4035e/4045e
DSm635/DSm645
LD135/LD145

Aficio™ 2035e/2045e

Operating Instructions
General Settings Guide

For safe and correct use of this machine, please be sure to read the Safety Information in this manual before you use it.

RICOH COMPANY, LTD.
15-5, Minami Aoyama 1-chome,
Minato-ku, Tokyo 107-8544, Japan
Phone: +81-3-3479-3111

Aficio™ 2035e/2045e Operating Instructions General Settings Guide

Overseas Affiliates

U.S.A.
RICOH CORPORATION
5 Dedrick Place
West Caldwell, New Jersey 07006
Phone: +1-973-882-2000

The Netherlands
RICOH EUROPE B.V.
Groenelaan 3, 1186 AA, Amstelveen
Phone: +31-(0)20-5474111

United Kingdom
RICOH UK LTD.
Ricoh House,
1 Plane Tree Crescent, Feltham,
Middlesex, TW13 7HG
Phone: +44-(0)20-8261-4000

Germany
RICOH DEUTSCHLAND GmbH
Mergenthalerallee 38-40,
65760 Eschborn
Phone: +49-(0)6196-9060

France
RICOH FRANCE S.A.
383, Avenue du Général de Gaulle
BP 307-92143 Clamart Cedex
Phone: +33-(0)-821-01-74-26

Spain
RICOH ESPAÑA S.A.
Avda. Litoral Mar, 12-14,
Blue Building, Marina Village,
08005 Barcelona
Phone: +34-(0)93-295-7600

Italy
RICOH ITALIA SpA
Via della Metallurgia 12,
37139 Verona
Phone: +39-045-8181500

China
RICOH CHINA CO.,LTD.
29/F., Lippo Plaza, No.222
Huai Hai Zhong Road,
Lu Wan District,
Shanghai P.C.:200021
Phone: +86-21-5396-6888

Singapore
RICOH ASIA PACIFIC PTE.LTD.
260 Orchard Road,
#15-01/02 The Heeren,
Singapore 238855
Phone: +65-6830-5888

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Important

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

For safe and correct use of this machine, please be sure to read the Safety Information before you use it.

Notes:

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

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

Laser Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains two GaAIAs laser diodes, 5-milliwatt, 760-800 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back side of the machine.

CLASS 1 LASER PRODUCT
LASER KLASSE 1 PRODUKT

Warning:

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

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see p.14 "Machine Types".)

- Type 1: 4035/DSm635
- Type 2: 4045/DSm645

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

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

For good copy quality, Savin/Gestetner recommends that you use genuine Savin/Gestetner toner.

Gestetner shall not be responsible for any damage or expense that might result from the use of parts other than genuine Savin/Gestetner parts in your Savin/Gestetner office product.

Power Source

220 - 240V, 50/60Hz, 8A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see p.142 "Power Connection".

M010.eps

CE

Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives."

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

ǀ means POWER ON.

⏻ means STAND BY.

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

📝 Note

r Manuals provided are specific to machine type.

r Adobe Acrobat Reader is necessary to view the manuals as a PDF file.

r Two CD-ROMs are provided:
   - CD-ROM 1 "Operating Instructions for Printer/Scanner"
   - CD-ROM 2 "Scanner Driver & Document Management Utilities"

∨ **General Settings Guide (this manual)**
Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.), Document Server functions, and troubleshooting.
Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

∨ **Network Guide (PDF file - CD-ROM1)**
Describes procedures for configuring the machine and computers in a network environment.

∨ **Copy Reference**
Describes operations, functions, and troubleshooting for the machine's copier function.

∨ **Facsimile Reference <Basic Features>**
Describes operations, functions, and troubleshooting for the machine's facsimile function.

∨ **Facsimile Reference <Advanced Features>**
Describes advanced functions and settings for key operators.

∨ **Printer Reference 1**
Describes system settings and operations for the machine's printer function.

∨ **Printer Reference 2 (PDF file - CD-ROM1)**
Describes operations, functions, and troubleshooting for the machine's printer function.

∨ **Scanner Reference (PDF file - CD-ROM1)**
Describes operations, functions, and troubleshooting for the machine's scanner function.

∨ **Manuals for DeskTopBinder V2 Lite**
DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
Describes installation of, and the operating environment for DeskTop-Binder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.

- DeskTopBinder V2 Lite Introduction Guide (PDF file - CD-ROM2)
Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTop-Binder V2 Lite is installed.

- Auto Document Link Guide (PDF file - CD-ROM2)
Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

∨ **Manuals for ScanRouter V2 Lite**
ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
Describes installation of, settings, and the operating environment for Scan-Router V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.

- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.
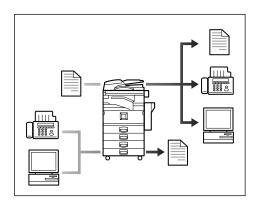
∨ **Other manuals**

- PS3 Supplement (PDF file - CD-ROM1)
- Unix Supplement (available from an authorized dealer, or as a PDF file on our Web site)

What You Can Do with This Machine

The following introduces the functions of this machine, and the relevant manuals containing detailed information about them.

Products marked with * are optional. For details about optional products, see p.18 "Options", or contact your local dealer.
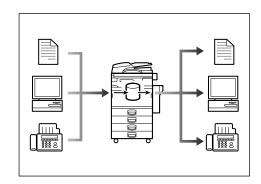
Copier, Facsimile, Printer, and Scanner Functions

This machine provides copier, facsimile*, printer*, and scanner* functions.

- You can make copies of originals. With a finisher*, you can sort and staple copies. See *Copy Reference*.
- You can send originals by fax or e-mail, and receive faxes from other parties. See *Facsimile Reference <Basic Features>*, and *Facsimile Reference <Advanced Features>*.
- You can print documents created in computer applications. See *Printer Reference 1*, and *Printer Reference 2*.
- You can scan originals and send scan files to a computer. See *Scanner Reference*.
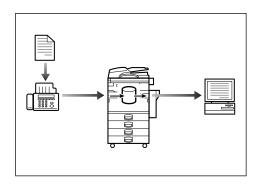
Utilizing Stored Documents

- You can store files scanned by this machine, or files sent from other fax machine or computers, into the machine's hard disk. You can print and fax stored files as required. You can also change print settings and print multiple documents (Document Server). See p.35 "Using the Document Server".
- With DeskTopBinder V2 Professional*/Lite, you can search, check, print, and delete stored documents using your computer. You can also retrieve stored documents scanned in scanner mode. With file format converter*, you can even download documents stored in copy and printer functions to your computer. See *Network Guide* and *Scanner Reference*.
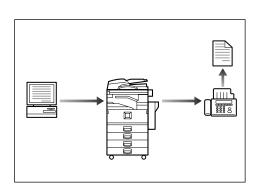
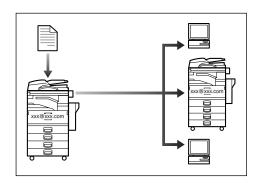## Paperless Fax Transmission and Reception

Reception

- You can store received fax messages on the machine's hard disk, instead of printing them onto paper. You can use DeskTopBinder V2 Professional*/Lite or a Web browser to check, print, delete, retrieve, or download documents using your computer (Storing received documents). See *Facsimile Reference <Advanced Features>*.
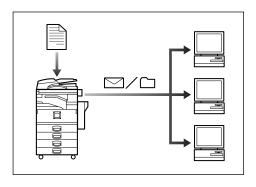
Transmission

- You can send documents created in computer applications to another party's fax machine directly, without performing a print job (LAN-Fax). See *Facsimile Reference <Advanced Features>*.

Fax Transmission and Reception Through the Internet

- You can send fax documents through e-mail by specifying the recipient's e-mail address (Internet Fax Transmission).
  You can receive sent documents via Internet Fax, or from computers (Internet Fax Reception).
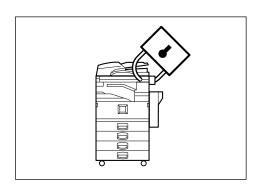 See *Facsimile Reference<Basic Features>*.

Using the Scanner in a Network Environment

- You can send scan files to a specified destination using e-mail (Sending scan file by e-mail). See *Scanner Reference*.

- With SccanRouter V2 Professional*/Lite, you can save scan files in specified destinations on network computers (Using the network delivery scanner function). See *Scanner Reference*.

