New].





Detail

In order to register a user box as a destination, the user box must be registered first.

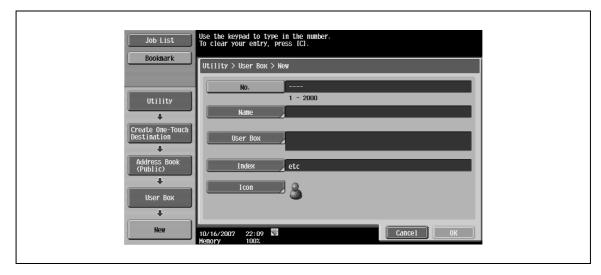
To check a registered address, select a desired registration name, and then touch [Check Job Settings].

To change registered address settings, select a desired registration name, and then touch [Edit]. On the Edit screen, the registration number cannot be changed.

To delete a registered address, select a desired registration name, and then touch [Delete].

No.

→ Touch [No.], and then enter the registration number of Address Book between 1 and 2,000. When the screen is displayed, the smallest available number is displayed.

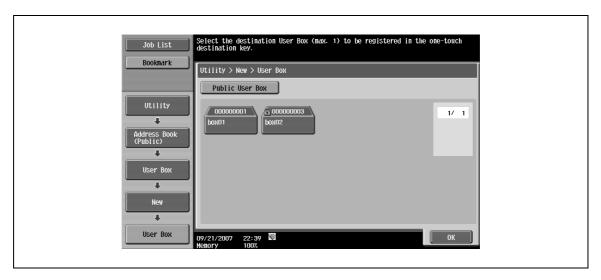


Name

→ Enter the registration name of the Address Book using up to 24 characters from the touch panel.

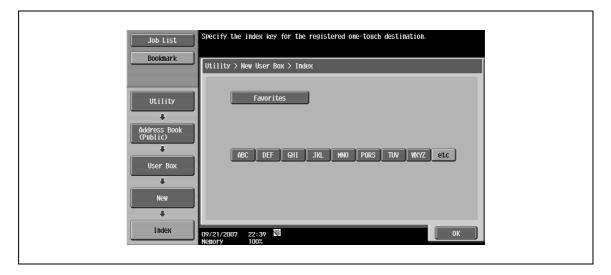
User Box

Select one user box where data is to be saved.



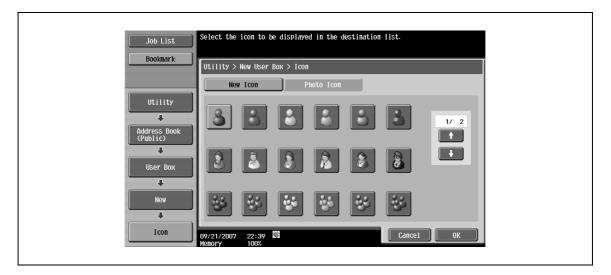
Index

- → Select the index characters.
 - For frequently used destinations, simultaneously specify them in [Favorites]. This setting speeds up searches.



Icon

→ Select the icon.





Detail

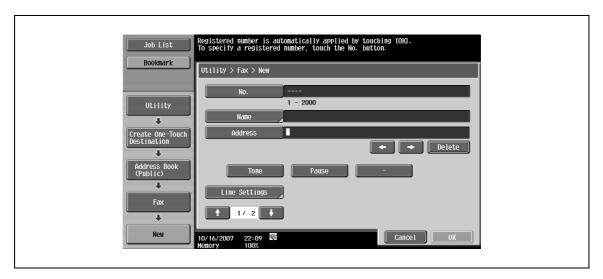
The icons are used in the image panel function which can be operated when the optional LK-101 is installed.

6.15.4 Address Book - Fax

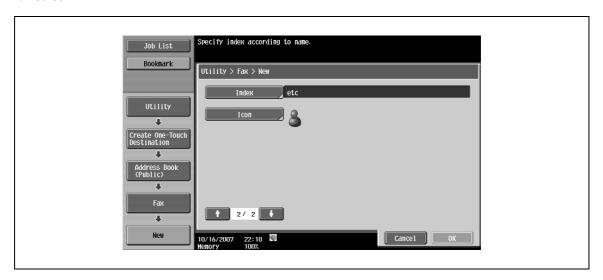
Register fax destinations.

→ To register a new address, touch [New].

1/2 screen



2/2 screen





Detail

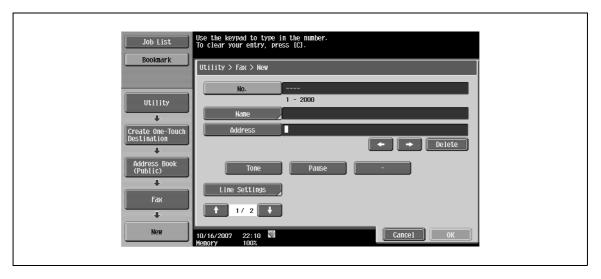
To check a registered address, select a desired registration name, and then touch [Check Job Settings].

To change registered address settings, select a desired registration name, and then touch [Edit]. On the Edit screen, the registration number cannot be changed.

To delete a registered address, select a desired registration name, and then touch [Delete].

No.

→ Touch [No.], and then enter the registration number of Address Book between 1 and 2,000. When the screen is displayed, the smallest available number is displayed.

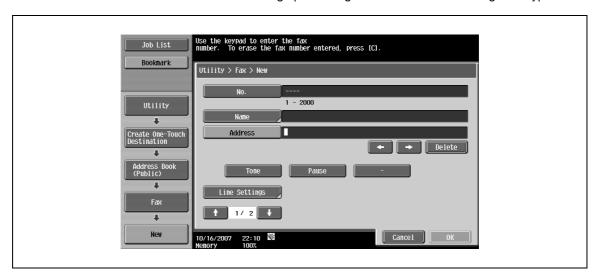


Name

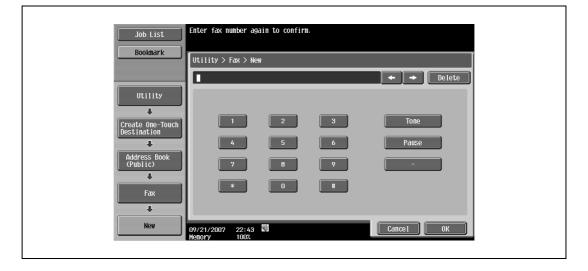
→ Enter the registration name of the Address Book using up to 24 characters from the touch panel.

Address

→ Enter the fax number of the destination using up to 38 digits. Enter the number using the keypad.

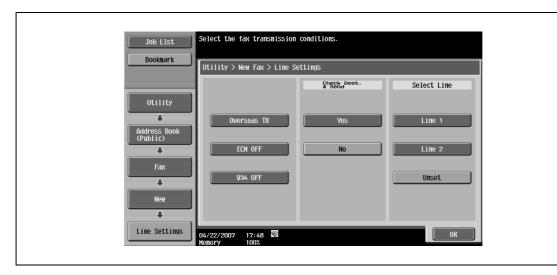


- In order to dial a number without fail to send a fax from an extension number to the outside line when PBX connection setting is enabled, touch [Pause] after dialing the outside line such as "0". On the screen, "P" is displayed.
- When the PBX connection setting is enabled, [Outside] is displayed. Selecting this key displays [E-].
- If the "Confirm Address (Register)" is specified, after touching [OK], a screen appears prompting you
 to enter the fax number again. Enter the fax number, and then touch [OK].



Line Settings

→ Specify transmission settings for the line.



Item	Description
Overseas TX	Specifies a slow transmission speed to send a Fax to an area in bad communication.
ECM OFF	Cancels ECM mode and cuts communication time to send data. The ECM mode is an error request repeat method communication defined by ITU-T (International Telecommunication Union). As faxes equipped with the ECM mode communicate by checking if the sent data has an error, they can prevent image blurring by the noise on the phone line.
V. 34 OFF	V. 34 is a communication mode used for Fax communication of super G3. There are cases when the communication is not possible in super G3 mode depending on the telephone line conditions when the recipient's machine or this machine is connected to the line via a private branch exchange. It is recommended that you set V. 34 to off before sending a Fax. This machine automatically returns to V. 34 mode when it completes transmission.
Check Dest. & Send	A Fax is sent only after a comparison of the specified Fax number with the Fax number information (CSI) for the recipient's machine indicates a match. This prevents misdirected transmissions since a transmission error occurs if the numbers do not match.
Select Line	Select [Line 1] or [Line 2] to send a Fax if the fax multi line is installed. Specify a line for transmission.

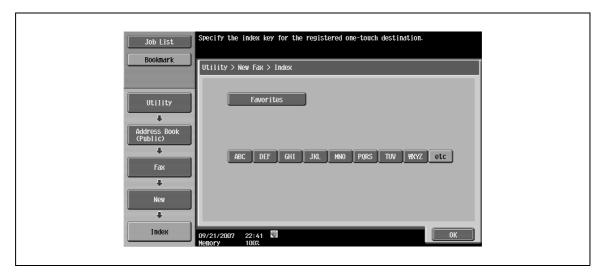


Detail

To execute [Check Dest. & Send], the destination must have its fax number registered.

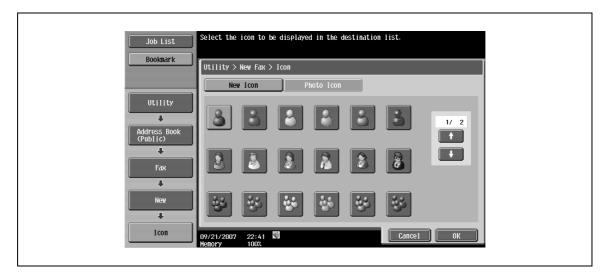
Index

- → Select the index characters.
 - For frequently used destinations, simultaneously specify them in [Favorites]. This setting speeds up searches.