- You can send scan files directly to folders (Sending scan file by Scan to Folder). See *Scanner Reference*.

Administrating the Machine/ Protecting Documents (Security Functions)

The security functions protect documents from being copied without permission or unauthorized access via the network. See p.149 "Security".
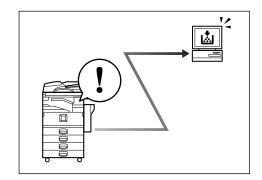
∨ **Security Functions**
- Protecting stored documents (setting passwords)
- Protecting data remaining in memory
- Protecting against unauthorized access via phone lines
- Authenticating administrator (setting the key operator code). See p.60 "Key Operator Code".

∨ **Extended Security Function**
By setting a password, documents are protected against unauthorized access. See p.60 "Extended Security".

Monitoring the Machine Via Computer

You can monitor machine status and change settings using a computer.

- Using SmartNetMonitor for Admin, SmartNetMonitor for Client, or a Web browser, you can use a computer to view the machine's status, such as to check on paper quantities, or misfeeds, etc. See *Network Guide*.

- You can use a Web browser to make network settings. See *Network Guide*.

- You can also use a Web browser to register and manage items such as user codes, fax numbers, e-mail addresses, and folders in the Address Book. See the Web browser's Help.

TABLE OF CONTENTS

3. Document Server

4. User Tools (System Settings)

5. Troubleshooting

6. Remarks

7. Entering Text

8. Security

9. Specifications

X

Notice

$$C \in \textcircled{!}$$

Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

The CE Declaration of Conformity is available on the Internet at URL:

http://www.ricoh.co.jp/fax/ce_doc/.

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- The product name of Windows® 95 is Microsoft® Windows® 95
- The product name of Windows® 98 is Microsoft® Windows® 98
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me)
- The product names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
- The product names of Windows Server™ 2003 are as follows:
  Microsoft® Windows Server™ 2003 Standard Edition
  Microsoft® Windows Server™ 2003 Enterprise Edition
  Microsoft® Windows Server™ 2003 Web Edition
- The product names of Windows® NT are as follows:
  Microsoft® Windows NT® Server 4.0
  Microsoft® Windows NT® Workstation 4.0

Information about Installed Software

expat

- The software including controller, etc. (hereinafter "software") installed on this product uses the expat Version 1.95.2 (hereinafter "expat") under the conditions mentioned below.

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SASL

CMU libsasl

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MD4

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How to Read This Manual

Symbols

The following set of symbols is used in this manual.

⚠ *WARNING:*
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ *CAUTION:*
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates information or preparations required prior to operating.

Note
This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[   ]
Keys that appear on the machine's display panel.

【   】
Keys built into the machine's control panel.

8

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ **WARNING:**
>   **Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.**

⚠ **CAUTION:**
>   *Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.*

⚠ **WARNING:**
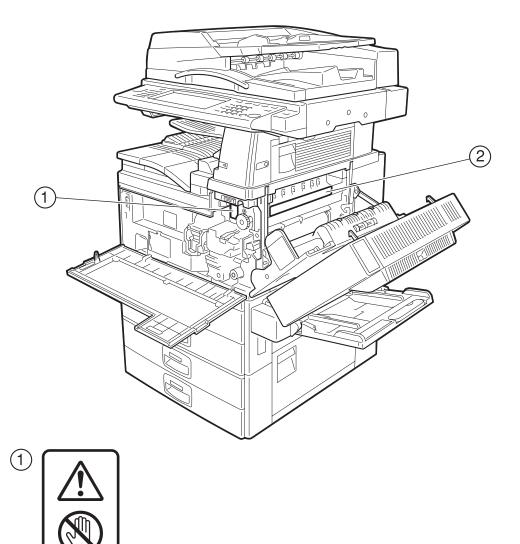
- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:**
    - **You spill something into the machine.**
    - **You suspect that your machine needs service or repair.**
    - **The external housing of your machine has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer.**
- **Dispose of the used toner bottle in accordance with the local regulations.**

⚠ *CAUTION:*

- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner bottle out of the reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.*

Positions of ⚠WARNING and ⚠CAUTION labels

This machine has labels for ⚠WARNING and ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

① ⚠ 🖐

② CAUTION / ATTENTION / 注意 / ACHTUNG / ATTENZINE / PRECAUCIN
• High temperature. Be careful of hot parts when clearing paper jams.
• Temprature leve. Attention aux pices chaudes en supprimant un bourrage papier.
• Vorsicht hohe Temperaturen! Achten Sie auf heisse Gerteteile, wenn Sie einen Papierstau beheben.
• Temperatura elevata. Fare attenzione alle parti calde quando si eliminano gli inceppamenti della carta.
• Alta temperatura. Tenga cuidado con las partes calientas cuando elimine los atascamientos de papel.
• 高温です。用紙づまり処理は、高温部分に注意しながら行ってください。 >PET<

ENERGY STAR Program

ENERGY STAR®

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

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

∨ **Low-Power mode and Off mode or Sleep mode**

This product automatically lowers its power consumption when it is not operated for a fixed time (standard setting time: 1 minute). This is called "Off mode" on a single function copying machine, and "Sleep mode" on a multiple function machine equipped with optional facsimile and printing functions.

- Off mode: Same as the condition when the operation switch is turned off.
- Sleep mode: Same as the condition when the operation switch is turned off. Receiving fax messages and printing from a computer are possible.

If you want to operate this product while it is in either of these modes, do one of the following:

- Turn on the operation switch.
- Place an original in the Auto Document Feeder (ADF).
- Lift and lower the exposure glass cover or the ADF.

The default interval before entering Off mode or Sleep mode can be adjusted. To change it, see p.58 "Auto Off Timer".

The ENERGY STAR Program establishes two modes which lower the power consumption of the product when it is not operated for a fixed time. These modes are the Low-power mode and the Off mode or Sleep mode. This product has only one mode, the Off mode or Sleep mode. This mode meets the requirements of both the Low-power mode and Off mode or Sleep mode. In this manual, the Off mode is called the Auto Off mode.

❖ **Duplex Priority**

The ENERGY STAR Program recommends the duplex function. By conserving paper resources this function is less of a burden to the environment. For applicable machines, duplex function (one-sided originals→ two-sided copies) can be selected preferentially when the operation switch or the main power switch is turned on, the【Energy Saver】key is pressed, or the machine resets automatically.

Specifications

		Copier only		Fax, printer and scanner installed	
		Type 1	Type 2	Type 1	Type 2
Low-power Mode, Off Mode	Power consumption	5 W	5 W	—	
	Default interval	1 minute		—	
	Recovery time	10 seconds or less	15 seconds or less	—	
Low-power mode, Sleep mode	Power consumption	—		9 W	9 W
	Default interval	—		1 minute	
	Recovery time	—		10 seconds or less	15 seconds or less

Duplex priority	One-sided→One-sided

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.
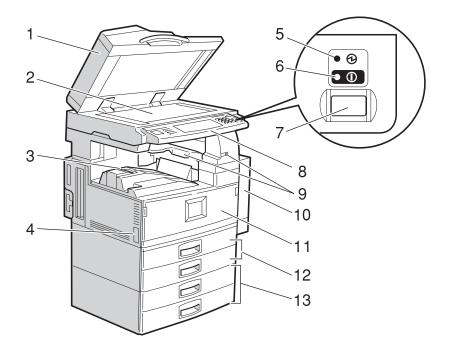
Machine Types

This machine comes in two models which vary in copy speed. To ascertain which model you have, see the inside front cover.

	Type 1	Type 2
Copy speed	35 copies/minute (A4 ▱, $8^1/_2$" × 11" ▱)	45 copies/minute (A4 ▱, $8^1/_2$" × 11" ▱)

1. Getting Started

Guide to Components

1. **Exposure glass cover (optional) or Auto Document Feeder (ADF) (optional)**
See p.18 "External Options".
(The illustration shows the ADF.)

2. **Exposure glass**
Place originals face down here for copying.

3. **Internal tray**
Copied, printed paper or fax messages are delivered here.

4. **Main power switch**
If the machine does not operate after turning on the operation switch, check the main power switch is turned on. See p.23 "Turning On the Power".

5. **Main power indicator**
Lights when the main power switch is turned on, and goes off when the switch is turned off.

6. **On indicator**
Lights when the operation switch is turned on, and goes off when the switch is turned off.

7. **Operation switch**
Press to turn the power on (the **On** indicator lights up). To turn the power off, press again (the **On** indicator goes off). See p.23 "Turning On the Power".

8. **Control panel**
See p.20 "Control Panel".

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9. **Internal tray 2 (1 bin tray) (optional)**

The indicator lights when paper is delivered to internal tray 2 (1 bin tray). If internal tray 2 has not been installed, the indicator does not light. See p.18 "External Options".

10. **Duplex unit (unit for two-sided copies)**

Allows you to print on both sides of a piece paper in copier and printer function.
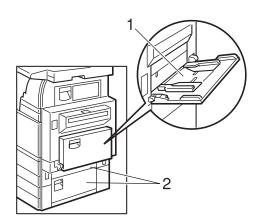
11. **Front cover**

Open to access the inside of the machine.

12. **Paper tray (upper: Tray 1, lower: Tray 2)**

Load paper here.

13. **Paper tray unit (optional <upper: Tray 3, lower: Tray 4>)**
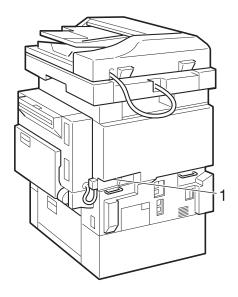
1. **Bypass tray**

Use when copying onto OHP transparencies, adhesive labels, translucent paper, postcards, and custom size paper.

2. **Right side cover**

Open this when a paper jam occurs.

16

1
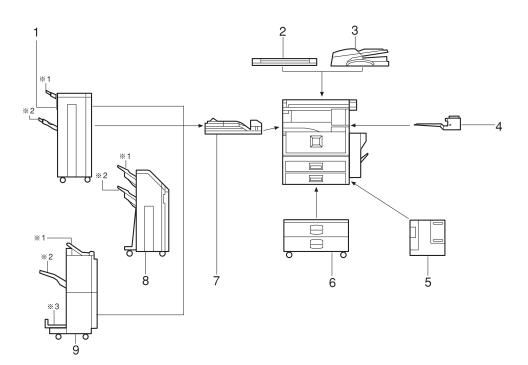
1. **Ventilation holes**

Prevent overheating. Do not obstruct the ventilation holes by placing objects near them or leaning things against them. If the machine overheats, a fault might occur.

Options

External Options

1. **1000-sheet finisher**

Sorts, stacks, and staples copies.

*1: Finisher upper tray

*2: Finisher shift tray

2. **Exposure glass cover**

Lower over originals for copying.

3. **Auto Document Feeder**

Place stacks of originals here. They will feed in automatically.

4. **Internal tray 2 (1 bin tray)**

If you select this as the output tray, copied paper will be delivered here face down.

5. **Large Capacity Tray (LCT)**

Holds up to 1,500 sheets of paper.

6. **Paper tray unit**

Consists of two paper trays.

7. **Bridge unit**

Relays copies to the finisher.

8. **2 Tray finisher**

Sorts, stacks, and staples copies. You can also punch copies. (The Punch function is optional.)

*1: Finisher shift tray 1

*2: Finisher shift tray 2

9. **Booklet finisher**

Sorts, stacks, and staples copies. The saddle stitch function can staple the copies in the centre and folds them like a booklet.

*1: Finisher upper tray

*2: Finisher shift tray

*3: Finisher booklet tray

1

Internal Options
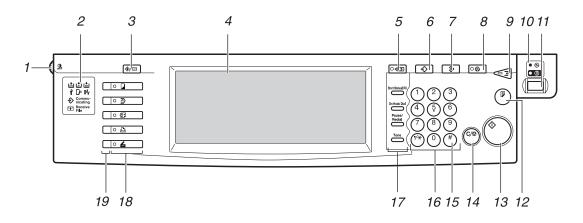
① Fax unit
   Allows you to use the facsimile function.

② Printer/Scanner unit
   Allows you to use the printer and scanner functions.

③ User account enhance unit
   Allows you to increase memory for storing user codes.

④ File format converter
   Allows you to download documents stored using the copier and printer functions from the Document Server. See p.44 "Downloading Stored Documents".

⑤ IEEE 1394 interface board
   Allows you to connect to an IEEE 1394 cable.

⑥ IEEE 802.1b wireless LAN board
   Allows you to install a wireless LAN interface.

⑦ Bluetooth unit
   Allows you to expand the interface.

⑧ USB 2.0 interface board
   Allows you to connect a variety of external devices.

✒ Note

r You cannot install two or more of the options below: IEEE 1394 interface board, IEEE 802.1b wireless LAN board, Bluetooth unit, USB 2.0 interface board.

Control Panel

This illustration shows the control panel of the machine with options fully installed.

1. **Screen contrast knob**

Adjusts display panel brightness.

2. **Indicators**

Show errors and machine status.

- 🖳: Add Staple indicator. See p.129 "🖳 Adding Staples".
- 🖳: Add Toner indicator. See p.113 "🖳 Adding Toner".
- 🖳: Load Paper indicator. See p.110 "🖳 Loading Paper".
- ⚡: Service Call indicator
- 📭: Open Cover indicator
- 🗘: Misfeed indicator. See p.116 "🗘 Clearing Misfeeds".
- ◇: Data In indicator. See "Control Panel", *Printer Reference 1*.
- Communicating: Communicating indicator. See "Control Panel", *Facsimile Reference <Basic Features>*.
- 🗹: Confidential File indicator. See "Control Panel", *Facsimile Reference <Basic Features>*.
- Receiving File: Receiving File indicator. See "Control Panel", *Facsimile Reference <Basic Features>*.

3. 【User Tools/Counter】 **key**

- User Tools
  Press to change the default and conditions to meet your requirements. See p.50 "Accessing User Tools (System Settings)".

- Counter
  Press to check or print the counter value. See p.146 "Counter".

4. **Display panel**

Displays operation status, error messages, and function menus.

5. 【Check Modes】 **key**

Press to check settings.

6. 【Program】 **key (copier/facsimile/scanner mode)**

Press to register frequently used settings, or to recall registered settings.

7. 【Clear Modes】 **key**

Press to clear previously entered copy job settings.

8. 【Energy Saver】 **key**

Press to switch to and from Energy Saver mode. See p.25 "Energy Saver Mode".

1

9. 【Interrupt】 key (copier/scanner mode)

Press to make interrupt copies during copying or scanning. See "Interrupt Copy", *Copy Reference.*

10. Main power indicator and On indicator

The main power indicator goes on when you turn on the main power switch.

The On indicator lights when the power is on.

❖Important

r Do not turn off the main power switch while the power indicator is lit or blinking. Doing so may damage the hard disk.

11. Operation switch

Press to turn the power on (the **On** indicator goes on). To turn the power off, press again (the **On** indicator goes off).

12. 【Sample Copy】 key

Press to make a single set of copies or prints to check print quality before making multiple sets.

13. 【Start】 key

Press to start copying. Start scanning or printing documents stored using the Document Server function.

14. 【Clear/Stop】 key

- Clear
  Press to delete a number entered.

- Stop
  Press to stop a job in progress, such as scanning, faxing, or printing.

15. 【#】 key

Press to enter a value.

16. Number keys

Use to enter the numbers for copies, fax numbers and data for the selected function.

17. 【Start Manual RX】 key, 【On Hook Dial】 key, 【Pause/Redial】 key, and 【Tone】 key

⌕Reference

Facsimile Reference <Basic Features> and *Facsimile Reference <Advanced Features>*

18. Function keys

Press to select one of the following functions:

- Copy:
- Document Server:
- Facsimile:
- Printer:
- Scanner:

19. Function status indicators

These show the status of the above functions:

- Green: active.

- Red: interrupted.

Display Panel

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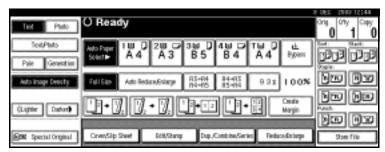
❖Important

r A force or impact of more than 30 N (about 3 kgf) will damage the display panel.

Note

r The following display is of a machine with the optional 2 Tray finisher and LCT installed.

The copying screen is displayed as default after power on.