Icon

→ Select the icon.





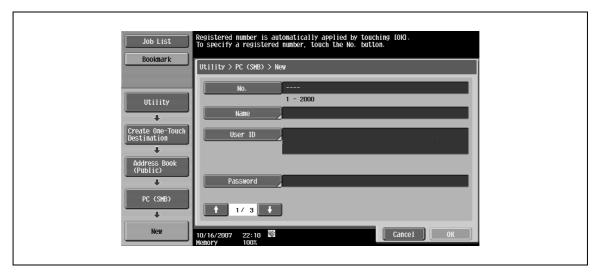
Detail

The icons are used in the image panel function which can be operated when the optional LK-101 is installed.

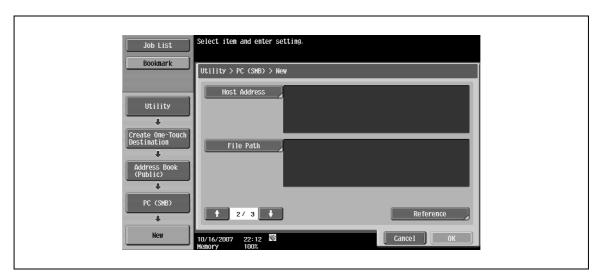
6.15.5 Address Book - PC (SMB)

→ Specify the PC (SMB) address directly. To register a new address, touch [New].

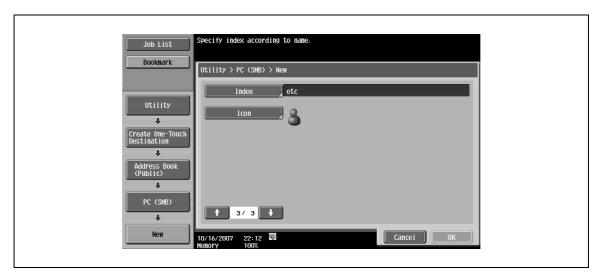
1/3 screen



2/3 screen



3/3 screen





Note

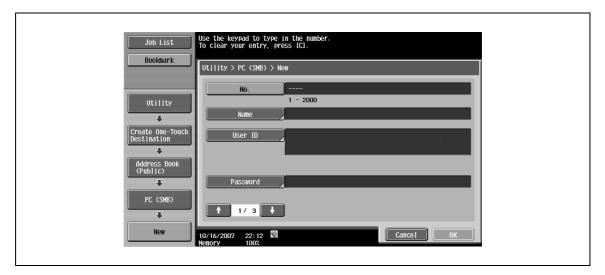
To check a registered address, select a desired registration name, and then touch [Check Job Settings].

To change registered address settings, select a desired registration name, and then touch [Edit]. On the Edit screen, the registration number cannot be changed.

To delete a registered address, select a desired registration name, and then touch [Delete].

No.

→ Touch [No.], and then enter the registration number of Address Book between 1 and 2,000. When the screen is displayed, the smallest available number is displayed.



Name

→ Enter the registration name of the Address Book using up to 24 characters from the touch panel.

User ID

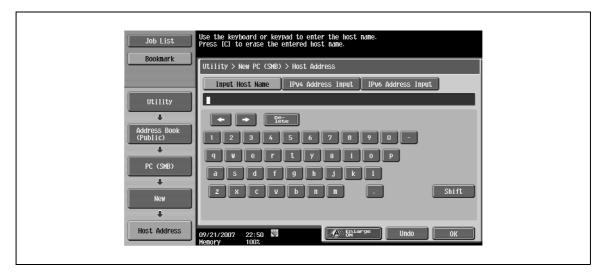
→ Enter the user ID for logging on to the destination computer using up to 127 characters from the touch panel.

Password

→ Enter the password for logging on to the destination computer using up to 14 characters from the touch panel.

Host Address

- → Enter the host address for the destination computer in the format of a host name, IPv4 address or IPv6 address.
 - For a host name, enter 255 characters or less.





Detai

When the input format is switched to the IP address input mode after the host name was entered, the host name is cleared.

If [Host Name Input] is touched after the IP address was entered, the entered IP address is cleared.

Enter the host name in uppercase letters.

File Path

→ Enter the path to the saved file using up to 255 characters from the touch panel.



Detail

Enter the file path in uppercase letters.

Reference

The structure of the folders on the destination computer can be checked. This function can be used to directly check the destination folder.



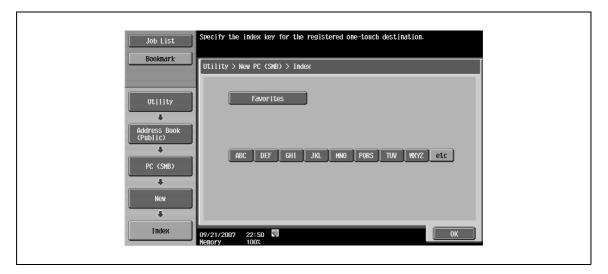
Detail

If the computers or workgroups on the network (subnet) that this machine belongs to are more than the numbers listed below, browsing over the network may not be performed correctly.

Workgroup: 128 Computer: 128

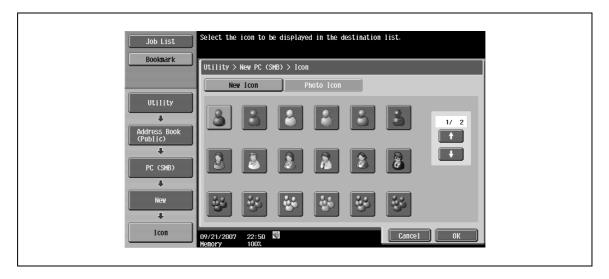
Index

- → Select the index characters.
 - For frequently used destinations, simultaneously specify them in [Favorites]. This setting speeds up searches.



Icon

→ Select the icon.





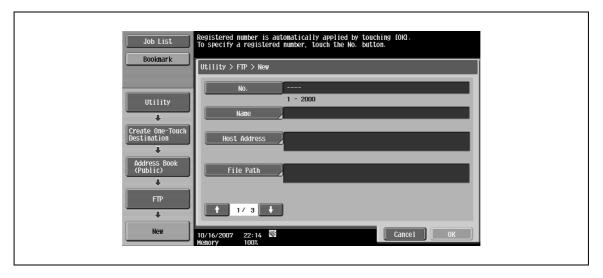
Detail

The icons are used in the image panel function which can be operated when the optional LK-101 is installed.

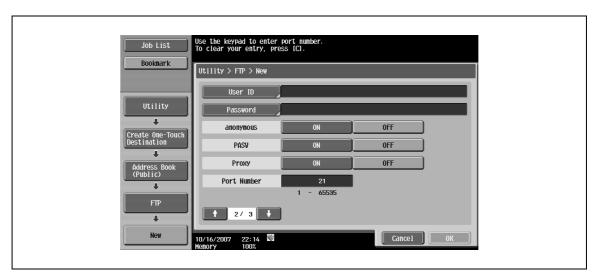
6.15.6 Address Book - FTP

→ Specify the FTP address directly. To register a new address, touch [New].

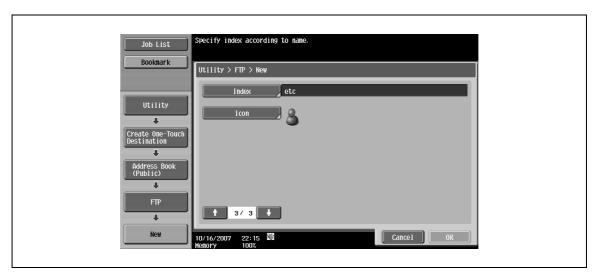
1/3 screen



2/3 screen



3/3 screen





Detail

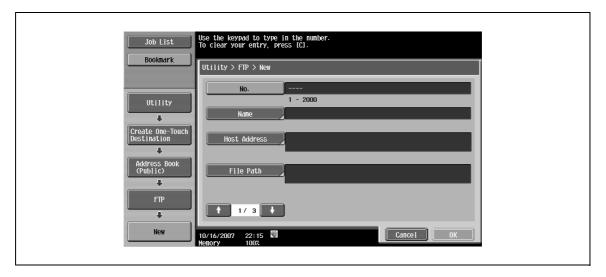
To check a registered address, select a desired registration name, and then touch [Check Job Settings].

To change registered address settings, select a desired registration name, and then touch [Edit]. On the Edit screen, the registration number cannot be changed.

To delete a registered address, select a desired registration name, and then touch [Delete].

No.

→ Touch [No.], and then enter the registration number of Address Book between 1 and 2,000. When the screen is displayed, the smallest available number is displayed.

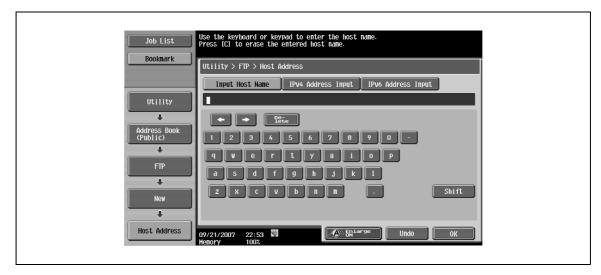


Name

→ Enter the registration name of the Address Book using up to 24 characters from the touch panel.

Host Address

- → Enter the host address for the destination server in the format of a host name, IPv4 address or IPv6 address.
 - For a host name, enter 63 characters or less.