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

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

Common key operations

The following keys are common to all screens:

v **Key list**

[OK]	Acknowledges a selected function or entered values, and then returns to the previous display.
[Cancel]	Deletes a selected function or entered values, and then returns to the previous display.
[▲Prev.] [▼Next]	Moves to the previous or next display when all items cannot be shown on the same display.
[OK] [Yes]	Closes displayed messages.
[Clear]	Cancels entered values but does not change the settings.
[Exit]	Returns to the previous display.

Turning On the Power

This machine has two power switches.

∨ **Operation switch (right side of the control panel)**

Press to activate the machine. When the machine has finished warming up, you can make copies.

∨ **Main power switch (left side of the machine)**

Turning off this switch makes the main power indicator on the right side of the control panel go off. When this is done, machine power is completely off.

When the fax unit (optional) is installed, fax files in memory may be lost if you turn this switch off. Use this switch only when necessary.
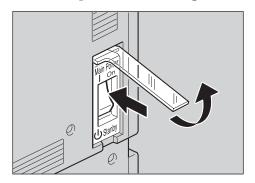
Note

r This machine automatically enters Energy Saver mode or turns itself off if you do not use it for a while. See p.58 "Auto Off Timer" and p.58 "Panel Off Timer".

Turning On the Main Power

A **Make sure the power cord is firmly plugged into the wall outlet.**

B **Open the switch cover and turn on the main power switch.**

The main power indicator goes on.

Important
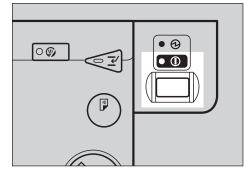
r Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the hard disk or memory, leading to malfunctions.

Turning On the Power

❶ Press the operation switch.

The **On** indicator goes on.

📝 Note
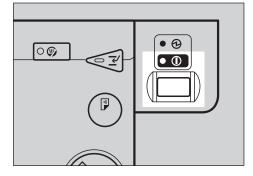
r If the power does not come on when the operation switch is pressed, check the main power switch is on. If it is off, turn it on.

Turning Off the Power

❶ Make sure the exposure glass cover or the ADF is in the right position.

❷ Press the operation switch.

The **On** indicator goes off.

📝 Note

r Even if you press the operation switch, the indicator does not go out, but blinks in the following cases:

- When the exposure glass cover or ADF is open.
- During communication with external equipment.
- When the hard disk is active.

Turning Off the Main Power

🔴 Important

r Do not turn off the main power switch when the **On** indicator is lit or blinking. Doing so may result in damage to the hard disk or memory.

r Make sure to turn off the main power switch before pulling out the power plug. Not doing this may result in damage to the hard disk or memory.

❶ Make sure the On indicator is not lit.

❷ Open the switch cover, and then turn off the main power switch.

The main power indicator goes out.

1

☼ When the fax unit (optional) is installed

When the main power switch is turned off while using the fax function, waiting fax and print jobs may be canceled, and incoming fax documents not received. If you have to turn off this switch for some reason, keep the following points in mind:

⚡Important

r Make sure 100% is shown as available memory on the display before turning off the main power switch or unplugging the power cord. Fax files in memory are deleted an hour after you turn off the main power switch or unplug the power cord. See "Power Failure Report", *Facsimile Reference <Advanced Features>*.

r The **On** indicator does not go out, but blinks in dial-in mode even if you press the operation switch. When this happens, check the explanations below, and turn off the main power switch.

- the computer is not controlling the machine.

- the machine is not receiving a fax.

Saving Energy

☼ Energy Saver Mode

If you do not use the machine for a certain period after an operation, or when you press the 【Energy Saver】 key, the display disappears and the machine goes into Energy Saver mode. When you press the 【Energy Saver】 key again, the machine returns to the ready condition. The machine uses less electricity in Energy Saver mode.

✎ Note

r You can change the amount of time the machine waits before switching to Energy Saver mode after copying has finished or the last operation is performed. See p.58 "Panel Off Timer".

☼ Auto Off

The machine automatically turns itself off when the job is finished, after a certain period of time has elapsed. This function is called "Auto Off".

✎ Note

r You can change the Auto Off time. See p.58 "Auto Off Timer".

r The Auto Off Timer function will not operate in the following cases:

- When a warning message appears

- When the service call message appears

- When paper is jammed

- When the cover is open

25

1

- When the "Add Toner" message appears
- When toner is being replenished
- When the User Tools/Counter/Inquiry screen is displayed
- When fixed warm-up is in progress
- When the facsimile, printer, or other functions are active
- When operations were suspended during printing
- When the On-hook dialing function is in use
- When a recipient is being registered in the address list or group dial list
- When the Data In indicator is on or blinking
- When the sample print or locked print screen is displayed

- -
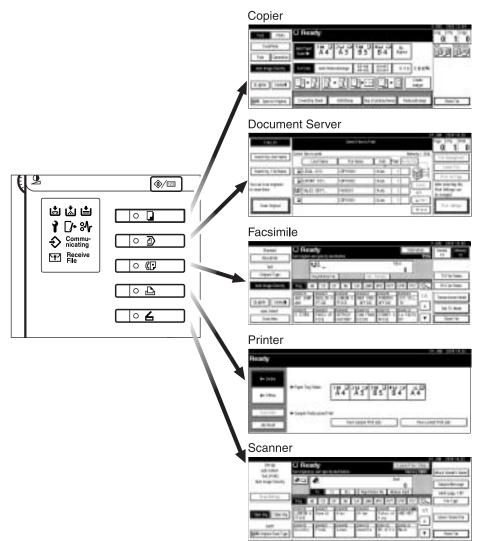
2. Combined Function Operations

Changing Modes

📎Note

r   You cannot switch modes in any of the following situations:

- When scanning in a fax message for transmission
- During immediate transmission
- When accessing User Tools
- During interrupt copying
- During On hook dialing for fax transmission
- While scanning an original

r   The copying screen is displayed as default after power on. You can change this default setting. See p.51 "Function Priority".

Copier

Document Server

Facsimile

Printer

Scanner

♡ System Reset

The machine returns automatically to its initial condition when the job is finished, after a certain period of time has elapsed. This function is called "System Reset".

Note

r You can change the System Reset time. See p.58 "System Auto Reset Timer".

Multi-Access

You can carry out another job using a different function while the current job is being performed. Performing multiple functions simultaneously like this is called "Multi-accessing".

This allows you to handle jobs efficiently, regardless of how the machine is being used. For example:

- While making copies, you can scan documents to store in the Document Server.
- While printing documents stored in the Document Server, the machine can receive print data.
- You can make copies while receiving fax data.
- While printing print data, you can make operations for copying.

Note

r See p.51 "Print Priority" for setting function priority. As default, **[Display Mode]** is set to first priority.

r When the optional 1000-sheet finisher, 2 Tray finisher or booklet finisher is installed on the machine, you can specify the output tray where documents are delivered. For details about how to specify the output tray for each function, see the following descriptions:

- p.53 "Output: Copier (copier)"
- p.53 "Output: Document Server (Document Server)"
- p.53 "Output: Facsimile (facsimile)"
- p.54 "Output: Printer (printer)"

Function compatibility

The chart shows function compatibility when print priority is set to "Interleave". See p.51 "Print Priority".

△: Simultaneous operations are possible.

●: Operation is enabled when the relevant function key is pressed and remote switching (of the scanner) is done.

m: Operation is enabled when the 【Interrupt】 key is pressed to interrupt the preceding operation.

→: Operation is performed automatically once the preceding operation ends.

×: The operation must be started once the preceding operation ends. (Simultaneous operations are not possible.)

Function you want to select → / Function in progress ↓	Copier: Using the control panel	Copier: Stapling	Copier: Sort	Interrupt Copying: Using the control panel	Interrupt Copying: Copying	Facsimile Transmission: Using the control panel	Facsimile Transmission: Scanning an Original for Memory Transmission	Facsimile Transmission: Memory Transmission	Facsimile Transmission: Immediate Transmission	Facsimile Reception: Memory Reception	Facsimile Reception: Printing Received Data	Facsimile Reception: Data Reception	Printer Print: Printing	Printer Print: Stapling	Scanner: Using the control panel	Scanner: Scanning using the Network TWAIN Scanner	Scanner: Scanning	Document Server: Using the control panel	Document Server: Scanning a Document to Store in Document Server	Document Server: Printing from Document Server	DeskTopBinder V2 Professional/Lite: Printing from Document Server	DeskTopBinder V2 Professional/Lite: Sending a Fax from Document Server	Web Document Server: Printing
Copier: Using the control panel	×	×	×	m	m	●	●	△	●	△	△	△	△	△	●	●	●	●	●	●	△	△	m
Copier: Stapling	△ *1	→ *1	→ *1	m	m *5	●	● *2	△	● *2	△	△	△	△	→	●	● *2	● *2	●	● *2	△ *4	△ *4	△	m *4
Copier: Sort	△ *1	→ *1	→ *1	m	m	●	● *2	△	● *2	△	△	△	△	△	●	● *2	● *2	●	● *2	△	△	△	m
Interrupt Copying: Using the control panel	m	m	m	×	×	×	×	△	×	△	△	△	△	△	×	×	×	×	×	×	△	△	m
Interrupt Copying: Copying	m	m	m	×	×	×	×	△	×	△	→	△	→	→	×	×	×	×	×	×	→	△	→

30

Function in progress \ Function you want to select	Copier: Using the control panel	Copier: Stapling	Copier: Sort	Interrupt Copying: Using the control panel	Interrupt Copying: Copying	Facsimile Transmission: Using the control panel	Facsimile Transmission: Scanning an Original for Memory Transmission	Facsimile Transmission: Memory Transmission	Facsimile Transmission: Immediate Transmission	Facsimile Reception: Memory Reception	Facsimile Reception: Printing Received Data	Printer Print: Data Reception	Printer Print: Printing	Printer Print: Stapling	Scanner: Using the control panel	Scanner: Scanning using the Network TWAIN Scanner	Scanner: Scanning	Document Server: Using the control panel	Document Server: Scanning a Document to Store in Document Server	Document Server: Printing from Document Server	DeskTopBinder V2 Professional/Lite: Printing from Document Server	DeskTopBinder V2 Professional/Lite: Sending a Fax from Document Server	Web Document Server: Printing
Using the control panel	●	●	●	m	m	×	×	△	×	△	△	△	△	△	●	●	●	●	●	●	△	△	m
Facsimile — Transmission — Scanning an Original for Memory Transmission	×	×	×	×	×	×	×	△	×	△	△	△	△	△	×	×	×	×	×	×	△	△	m
Facsimile — Transmission — Memory Transmission	△	△	△	△	△	△	△	△ *3	△ *3	△ *3	△ *7	△	△	△	△	△	△	△	△	△	△	→	m
Facsimile — Transmission — Immediate Transmission	×	×	×	×	×	×	×	△ *3	×	△ *3	△	△	△	△	×	×	×	×	×	×	△	→	m
Facsimile — Reception — Memory Reception	△	△	△	△	△	△	△	△ *3	△ *3	△ *3	△ *7	△	△	△	△	△	△	△	△	△	△	△	m
Facsimile — Reception — Printing Received Data	△	△	△	△	△	△	△	△ *7	△	△ *7	×	△	△	△	△	△	△	△	△	△	△	△	m
Printer — Data Reception	△	△	△	△	△	△	△	△	△	△	△	→	→	→	△	△	△	△	△	△	△	△	m
Printer — Print — Sort Print	△	△	△	m	m	△	△	△	△	△	△	△	→	→	△	△	△	△	△	△	△	△	m
Printer — Print — Stapling	△	→	△	m	m *5	△	△	△	△	△	△	△	→	→	△	△	△	△	△	△ *4	△ *4	△	m *4
Scanner — Using the control panel	●	●	●	m	m	●	●	m	●	△	△	△	△	△	×	×	×	●	●	●	△	△	m
Scanner — Scanning using the Network TWAIN Scanner	×	×	×	×	×	×	×	△	×	△	△	△	△	△	×	×	×	×	×	×	△	△	m
Scanner — Scanning	●	×	×	m	m	●	×	△	×	△	△	△	△	△	×	×	×	●	×	●	△	△	m
Document Server — Using the control panel	●	●	●	m	m	●	●	△	●	△	△	△	△	△	●	●	●	×	×	×	△	△	m
Document Server — Scanning a Document to Store in Document Server	●	×	×	m	m	●	×	△	×	△	△	△	△	△	●	×	×	×	×	×	△	△	m
Document Server — Printing from Document Server	●	△ *4	△	m	m	△	△	△	△	△	△	△	△	△	△	△	△	△ *6	△ *6	△ *6	△	△	m
DeskTopBinder V2 Professional/Lite — Printing from Document Server	△	△ *4	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	×	△	m
DeskTopBinder V2 Professional/Lite — Sending a Fax from Document Server	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	×	m

Function in progress		Copier			Interrupt Copying		Facsimile — Transmission				Facsimile — Reception			Printer — Print		Scanner			Document Server			DeskTopBinder V2 Professional/Lite		Web Document Server
Function you want to select →		Using the control panel	Stapling	Sort	Using the control panel	Copying	Using the control panel	Scanning an Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data	Data Reception	Printing	Stapling	Using the control panel	Scanning using the Network TWAIN Scanner	Scanning	Using the control panel	Scanning a Document to Store in Document Server	Printing from Document Server	Printing from Document Server	Sending a Fax from Document Server	Printing
Web Document Server	Printing	△	*4	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	→	△	→

*1 Simultaneous operations are only possible once the preceding job documents are all scanned and **[Next Job]** appears.

*2 You can scan a document once the preceding job documents are all scanned.

*3 Simultaneous operations are only possible with an additional line installed and when the fax function is not using the line given priority in the facsimile settings.

*4 During stapling, printing automatically starts after the current job.

*5 Stapling is not available.

*6 Simultaneous operations become possible after you press **[Next Job]**.

*7 During parallel reception, any subsequent job is suspended until reception is completed.

Limitation

r Stapling cannot be used at the same time for multiple functions.

Note

r A machine with the 1000-sheet finisher installed, that is printing with the stapling operation on paper larger than A4 size, starts the subsequent job (for which the finisher shift tray is specified as the output tray) only after the current print job finishes.

r While printing is in progress, scanning using another function may take more time.

3. Document Server

Relationship between the Document Server and Other Functions

The following table describes the relationship between the Document Server and other functions.

Function	Where to store documents	Displaying a list	Printing stored documents	Sending documents
Copier	Copier/Document Server	available	available	not available
Printer	Document Server	available	available	not available
Facsimile	Facsimile	available	available	available [1]
Scanner	Scanner	not available [2]	not available	available [3]

[1] You can send stored documents using the fax function. See "Sending a Stored File", *Facsimile Reference <Advanced Features>*.

[2] You can display stored documents using scanner function. See "Viewing a List of Stored Files", *Scanner Reference* .

[3] You can send stored documents from scanner mode. See "Sending Stored Files by E-mail or Scan to Folder, or Delivering", *Scanner Reference*.
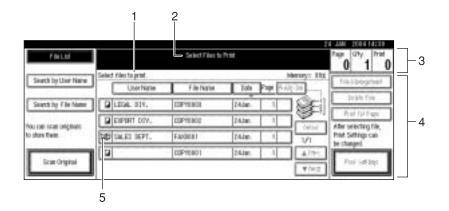
🖉 **Note**

r The following table shows the capacity of the Document Server.

	Number of pages for each file	Number of files	Number of pages in total
Copier			
Printer	1,000 pages	3,000 files	9,000 pages
Scanner			
Facsimile			

Document Server Display

❖ **Document Server Main Display**

1. **Operating status and messages.**

2. **The title of the currently selected screen.**

3. **The numbers of originals, copies, and printed pages.**

4. **The operation keys.**

5. **The functions under which the documents were stored.**

The icons below show the functions active when the documents were stored in the Document Server.

Mode	Copier	Facsimile	Printer	Scanner
Icon	▯	▣	⚏	--

Using the Document Server

Storing Data

v **File name**
Stored documents are automatically named "COPY0001", "COPY0002". You can change assigned file names.

v **User name**
You can register a user name to identify the user or user group that stored the documents. To assign it, you can register the user name using the name assigned to the user code, or by entering the name directly.

$\mathcal{P}$ Reference

For details about user codes, see p.70 "User Code".

v **Password**
You can set a password for stored documents, and use it to prevent others printing them. When a password is set for the documents, 🔒 appears next to the documents.