Detai

When the input format is switched to the IP address input mode after the host name was entered, the host name is cleared.

Touching [Input Host Name] after entering the IP address holds the input IP address and displays it in the character input screen.

Before entering a host name, check that the DNS setting is correctly specified.

File Path

→ Enter the path to the saved file using up to 96 characters from the touch panel.

User ID

→ Enter the user ID for logging on to the destination computer using up to 47 characters from the touch panel.

Password

→ Enter the password for logging on to the destination computer using up to 31 characters from the touch panel

anonymous

→ To specify no user ID for logging on to the host name, touch [ON].

PASV

→ Select whether to use the PASV mode.

Proxy

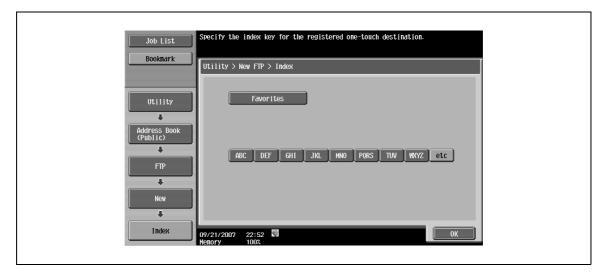
→ Select whether to use a proxy server.

Port Number

→ Enter the port number. (Range: 1 to 65535)

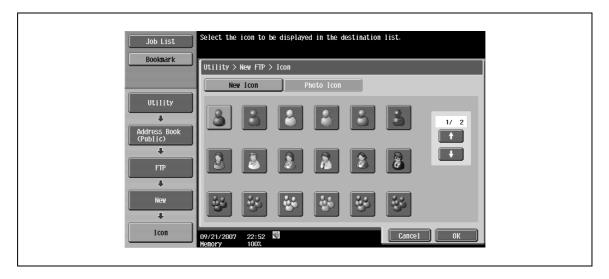
Index

- → Select the index characters.
 - For frequently used destinations, simultaneously specify them in [Favorites]. This setting speeds up searches.



Icon

→ Select the icon.





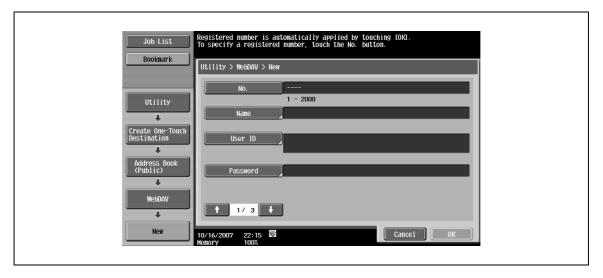
Detail

The icons are used in the image panel function which can be operated when the optional LK-101 is installed.

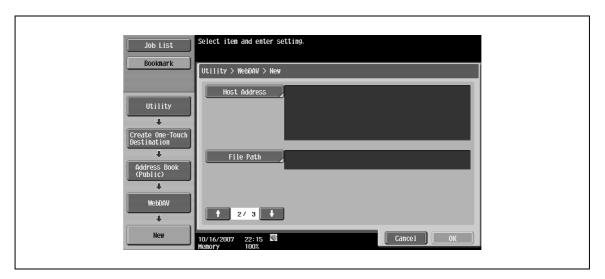
6.15.7 Address Book - WebDAV

→ Specify the WebDAV address directly. To register a new address, touch [New].

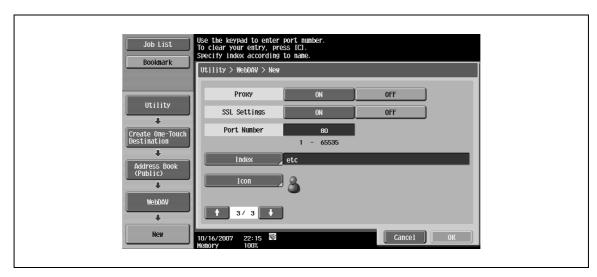
1/3 screen



2/3 screen



3/3 screen





Detail

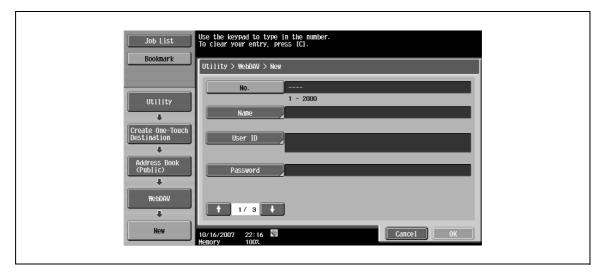
To check a registered address, select a desired registration name, and then touch [Check Job Settings].

To change registered address settings, select a desired registration name, and then touch [Edit]. On the Edit screen, the registration number cannot be changed.

To delete a registered address, select a desired registration name, and then touch [Delete].

No.

→ Touch [No.], and then enter the registration number of Address Book between 1 and 2,000. When the screen is displayed, the smallest available number is displayed.



Name

→ Enter the registration name of the Address Book using up to 24 characters from the touch panel.

User ID

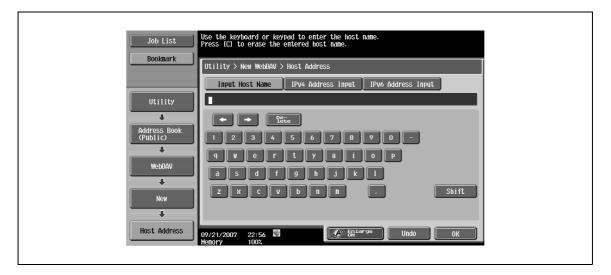
→ Enter the user ID for logging on to the destination computer using up to 21 characters from the touch panel.

Password

→ Enter the password for logging on to the destination computer using up to 63 characters from the touch panel.

Host Address

- → Enter the host address for the destination server in the format of a host name, IPv4 address or IPv6 address
 - For a host name, enter 63 characters or less.





Detail

When the input format is switched to the IP address input mode after the host name was entered, the host name is cleared.

Touching [Input Host Name] after entering the IP address holds the input IP address and displays it in the character input screen.

Before entering a host name, check that the DNS setting is correctly specified.

File Path

→ Enter the path to the saved file using up to 96 characters from the touch panel.

Proxy

→ Select whether to use a proxy server.

SSL Settings

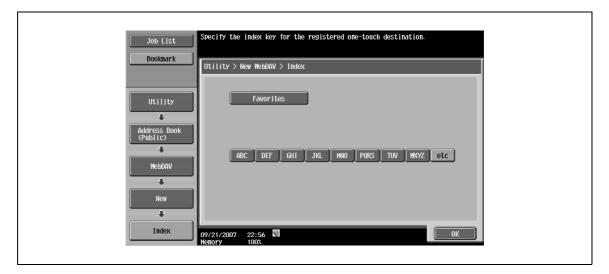
→ Select whether to use the SSL.

Port Number

→ Enter the port number. (Range: 1 to 65535)

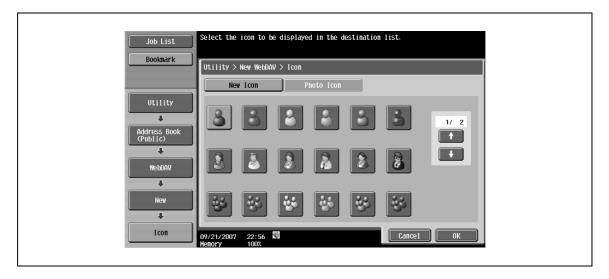
Index

- → Select the index characters.
 - For frequently used destinations, simultaneously specify them in [Favorites]. This setting speeds up searches.



Icon

→ Select the icon.





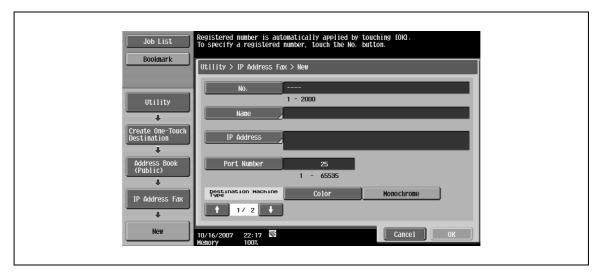
Detail

The icons are used in the image panel function which can be operated when the optional LK-101 is installed.

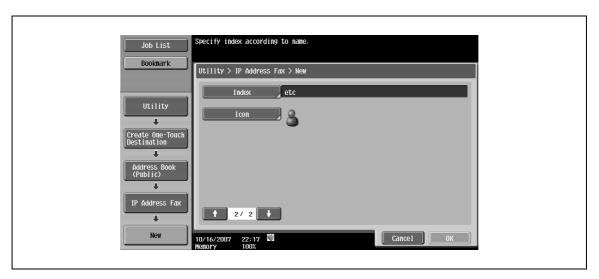
6.15.8 Address Book - IP Address Fax

Register the IP address fax destination. To register a new address, touch [New].

1/2 screen



2/2 screen





Detail

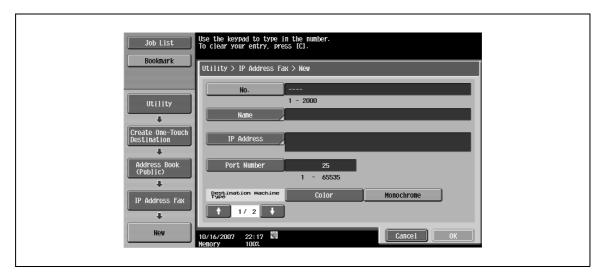
To check a registered address, select a desired registration name, and then touch [Check Job Settings].