$\mathcal{P}$ Reference

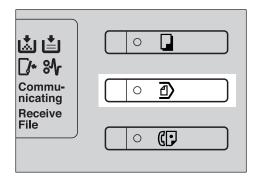To store documents without using Document Server functions, see the manuals for those modes.

Important

r Data stored in the machine might be lost if some kind of failure occurs. The manufacturer shall not be responsible for any damage resulting from loss of data.

Note

r Data stored in the Document Server is set to be deleted after three days (72 hours) by default. You can specify the period after which stored data is automatically deleted. See p.65 "Auto Delete File".

r If you do not want stored data to be automatically deleted, select **[No]** in Auto Delete File before storing a document. If you select **[Yes]** later, data stored after will be automatically deleted.

A **Press the 【 Document Server 】 key.**

B **Press [Scan Original].**

C **Enter a file name, user name, or password if necessary.**

Note

r If you do not enter a file name, one is automatically assigned.

$\mathcal{P}$ Reference

p.36 "To register or change the user name"

p.37 "To change the file name"

p.37 "To set or change the password"

35

When using an unregistered user name in the Address Book

A To enter an unregistered user name, press [Non-programmed Name].

B Enter a new user name, and then press [OK].

$\mathcal{P}$ Reference

p.147 "Entering Text"

When no user name has been registered in the Address Book

A Enter a new user name, and then press [OK].

$\mathcal{P}$ Reference

p.147 "Entering Text"

To change the file name

A Press [Scan Original].

The Scan Original display appears.

B Press [File Name].

The Change File Name display appears.

C Press [Delete All] to delete the old file name.

$\mathcal{P}$ Note

r You can also use **[Backspace]** to delete unnecessary characters.

D Enter a new file name, and then press [OK].

$\mathcal{P}$ Note

r Up to 20 characters can be entered as a file name. Note that only 15 characters of each file name appear in the document list.

$\mathcal{P}$ Reference

p.147 "Entering Text"

To set or change the password

A Press [Scan Original].

The Scan Original display appears.

B Press [Password].

C Enter a password using the number keys (four digits), and then press the [#] key.

D Reenter the password (four digits) for verification, and then press the [#] key.

E Press [OK].

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Changing Stored Document's File Name, User Name, or Password

A **Press the [Document Server] key.**

B **Select the document with the user name, file name, or password you want to change.**

Note
r If a password is already set for the document, enter that password, and then press **[OK]**.

C **Press [File Management].**

D **Press [Change File Name], [Change User Name], or [Change Password].**

E **Enter the new file name, user name, or password using the letter keys or number keys, and then press [OK].**

Reference
p.36 "To register or change the user name"

p.37 "To change the file name"

p.37 "To set or change the password"

F **Press [OK].**

Selecting a Document

A **Press the [Document Server] key.**

B **Select a document you want to print.**

Note
r If a password is already set for the document, enter that password, and then press **[OK]**.

r You can search for the document using **[Search by User Name]** or **[Search by File Name]** at the left top of the display. See p.39 "Searching for Stored Documents".

r You can sort document names in the list by user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.

r If you cannot determine document content from the file name, you can print just the first page of the document for checking purposes. See p.42 "Printing first page".

r To cancel a document selection, press it again.

C To print multiple documents, repeat step B in the order you want to print.

Note

r You can select up to 30 documents.

r If the sizes or resolution of selected documents are not the same, it may not be possible to print them.

r If you want to change the printing order, cancel the selection, and select documents again, this time in the order you want.

r If you press the 【Clear Modes】 key, selection of all documents will be canceled.

r If you press **[Printg Odr]**, the documents appear in print order.

To check the details of stored documents

A Select a document to display its detailed information.

Note

r If a password is already set for the document, enter that password, and then press **[OK]**.

B Press [Detail].

Detailed information about the document appears.

Note

r If you selected several documents, use **[▲]** and **[▼]** to view the details of each.

r Press **[OK]**. The Select Files to Print display reappears.

Searching for Stored Documents

You can use either **[Search by File Name]** or **[Search by User Name]** to search for documents stored in the Document Server. You can also list stored documents in a preferred order.

Note

r If you install DeskTopBinder V2 Professional or DeskTopBinder V2 Lite on your computer, you can search for and rearrange documents using your computer.

Reference

Manuals for DeskTopBinder V2 Professional/Lite or Help

To search by file name

A Press the 【Document Server】 key.

B Press [Search by File Name].

C Enter the file name using the letter keys, and then press [OK].

Only files beginning with the name entered appear in the Select Files to Print display.

3

🔎 **Reference**

p.147 "Entering Text".

📝 **Note**

r To display all files stored in the Document Server, press **[File List]**.

To search by user name

A **Press the 【Document Server】 key.**

B **Press [Search by User Name].**

C **To specify a registered user name, select the user name from the displayed list, and then press [OK].**

📝 **Note**

r To specify an unregistered user name, follow the procedure below.

D **To specify an unregistered user name, press [Non-programmed Name]. Enter a user name, and then press [OK].**

🔎 **Reference**

p.147 "Entering Text"

E **Press [OK].**

Only files beginning with the name entered appear in the Select Files to Print display.

📝 **Note**

r To display all files stored in the Document Server, press **[File List]**.

Printing Stored Documents

📝 **Note**

r You can print stored documents from a network computer using a Web browser. For details about how to start the Web browser, see *Network Guide*.
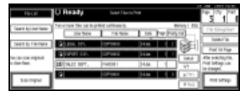
A **Select a document.**

📝 **Note**

r If a password is already set for the document, enter that password, and then press **[OK]**.

r You can print multiple documents. See p.38 "Selecting a Document".

B **If you need to change print settings, press [Print Settings].**

The Print Settings display appears. User names, file names, and print order of documents appear.

📝 **Note**

r Print settings made for printing in copier or printer function remain after printing and applied to the next job. Print settings made in facsimile mode, however, do not remain.

r If you select multiple documents, print settings remain applied to the first document, but not to other documents.

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r Print setting items are listed below. For details about print results of each setting, see *Copy Reference.*

v **Binding format**
  - Two-sided Copy Top to Top
  - Two-sided Copy Top to Bottom
  - Booklet
  - Magazine

v **Cover handling**
  - Cover/Slip sheet
  - Edit/Stamp

v **Finish**
  - Sort
  - Stack
  - Staple
  - Punch (optional)

r If you print more than one set using the Sort function, you can check the print result by printing out only the first set. See p.42 "Sample copy".

r When multiple documents are printed at the same time, you can combine them into a single set by adjusting the print order.

r When multiple documents are printed at the same time, print settings made for the document printed first are applied to all other documents.

r If you select multiple files, you can check file names or print order selected in step **A** by scrolling the list using **[▼]** and **[▲]**.

r Press **[Select File]** to return to the Select Files to Print display.

r The Booklet, Magazine, and Stamp functions are not available for documents stored in facsimile mode.

C Enter the required number of prints using the number keys.

Note
r Up to 999 can be entered.

D Press the 【Start】 key.

Printing starts.

To stop printing

A Press the 【Clear/Stop】 key.

B Press [Stop].

Changing the number of copies during printing

Limitation
r The number of copies can only be changed when the Sort function is selected in the print settings.

A Press the 【Clear/Stop】 key.

B Press [Change Quantity].

C Enter a new number of copies using the number keys.

D Press the 【#】 key.

E Press [Continue].

Printing restarts.

Sample copy

If you print multiple sets using the Sort function, you can check the print order or print settings are correct by printing only the first set using the 【Sample Copy】 key.

❖ Limitation

r This function can only be used when the Sort function is selected.

❶ Select the document.

📝 Note

r If a password is already set for the document, enter that password, and then press **[OK]**.

r You can search for the document using **[Search by User Name]** or **[Search by File Name]** at the left top of the display. See p.39 "Searching for Stored Documents".

r You can sort document names in the list by user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.

r To cancel a document selection, press it again.

❷ Press the 【Sample Copy】 key.

The first set prints out.

❸ Press **[Continue]**.

Printing restarts.

📝 Note

r Press **[Suspend]** to cancel printing and return to the Print Settings menu to change settings.

Printing first page

You can print the first page of the document selected in the Select Files to Print display to check its content.

If more than one document is selected, the first page of each is printed.

❶ Select the document.

📝 Note

r If a password is already set for the document, enter that password, and then press **[OK]**.

r You can search for the document using **[Search by User Name]** or **[Search by File Name]** at the left top of the display. See p.39 "Searching for Stored Documents".

r You can sort document names in the list by user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.

r To cancel a document selection, press it again.

❷ Press **[Print 1st Page]**.

❸ Press the 【Start】 key.

Deleting Stored Documents

⚠️Important

r You can store up to 3,000 documents in the Document Server. No more documents can be stored when the total is 3,000. You should delete unnecessary documents to increase available memory.

📝 Note

r You can delete all the stored documents at once with User Tools. See p.65 "Delete All Files".

r You can delete stored documents from a network computer using the Web browser. For details about how to start the Web browser, see *Network Guide*.

A **Press the [Document Server] key.**
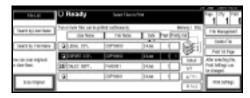
B **Select the document to delete.**

📝 Note

r If a password is already set for the document, enter that password, and then press **[OK]**.

r You can delete multiple documents at once. See p.38 "Selecting a Document".

r You can search for a document by user or file name, using **[Search by User Name]** or **[Search by File Name]** respectively. See p.39 "Searching for Stored Documents".

r You can sort document names in the list by the user name, file name, or date. To sort documents, press **[User Name]**, **[File Name]**, or **[Date]**.

r If you cannot find the document by name, you can print the first page of a document to check its contents. See p.42 "Printing first page".

r Press the selected line again to cancel the print job.

C **Press [Delete File].**

D **Press [Delete] to delete the document.**

Viewing Stored Documents Using a Web Browser

🔍Reference

The Web browser's Help.

A **Start a Web browser.**

B **Enter "http:// (IP address of this machine) /" in the [Address] box.**

The top page appears on the Web browser.

C **Click [Document Server].**

The **[Document Server File List]** appears.

📝 Note

r To switch the display format, click **[Details]**, **[Thumbnails]** or **[Icons]** from the **[Display method]** list.

D **Click the properties button of the document you want to check.**

Information about that document appears.

E **Confirm the document's content.**

📝 Note

r To enlarge the document preview, click **[Enlarge Image]**.

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Downloading Stored Documents

Note

r File format converter is required when downloading documents stored in copier or printer mode.

A **Start a Web browser.**

B **Enter "http:// (IP address of this machine) /" in the [Address] box.**

The top page appears on the Web browser.

C **Click [Document Server].**

The **[Document Server File List]** appears.

Note

r To switch the display format, click **[Details]**, **[Thumbnails]** or **[Icons]** from the **[Display method]** list.

D **Click the properties button of the document you want to download.**

E **Select [PDF], [JPEG], or [Multi-page TIFF] in the [File format] list.**

Note

r **[Multi-page TIFF]** is available when file format converter is installed.

r **[JPEG]** can only be selected for documents stored in scanner mode.

F **Click [Download].**

G **Click [OK].**

Settings for the Document Server

❖ **Copier/Document Server Features (See "General Features 4/4",** *Copy Reference***.)**

Items		Default
General Features	Document Server Storage Key: F1	*2 Sided Original Top to top*
	Document Server Storage Key: F2	*1 Sided→1 Sided Combine*
	Document Server Storage Key: F3	*1 Sided→1 Sided Combine: 4 originals*
	Document Server Storage Key: F4	*1 Sided→1 Sided Combine: 8 originals*
	Document Server Storage Key: F5	*Create Margin*

❖ **System Settings (See p.51 "General Features", p.55 "Tray Paper Settings", p.58 "Timer Settings", and p.59 "Key Operator Tools".)**

	Items	Default
General Features	Warm Up Notice	*ON*
	Copy Count Display	*Up*
	Output: Document Server	*Internal Tray 1*
Tray Paper Settings	Paper Tray Priority: Copier	*Tray 1*
	Cover Sheet Tray	*Off*
	Slip Sheet Tray	*Off*
Timer Settings	Copier⁄Document Server Auto Reset Timer	*60 seconds*
Key Operator Tools	Auto Delete File	*Yes After 3 day(s)*
	Delete All Files	--
	Password Management for Stored Files	*Do not Unlock*

3

4. User Tools (System Settings)

User Tools Menu (System Settings)

Reference

For details about Interface Settings and File Transfer, see "User Tools Menu (System Settings)", *Network Guide.*

For details about parallel interface, see "System Settings (Parallel Connection)", *Printer Reference 2.*

❖ **General Features (See p.51 "General Features".)**

	Default
Panel Tone	*ON*
Warm Up Notice	*ON*
Copy Count Display	*Up*
Function Priority	*Copier*
Print Priority	*Display mode*
Function Reset Timer	*3 Seconds*
Output: Copier	*Internal Tray 1*
Output: Document Server	*Internal Tray 1*
Output: Facsimile	*Internal Tray 2*
Output: Printer	*Internal Tray 1*
Prepare Stapling	--
<F/F4>Size Setting	*$8^1/_2" \times 13"$*

∨ **Tray Paper Settings (See p.55 "Tray Paper Settings".)**

	Default
Paper Tray Priority: Copier	*Tray 1*
Paper Tray Priority: Facsimile	*Tray 1*
Paper Tray Priority: Printer	*Tray 1*
Tray Paper Size: Tray 1	*A4▯ , 8¹/₂" × 11" ▯*
Tray Paper Size: Tray 2	*A3▭, 11" × 17"▭*
Tray Paper Size: Tray 3	*A4▭, 8¹/₂" × 11"▭*
Tray Paper Size: Tray 4	*A4▭, 8¹/₂" × 14"▭*
Paper Type: Bypass tray	*No display*
Paper Type: Tray 1	*No display/2 Sided Copy/Auto Paper Select on*
Paper Type: Tray 2	*No display/2 Sided Copy/Auto Paper Select on*
Paper Type: Tray 3	*No display/2 Sided Copy/Auto Paper Select on*
Paper Type: Tray 4	*No display/2 Sided Copy/Auto Paper Select on*
Paper Type: LCT	*No display/2 Sided Copy/Auto Paper Select on*
Cover Sheet Tray	*Off*
Slip Sheet Tray	*Off*

∨ **Timer Settings (See p.58 "Timer Settings".)**

	Default
Auto Off Timer	*1 minute(s)*
Panel Off Timer	*1 minute(s)*
System Auto Reset Timer	*60 seconds*
Copier/Document Server Auto Reset Timer	*60 seconds*
Facsimile Auto Reset Timer	*30 seconds*
Scanner Auto Reset Timer	*60 seconds*
Set Date	--
Set Time	--

∨ **Interface Settings**

- For details about network settings, see "User Tools Menu (System Settings)", *Network Guide.*

- For details about parallel interface, see "System Settings (Parallel Connection)", *Printer Reference 2.*

∨ **File Transfer**
See "User Tools Menu (System Settings)", *Network Guide.*

❖ **Key Operator Tools (See p.59 "Key Operator Tools".)**

		Default
User Code Management	Copier	*OFF*
	Document Server	*OFF*
	Facsimile	*OFF*
	Scanner	*OFF*
	Printer	*Auto Program*
Key Counter Management		All *OFF*
External Charge Unit Management		--
Key Operator Code		*OFF*
Extended Security		*Off*
Display/Print Counter		--
Display/Clear/Print Counter per User Code		--
Print Address Book: Destination List		--
Address Book Management		--
Address Book: Program/Change/Delete Group		--
Address Book: Program/Change/Delete Transfer Request		--
Address Book: Change Order		--
Address Book: Edit Title		--
Address Book: Select Title		*Title 1*
Auto Delete File		*After 3 day(s)*
Delete All Files		--
Password Management for Stored Files		*Do not Unlock*
AOF (Always ON)		*ON*
Program/Change LDAP Server		--
Use LDAP Server		*Off*

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Accessing User Tools (System Settings)

This section is for key operators in charge of this machine.

User Tools allow you to change or set defaults.

🖉 Note
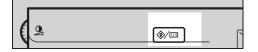
r Operations for system settings differ from normal operations. Always quit User Tools when you have finished. See p.50 "Quitting User Tools".

r Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the 【Energy Saver】 or 【Clear Modes】 key is pressed.

Changing Default Settings

🖉 Note

r If a key operator code is already set, the key operator code entry display appears. Enter the key operator code, and then press **[OK]**. See p.60 "Key Operator Code".