To change registered address settings, select a desired registration name, and then touch [Edit]. On the Edit screen, the registration number cannot be changed.

To delete a registered address, select a desired registration name, and then touch [Delete].

No.

→ Touch [No.], and then enter the registration number of Address Book between 1 and 2,000. When the screen is displayed, the smallest available number is displayed.

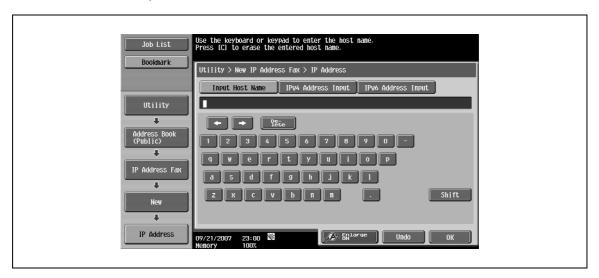


Name

→ Enter the registration name of the Address Book using up to 24 characters from the touch panel.

IP Address

- → Enter the host address for the destination device in the format of a host name, IPv4 address or IPv6 address.
 - For a host name, enter 63 characters or less.





Detail

When the input format is switched to the IP address input mode after the host name was entered, the host name is cleared.

Touching [Input Host Name] after entering the IP address holds the input IP address and displays it in the character input screen.

Before entering a host name, check that the DNS setting is correctly specified.

Port Number

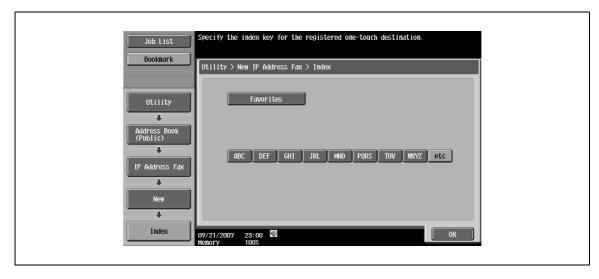
→ Enter the port number. (Range: 1 to 65535)

Destination Machine Type

→ Select [Color] or [Monochrome] depending on the destination machine.

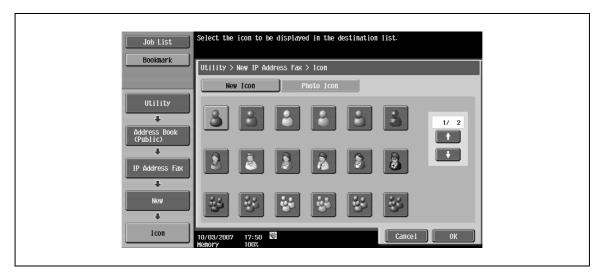
Index

- Select the index characters.
 - For frequently used destinations, simultaneously specify them in [Favorites]. This setting speeds up searches.



Icon

Select the icon.





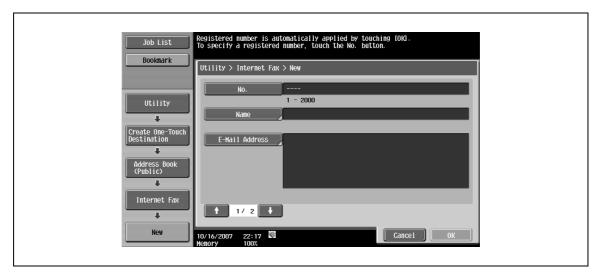
Detail

The icons are used in the image panel function which can be operated when the optional LK-101 is installed.

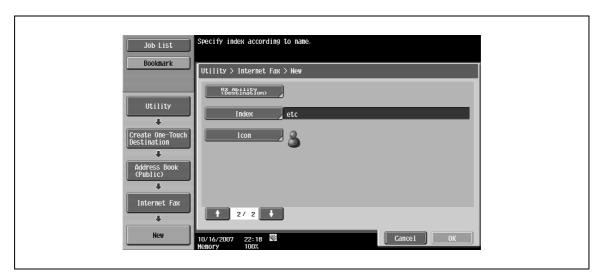
6.15.9 Address Book - Internet Fax

→ Register the Internet fax destination. To register a new address, touch [New].

1/2 screen



2/2 screen





Detail

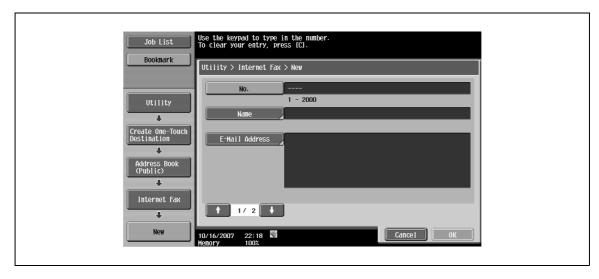
To check a registered address, select a desired registration name, and then touch [Check Job Settings].

To change registered address settings, select a desired registration name, and then touch [Edit]. On the Edit screen, the registration number cannot be changed.

To delete a registered address, select a desired registration name, and then touch [Delete].

No.

→ Touch [No.], and then enter the registration number of Address Book between 1 and 2,000. When the screen is displayed, the smallest available number is displayed.



Name

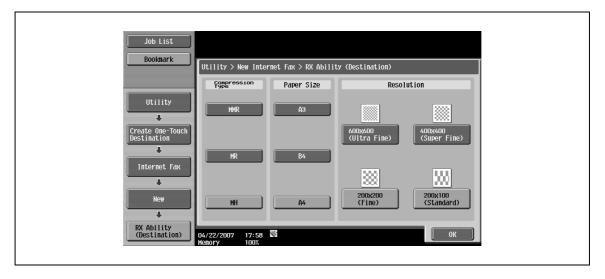
→ Enter the registration name of the Address Book using up to 24 characters from the touch panel.

E-Mail Address

→ Enter the destination E-Mail address from the touch panel.

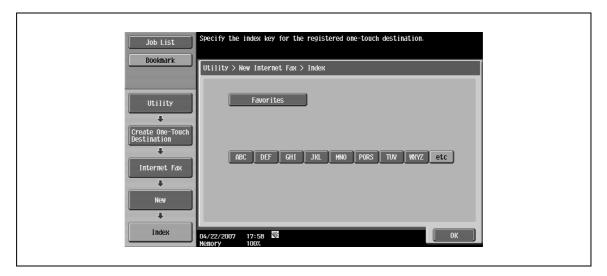
RX Ability (Destination)

→ From "Compression Type", "Paper Size", and "Resolution", select items the destination machine can receive.



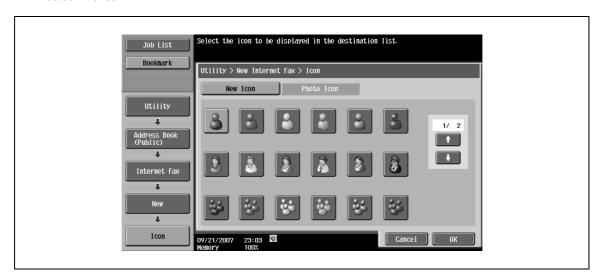
Index

→ Select the index characters. For frequently used destinations, simultaneously specify them in [Favorites]. This setting speeds up searches.



Icon

→ Select the icon.



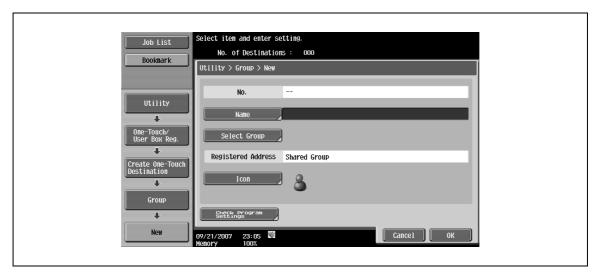


Detail

The icons are used in the image panel function which can be operated when the optional LK-101 is installed.

6.15.10 Group

- Register multiple addresses as a group destination by grouping.
 - Up to 100 groups (00 to 99) can be registered using the Fax/Scan mode.
 - For one group, up to 500 address book destinations can be registered.
- To register a new group, touch [New].

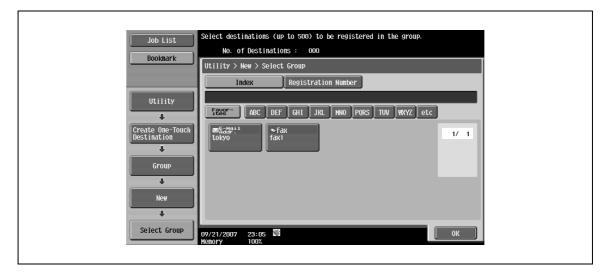


Name

→ Enter the registration name of the Address Book using up to 24 characters from the touch panel.

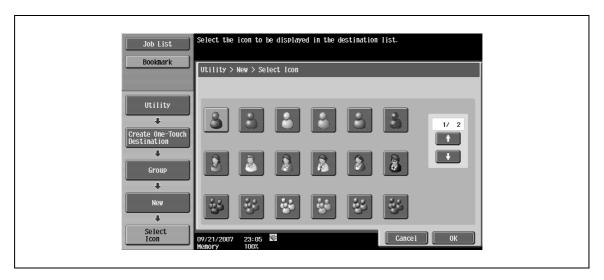
Select Group

→ Select a destination type, and then select the destination to be registered in the group.



Icon

→ Select the icon.



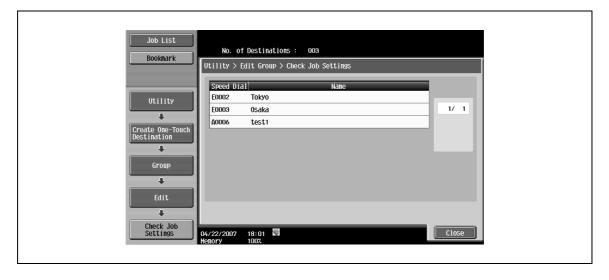


Detail

The icons are used in the image panel function which can be operated when the optional LK-101 is installed.

Check Program Settings

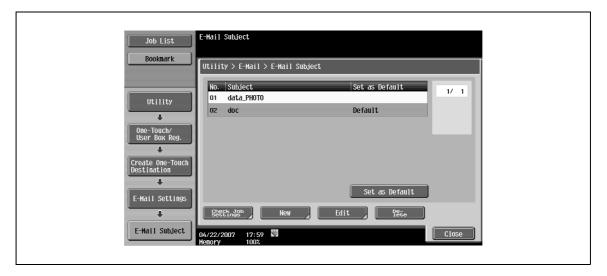
→ Check the address book list registered in the group.



6.15.11 E-Mail Settings - E-Mail Subject (E-Mail/I-FAX)

Up to 10 subjects for E-Mail and Internet fax can be registered. A registered subject can be selected when sending.

→ To register a new subject, touch [New].





Detail

To check a registered subject, select a desired subject name, and then touch [Check Job Settings].

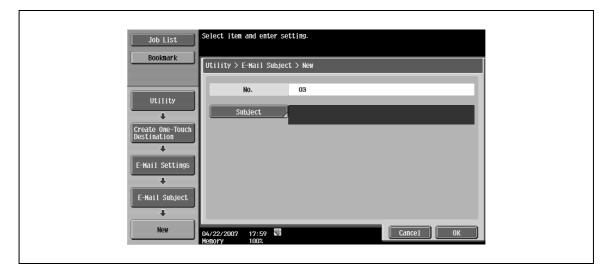
To change a registered subject, select a desired subject name, and then touch [Edit].

To delete a registered subject, select a desired subject name, and then touch [Delete].

To specify the default for a subject, select a subject name, and then touch [Set as Default].

Subject

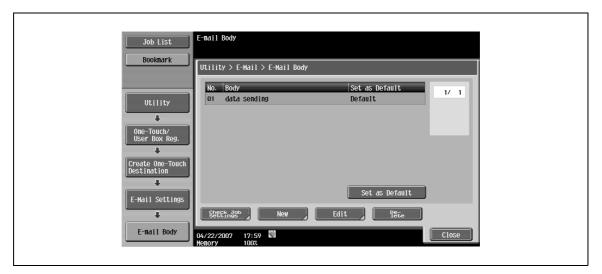
→ Enter a subject using up to 64 characters.



6.15.12 E-Mail Settings - E-Mail Body (E-Mail/I-FAX)

Up to 10 bodies for E-Mail and Internet fax can be registered. A registered subject can be selected when sending.

→ To register a new body, touch [New].





Detail

To check a registered body, select a desired body, and then touch [Check Job Settings].

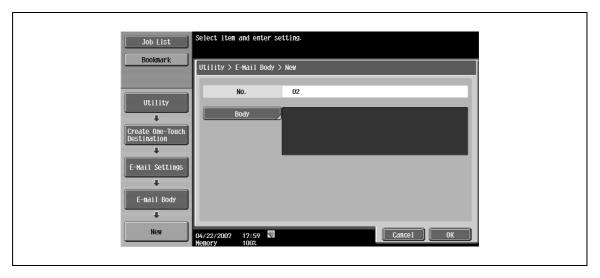
To change the registered body settings, select a desired body, and then touch [Edit].

To delete a registered body, select a desired body, and then touch [Delete].

To specify the default for a body, select a desired body, and then touch [Set as Default].

Body

→ Enter a body using up to 256 characters.



6.15.13 Scan/Fax Program

Register a combination of destination to which data is sent frequently, scan setting, original setting, and communication setting in program. If these items are registered in program, you can call the registered destination, and the Scan Setting mode, Original Setting mode, and Communication Setting mode by simply touching the [Mode Memory] key.



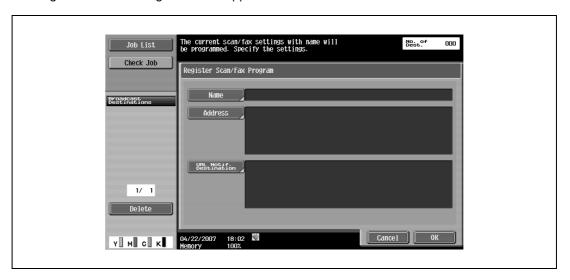
Detail

Up to 400 normal programs and 10 "temporary programs" that are used temporarily can be registered in program.

If 410 programs have been already registered, delete an unnecessary program, and then register new one.

Register Scan/Fax Program

- Press the [Fax/Scan] key on the control panel, and then specify Scan Settings, Original Settings and Communication Settings for program registration.
- Press the [Mode Memory] key.
- 3 Select an unregistered key, and then touch [Register Program].
 The Register Scan/Fax Program screen appears.

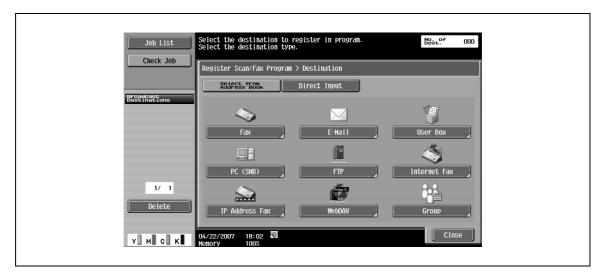


Register Program - Name

→ Enter the program registration name using up to 24 characters from the touch panel.

Register Program - Address

→ Select one address. Select an address using [Select from Address Book] or [Direct Input].





Detail

When "Confirm Address (Register)" is specified, after specifying the fax number in [Direct Input] and touching [OK], a screen appears prompting you to enter the fax number again. Enter the fax number, and then touch [OK].

Register Program - URL Notif. Destination

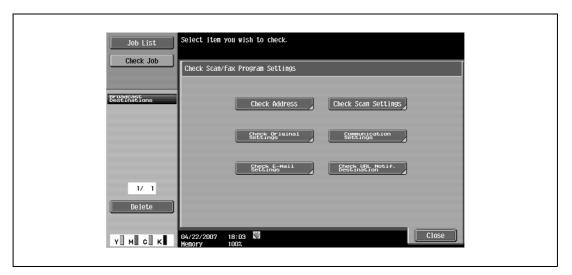
When notifying that the job in the FTP, SMB, WebDAV, or User Box mode has finished, this item is enabled.

→ Select an address using [Select from Address Book] or [Direct Input].



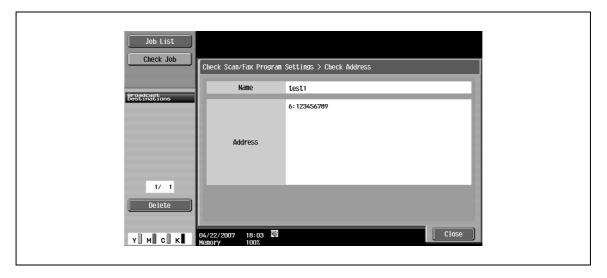
Check Program Settings

- To check the already registered program settings, touch [Check Program Settings].
- 2 After checking the settings, touch [Close].



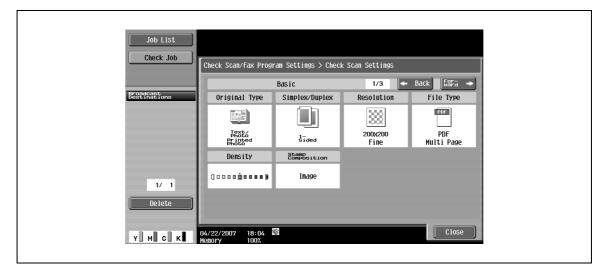
Check Program Settings - Check Address

→ Check the specified address.



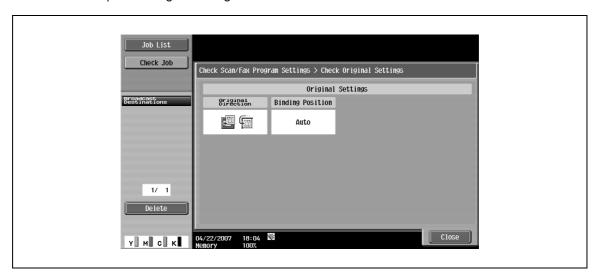
Check Program Settings - Check Scan Settings

→ Check the specified scan settings.



Check Program Settings - Check Original Settings

Check the specified original settings.



Check Program Settings - Communication Settings

→ Check the specified communication settings.



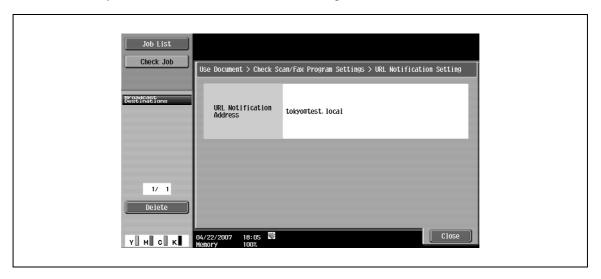
Check Program Settings - Check E-Mail Settings

→ Check the specified E-Mail settings.



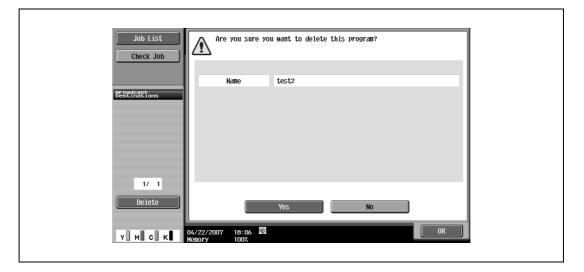
Check Program Settings - Check URL Notif. Destination

→ Check the specified URL notification destination settings.



Delete

- To delete the already registered program, touch this key.
- 2 If you are sure to delete the program, touch [Yes], then [OK].



6.15.14 Create User Box - Confidential User Box (G3)

→ For the user box for unauthorized transmission, specify unauthorized transmission settings when registering public user boxes and personal user boxes.

6.15.15 Create User Box - Bulletin Board User Box (G3)

For bulletin board user box registration, refer to chapter "5 Box Operations".

6.15.16 Create User Box - Relay User Box (G3)

For relay user box registration, refer to to chapter "5 Box Operations".

6.15.17 Limiting Access to Destinations - Apply Levels/Groups to Destinations

→ Specify the access allowed level for the address book. Log on as a user with a level who is allowed to specify settings, and then change the destination level.



Detail

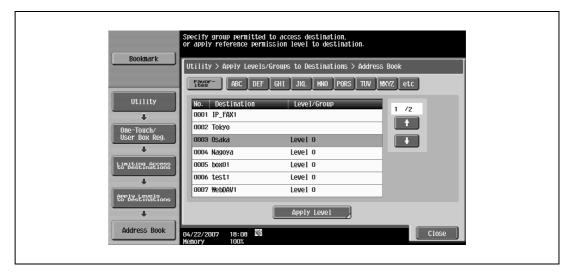
The level for a registered destination is "0".

A level and group higher than the login user cannot be specified.

In order to specify a group for a destination, the group must be registered in Administrator Settings mode in advance.

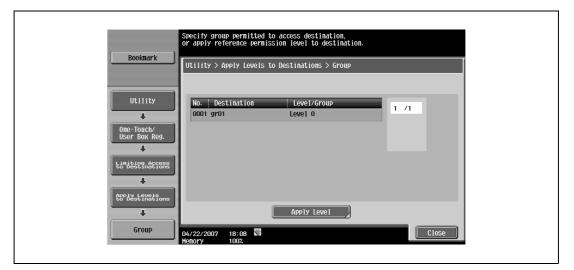
Address Book

- 1 Select an address of which level must be changed.
- 2 Touch [Limiting Access to Destinations] or [Apply levels to Destinations].



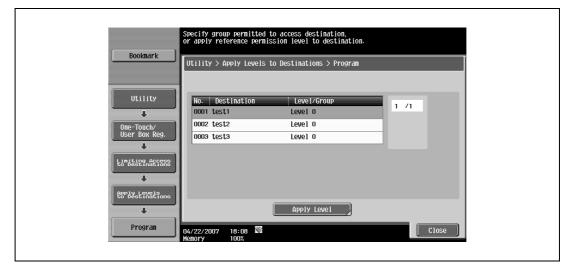
Group

- 1 Select an address of which level must be changed.
- 2 Touch [Limiting Access to Destinations] or [Apply levels to Destinations].



Program

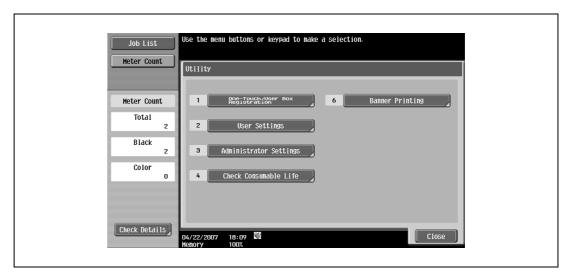
- 1 Select an address of which level must be changed.
- 2 Touch [Limiting Access to Destinations] or [Apply levels to Destinations].



6.16 User Settings

6.16.1 Displaying the User Settings screen

- To display the User Settings screen, press the [Utility/Counter] key on the control panel.
- 2 Touch [User Settings].





Detail

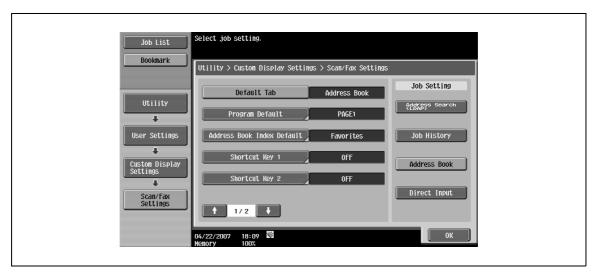
In the Utility screen, you can also select a setting by using the keypad to enter the number next to the desired button. For [2 User Settings], press the [2] key in the keypad.

6.16.2 Custom Display Settings - Scan/Fax Settings

Customize the Scan/Fax screen.

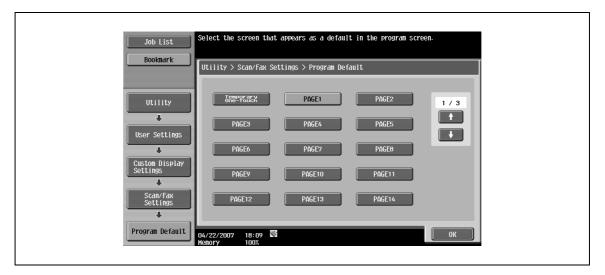
Default Tab

→ Specify settings for the default screen for Fax/Scan mode (Default: Address Book).



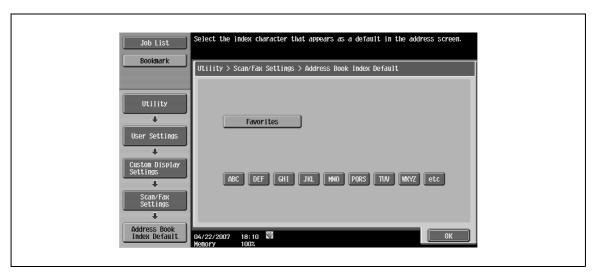
Program Default

→ Specify settings for the default screen for Fax/Scan mode (Default: PAGE1).



Address Book Index Default

→ Select the index characters that appear as a default in [Address Book] (Default: Favorites).



Shortcut Key 1/Shortcut Key 2

Up to two shortcut keys can be registered, each of which is for the Scan/Fax Settings, Original Settings or Communication Settings mode provided at the bottom of the screen.





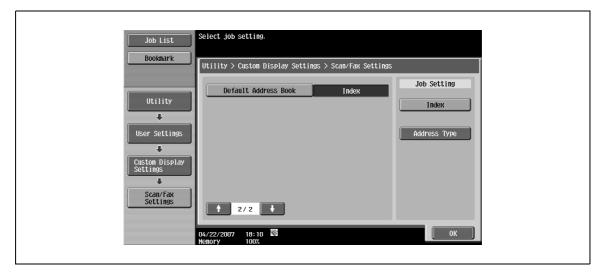
Detail

Two shortcut keys can be programmed. For a machine equipped with the optional image controller IC-409, one shortcut key can be specified.

To cancel the shortcut key, touch [OFF].

Default Address Book

→ Select whether the index or address type appear as a default in the Address Book screen.

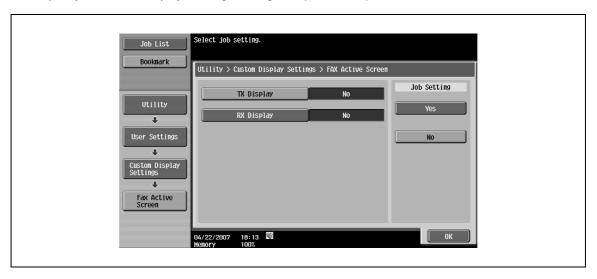


6.16.3 Custom Display Settings - FAX Active Screen (G3/IP/I-FAX)

The FAX Active screen can be customized.

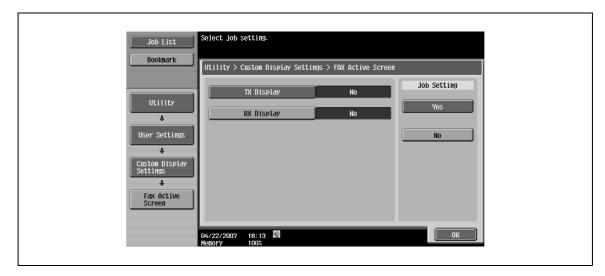
TX Display

→ Specify whether to display messages being sent (Default: No).



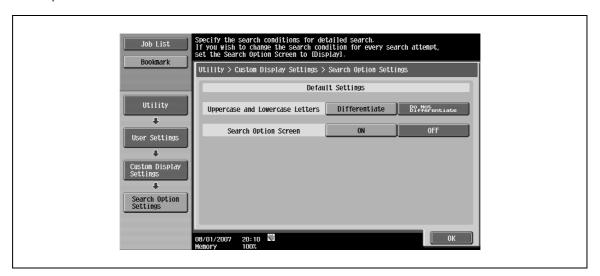
RX Display

→ Specify whether to display messages being received (Default: No).



6.16.4 Custom Display Settings - Search Option Settings (E-mail/Box/SMB/FTP/WebDAV/G3/IP/I-FAX)

→ When executing detail search in the address book, specify the contents to be displayed in the Search Options screen.

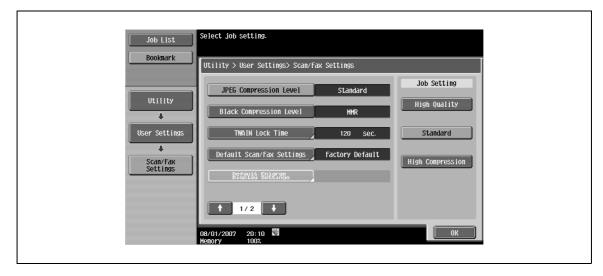


Item	Description
Uppercase and Lowercase Letters	Select whether or not to differentiate uppercase and lowercase characters when searching.
Search Options Screen	Select whether or not to display the Search Options screen at detail search. When "ON" is selected, the Search Options screen appears.

6.16.5 Scan/Fax Settings

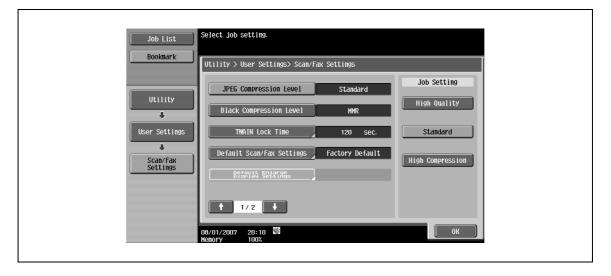
JPEG Compression Level (E-Mail/Box/SMB/FTP/WebDAV/Web Service/IP)

- → Specify the compression level for saving data in the JPEG format.
 - [High Quality]: Provides higher quality images, but the data size becomes large.
 - Standard (Default)]: Provides images of data size and quality of a mid-level between "High Quality" and "High Compression".
 - [High Compression]: Provides lower quality images, but the data size becomes small.



Black Compression Level

- → Specify the coding mode ability for black-and-white image transmission.
 - MH: The data size becomes large.
 - MMR (Default): The data size becomes small.



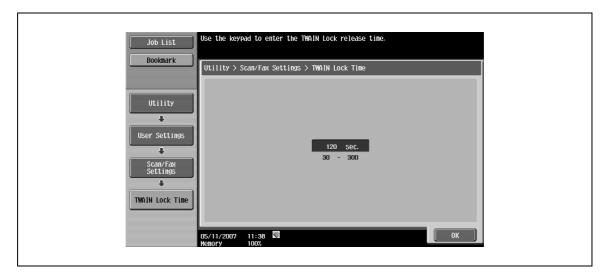


Detail

Saved MMR-compressed data may not be opened on a computer depending on the application.

TWAIN Lock Time

→ Specify the length of time until the machine operations are unlocked during scanning (except with PUSH scanning). (Default setting: 120 sec.)





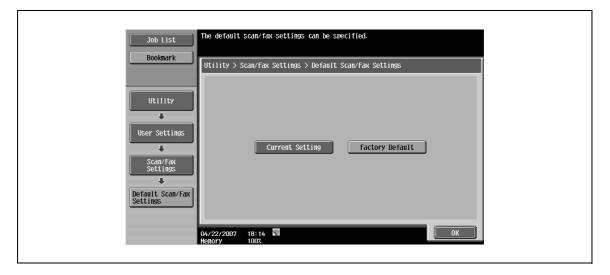
Detail

To use the machine as a scanner from application software using TWAIN, install the KONICA MINOLTA TWAIN driver software designed for that purpose. For details, refer to the TWAIN driver manual on the bizhub C353 Series CD-ROM.

For a machine equipped with the optional image controller IC-409, this function is not available.

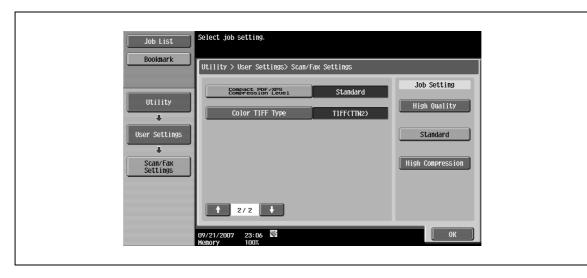
Default Scan/Fax Settings

→ Specify the default settings (settings selected when the [Reset] key is pressed) for the Fax/Scan mode.



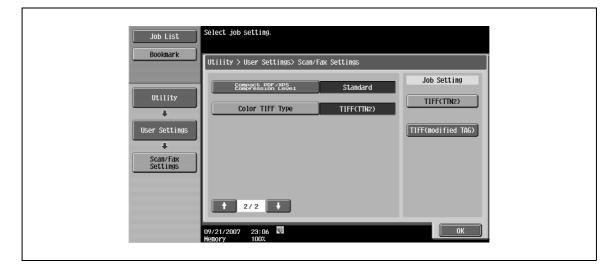
Compact PDF/XPS Compression Level (E-Mail/Box/SMB/FTP/WebDAV)

- → Specify the compression method for saving data in the compact PDF format or compact XPS format.
 - [High Quality]: Provides higher quality images, but the data size becomes large.
 - [Standard (Default)]: Provides images of data size and quality of a mid-level between "High Quality" and "High Compression".
 - [High Compression]: Provides lower quality images, but the data size becomes small.



Color TIFF Type (E-Mail/User Box/SMB/FTP/WebDAV)

- → Select the compression method to be used when saving the TIFF format data in color.
 - If the data that seved with [TIFF (modified TAG)] can not opened by applications, change the setting to [TIFF (TTN2)] (factory default).



PageScope Web Connection

7 PageScope Web Connection Operation

By logging on to PageScope Web Connection in User mode, the following functions can be specified.



Detail

For other details on the User mode, refer to the PageScope Web Connection help in the PageScope Utilities CD-ROM.

7.1 Information

This is the first page that appears when you access to PageScope Web Connection.



Item	Description
Device Information	The current system configuration, options, consumables and counter values can be displayed.
Online Assistance	Support information for the machine can be displayed.
Change User Password	The password for the user who is logged on can be changed.
Function Permission Information	Information on operations permitted by users and accounts can be displayed.
Network Setting Information	Network settings for the machine can be displayed.
Print Setting Information	Settings for the printer controller of the machine can be displayed.
Print Information	Font and settings information can be printed.

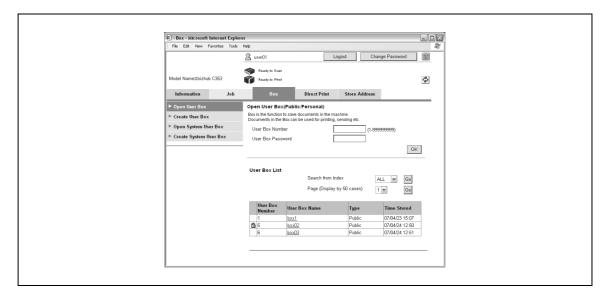
7.2 **Job**



Item	Description
Current Jobs	On this list, you can check curently running jobs and those in a queue.
Job History	On this list, you can check completed jobs.
Communica- tion List	On this list, you can check received or transmitted jobs.

7

7.3 Box



Item	Description
Open User Box	A public, personal or group user box that is currently created can be opened to print, send or download a saved document, or to change user box settings.
Create User Box	New user boxes can be created.
Open System User Box	Displays if the optional fax kit has been installed. System user boxes (Bulletin Board User Box, Polling TX User Box, Memory RX User Box, Relay User Box) can be opened to work on a saved document or to change user box settings.
Create Sys- tem User Box	Displays if the optional fax kit has been installed. New bulletin board user boxes and relay user boxes can be created.

7.4 Direct Print



Item	Description
Direct Print	Files that are saved in a computer can be specified and printed with this machine.

7

7.5 Store Address



Item	Description
Address Book	The list of address book registered to the machine can be displayed, and destinations can be registered or their settings can be changed.
Group	The list of group destinations registered to the machine can be displayed, and destinations can be registered or their settings can be changed.
Program	The list of program destinations registered to the machine can be displayed, and destinations can be registered or their settings can be changed.
Temporary One-Touch	The list of temporary program destinations registered to the machine can be displayed, and destinations can be registered or their settings can be changed.
Subject	A maximum of 10 subjects for sending E-Mail messages can be registered.
Text	A maximum of 10 texts for sending E-Mail messages can be registered.



Detail

This may not appear depending on the Administrator mode settings.

8 Appendix

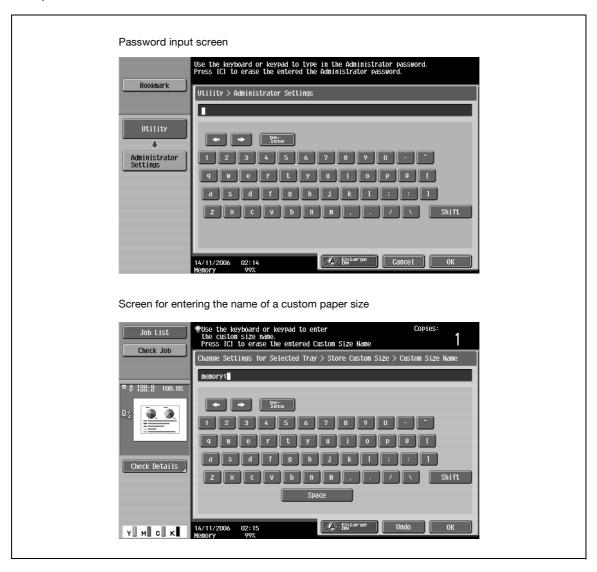
8 Appendix

8.1 Entering text

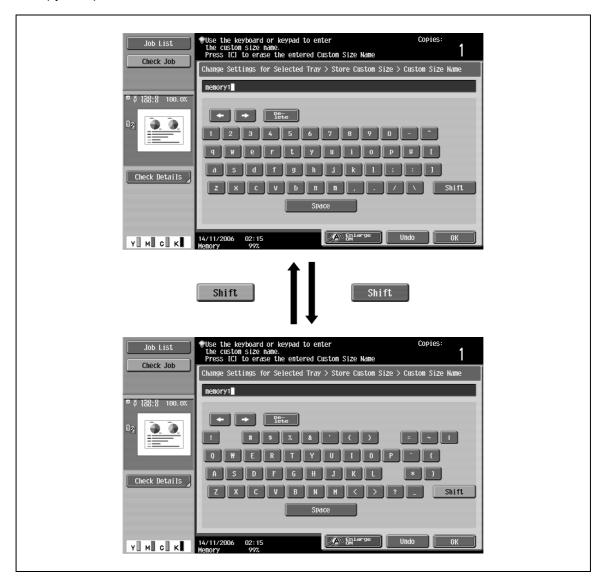
The following procedure describes how to use the keyboard that appears in the touch panel for typing in the names of registered users and custom paper sizes. The keypad can also be used to type in numbers.

Any of the following keyboards may appear.

Example



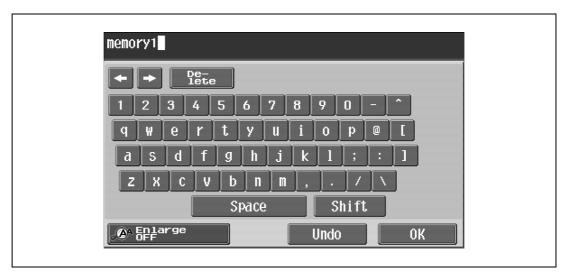
→ Touch [Shift] to switch the keyboard display between lowercase letters (numbers) and uppercase letters (symbols).



Enlarging the keyboard

The keyboard can be displayed larger so that it easier to read.

While the keyboard is displayed, touch [Enlarge ON].
The keyboard is displayed enlarged.



To cancel the enlarged display and return the keyboard to its normal size, touch [Enlarge OFF] while the keyboard is displayed enlarged.



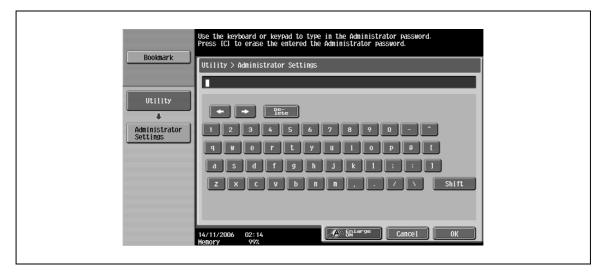
Note

The keyboard is used in the same way, even when it is displayed enlarged.

To type text

- → Touch the button for the desired character from the keyboard that appeared.
 - To type in uppercase letters or symbols, touch [Shift].
 - Numbers can also be typed in with the keypad.

The entered characters appear in the text box.





Note

To revert to the setting when the keyboard was displayed, touch [Cancel].

To clear all entered text, press the [C] (clear) key.

Some buttons may not appear, depending on the characters being entered.



Detail

To change a character in the entered text, touch and to move the cursor to the character to be changed, touch [Delete], and then type in the desired letter or number.

List of available characters

Туре	Characters
Alphanumeric characters/symbols	ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz

Appendix 8

8.2 Glossary

The words used in Copy mode are described below.

Abbreviation

ADF

Reverse automatic document feeder; Can be used to automatically scan the original

4

AE Level Adjustment

Set this parameter to adjust the background of the original. The higher the setting, the more that the original background is emphasized. (AE = Auto exposure)

Adjust Color

Set these parameters to adjust the quality of color copies.

APS

"Auto Paper Select" setting

ATS

Automatic paper-tray-switching feature (ATS = Auto Tray Switch)

Auto Zoom

Select this setting to automatically select the appropriate zoom ratio after an original is placed on the original glass or loaded into the ADF and the paper size is selected.

Auto Paper Select

Select this setting to detect the original placed on the original glass or loaded into the ADF, then automatically select paper of the same size if "×1.0" is selected or select the paper size appropriate for the specified zoom ratio.

В

Background Color

Set this function to copy the original using one of the 18 colors available as the color of the background (blank areas).

Background Removal

Select a setting to adjust the density of the background color of the original to one of nine levels.

Blue

Set this parameter to adjust the level of blue in the image, for example, if you wish to emphasize the blue of water or the sky.

Brightness

Set this parameter to make the image either lighter or darker.

C

Change Tray Settings

Touch this button to specify a paper size not loaded in a paper tray or to copy on paper other than normal paper.

Chapters

Set this function to specify chapter title pages that must be printed on the front side of the paper when printing double-sided copies.

Color Balance

Set this parameter to adjust the balance in the concentrations of cyan (C), magenta (M), yellow (Y) and black (K). Each color can be finely adjusted to any of 19 levels between -3 and +3.

Combine Originals

Select a setting to arrange reduced copies of multiple original pages on a single copy page. The settings for the number of pages that can be combined are "2 in 1", "4 in 1" and "8 in 1".

Contrast

Set this parameter to adjust the contrast between light and dark.

Copy Density

Set this parameter to finely adjust the copy density to any of 19 levels between -3 and +3.

Copy Protection

Set this function to print hidden text in order to prevent improper copying. When an original printed with copy protection text is copied, the hidden text appears clearly repeated in all pages of the copies so that the reader knows that it is a copy.

Cover Mode

Set this function to add paper from the specified paper tray to the copies as a cover page.

D

Density

Select a setting to adjust the density of the print image to one of nine levels.

Duplex 2nd-Side

Select this setting to switch the image transfer current of this machine when copying on paper that has already been printed on one side.

E

Edit Color

Set the functions and parameters that are available to adjust the print image as desired

F

Fold & Staple

Set this function to fold the copies in half and staple them together at the center.

Finishing

Select from the settings that are available for sorting and finishing copies when they are fed into the finishing tray.

G

Glossy

Select this setting for an improved glossy finish of images.

Green

Set this parameter to adjust the level of green in the image, for example, if you wish to emphasize the green of forests and trees.

Group (Copy/Finishing)

Select this setting to separate the copies of each page in the original. The specified number of copies of the second page is printed after all copies of the first page are finished.

Group (reference permission)

Use this feature to limit the addresses that each user can reference and to manage security.

Н

Hue

Set this parameter to make the image either more reddish or more bluish.

1

Insert Image

Set this function to later scan multiple images from the original glass and insert them at the desired locations in an original scanned with the ADF, then feed out all copies together.

Insert Sheet

Set this function to insert paper from the specified paper tray into the copies as chapter title pages.

М

Margin

Select the setting for the position of the binding margin for the loaded original. Selecting the appropriate setting prevents the copy from being printed upside-down when making double-sided copies from single-sided original or when making single-sided copies from double-sided originals.

Memory Scan

Scans an original exceeding the maximum 100 pages that can be loaded into the ADF by scanning the original in separate batches. The original can be scanned and treated as a single copy job. In addition, the scanning location can be switched between the original glass and the ADF during the scanning operation.

Minimal

Select this setting to produce a copy with the original image slightly reduced.

Mirror Image

Set this function to produce a copy in the mirror image of the original.

Mixed Original

Select this setting to detect the size of each original page and print a copy on paper of the appropriate size when an original with different page sizes is loaded together into the ADF.

N

Neg-/Pos. Reverse

Set this function to copy the original with the light- and dark-colored areas or the colors (gradations) of the image inversed.

0

Offset

Select this setting to separate copies that are fed out.

OHP Interleave

Set this function to insert paper between OHP that are being copied. This prevents OHP from sticking together.

Original Type

Select the setting for the image type of the original to better adjust the copy quality.

Original Direction

Select the setting for the orientation that the original is placed on the original glass or loaded into the ADF.

P

Paper

Select settings for the type and size of paper to be printed on.

Preview

Print image can be checked as a preview image before printing.

Proof Copy

Press this key to print a single sample copy and stop the machine so that it can be checked before printing a large number of copies. This prevents copy errors from occurring in a large number of copies.

Punch

Select the setting to punch holes in the copies for filing.

R

Red

Set this parameter to adjust the level of red in the image, for example, if you wish to redden skin tones.

s

Saturation

Set this parameter to adjust the degree of vividness of the colors in the image.

Save in User Box

Temporarily saves the job on the hard disk so that it can later be recalled and used again

Sharpness

Set this parameter to emphasize the edges of text so that they can be read more easily. In addition, this parameter can be used to adjust the original image.

Sheet/Cover/Chapter Insert

Select from the functions that are available to edit copies as desired

Simplex/Duplex

Select the setting to specify if the scanned original and the printed copy are printed on just one side or both sides.

Sort

Select this setting to separate each set of the copies. The second copy set is printed after all of the first copy set is finished.

Staple

Select a setting to staple copies together.

7

Text Enhancement

Select a setting for the reproduction quality of text when copying originals consisting of text that overlaps images such as illustrations or graphs (text with a background).

X

XY Zoom

Touch this button to use the keypad to specify the zoom ratio for producing an enlarged/reduced copy of the loaded original.

Z

Zoom

Specify the zoom ratio of the copy.

8.3 Trademarks and copyrights

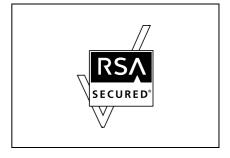
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Kerberos

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Mersenne Twister

A C-program for MT19937, with initialization improved 2002/1/26. Coded by Takuji Nishimura and Makoto Matsumoto.

Before using, initialize the state by using init_genrand(seed) or init_by_array(init_key, key_length).

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