A Press the 【User Tools/Counter】 key.

B Press **[System Settings].**

C Select the menu, and then press the appropriate key.

🔎 Reference

p.47 "User Tools Menu (System Settings)"

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

🖉 Note

r To cancel changes made to settings and return to the initial display, press the 【User Tools/Counter】 key.

Quitting User Tools

A Press the 【User Tools/Counter】 key.

🖉 Note

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

Settings You Can Change with User Tools

$\mathcal{P}$ Reference

To access User Tools, see p.50 "Accessing User Tools (System Settings)".

General Features

v **Panel Tone**

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

$\mathscr{D}$ Note

r Default: *ON*

v **Warm Up Notice (copier/Document Server)**

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

$\mathscr{D}$ Note

r If the Panel Tone setting is "OFF", the beeper does not sound, whatever the Warm Up Notice setting.

r Default: *ON*

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

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

$\mathscr{D}$ Note

r Default: *Up (count up)*

v **Function Priority**

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

$\mathscr{D}$ Note

r Default: *Copier*

v **Print Priority**

Gives print priority to the mode displayed.

$\mathcal{P}$ Reference

p.29 "Multi-Access"

$\mathscr{D}$ Note

r Default: *Display mode*

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

r When the optional internal tray 2, 1000-sheet finisher, 2 Tray finisher or booklet finisher is installed on the machine, you can specify an output tray for documents delivery. For details about how to specify an output tray for each function, see the following sections:

- p.53 "Output: Copier (copier)"
- p.53 "Output: Document Server (Document Server)"
- p.53 "Output: Facsimile (facsimile)"
- p.54 "Output: Printer (printer)"
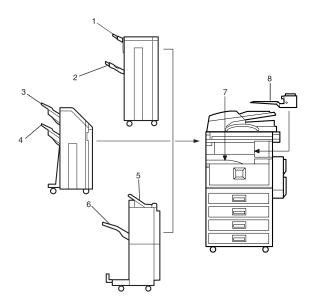
v **Function Reset Timer**

You can set the length of time the machine waits before changing modes when using the multi-access function (see p.29 "Multi-Access"). This is useful if you are making many copies and have to change settings for each copy. If you set a longer reset period, you can prevent interruption from other functions.

✐ **Note**

r Default: *Set Time*

r The Function Reset Timer setting is ignored if Interleave is set for Print Priority (see p.51 "Print Priority").

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

r The default time is three seconds.

∨ **Output: Copier (copier)**
   You can specify a tray to which documents are delivered.

1. **Finisher Upper Tray**

2. **Finisher Shift Tray**

3. **Finisher Shift Tray 1**

4. **Finisher Shift Tray 2**

5. **Finisher Upper Tray**

6. **Finisher Shift Tray**

7. **Internal Tray 1**

8. **Internal Tray 2**

   📎 **Note**
   r Default: *Internal Tray 1*

∨ **Output: Document Server (Document Server)**
   You can specify a tray to which documents are delivered.

   📎 **Note**
   r Default: *Internal Tray 1*
   r For details about output trays, see p.53 "Output: Copier (copier)".

∨ **Output: Facsimile (facsimile)**
   You can specify a tray to which documents are delivered.

   📎 **Note**
   r Default: *Internal Tray 2*
   r For details about output trays, see p.53 "Output: Copier (copier)".

v **Output: Printer (printer)**
You can specify a tray to which documents are delivered.

✎ **Note**
r Default: *Internal Tray 1*
r The output trays set on the printer driver have priority over the output tray specified above.
r For details about output trays, see p.53 "Output: Copier (copier)".

v **Prepare Stapling**
When the booklet finisher is installed, perform a stapling test (five to seven times) after replacing staples for saddle stitching, or removing jammed staples.

✎ **Note**
r The display for this setting appears only when the booklet finisher is installed. See p.133 "Using "Prepare Stapling "in User Tools to initialize the staple unit".

v **<F/F4>Size Setting**
Currently three types of F size are available; $8^1/_2$"×13"▯, $8^1/_4$"×13"▯ and 8"×13"▯. The ADF or exposure glass cover sensor cannot distinguish these three types of originals. This function sets the F size from the ADF or exposure glass cover sensor. Auto Paper Select or Auto Reduce/Enlarge can be used for F size originals based on this setting.

✎ **Note**
r Default: *$8^1/_2$"×13"▯*

Output tray settings

❗ Limitation
r You cannot interrupt the current stapling job even if a stapling job is specified by a different function.
r When the 1000-sheet finisher, 2 Tray finisher or booklet finisher is installed and stapling or shift-sorting is specified for a job, the job will be delivered to the finisher shift tray, finisher shift tray 1 or finisher shift tray 2 regardless of the output tray specified.

Tray Paper Settings

v **Paper Tray Priority: Copier (copier/Document Server)**
You can specify the tray to supply paper for output.

✐ **Note**
r Default: *Tray 1*

v **Paper Tray Priority: Facsimile (facsimile)**
You can specify the tray to supply paper for output.

✐ **Note**
r Default: *Tray 1*

v **Paper Tray Priority: Printer (printer)**
You can specify the tray to supply paper for output.

✐ **Note**
r Default: *Tray 1*

v **Tray Paper Size: Tray 1–4**
Select the size of the paper loaded in the paper tray.
- The paper sizes you can set for Tray 1 to Tray 4 are as follows:
  - A3▭, B4 JIS (Japanese Industrial Standard)▭, A4▯, A4▭, B5 JIS▯, B5 JIS▭, A5▭
  - 11"×17"▭, $8^1/_2$"×14"▭, $8^1/_2$"×13"▭, $8^1/_2$"×11"▯, $8^1/_2$"×11"▭, $8^1/_4$"×13"▭, $8^1/_4$"×14"▭, 11"×14"▭, 8"×13"▭, $7^1/_4$"×$10^1/_2$"▭, 8"×$10^1/_2$"▯, 8"×$10^1/_2$"▭, $5^1/_2$"×$8^1/_2$"▭

⚜**Important**
r If the specified paper size differs from the actual size of the paper loaded in the paper tray, a misfeed might occur because the correct paper size was not detected.

✐ **Note**
r Default:
  - Tray 1: A4▯, $8^1/_2$" × 11"▯
  - Tray 2: A3▭, 11" × 17"▭
  - Tray 3: A4▭, $8^1/_2$" × 11"▭
  - Tray 4: A4▭, $8^1/_2$" × 14"▭
r The paper guide for the optional LCT is fixed for A4▯, $8^1/_2$" × 11"▯ size paper. Contact your service representative if you need to change the paper size.
r If the paper size set for the selector in the paper tray is different to the paper size for this setting, the paper size of the selector has priority.
r If you load paper of a size not indicated on the paper size selector in the paper tray, set the selector to "✷".

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🔍 **Reference**

p.126 "Changing the Paper Size"

❖ **Paper Type: Bypass tray**

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

- The paper types you can set for the bypass tray are as follows:
    - recycled paper, special paper, colour paper, letterhead, label paper, pre-punched paper, bond paper, cardstock, thick paper, OHP

📝 **Note**

r Default: *No display*

❖ **Paper Type: Tray 1–4**

Sets the display so you can see what type of paper is loaded in each paper tray. The print function use this information to automatically select the paper tray.

- The paper types you can set are as follows:
    - recycled paper, special paper, colour paper, letterhead, preprinted paper, prepunched paper, bond paper, cardstock

📝 **Note**

r Default:

- Paper Type: *No Display*
- Copying Method in Duplex: *2 Sided Copy*
- Apply Auto Paper Select: *Yes*

r When paper of the same type and size is loaded in two different paper trays and you want to specify one as 2 Sided Copy and one as 1 Sided Copy, specify the upper tray for 2 Sided Copy. If one of the trays is specified as the default in Paper Tray Priority, assign 2 Sided Copy to that tray.

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

❗ **Limitation**

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

∨ **Paper Type: LCT**
Sets the display so you can see what type of paper is loaded in the LCT.

- The paper types you can set are as follows:
    - recycled paper, special paper, colour paper, letterhead, preprinted paper, prepunched paper, bond paper, cardstock

✐ **Note**
г Default:
- Paper Type: *No Display*
- Copying Method in Duplex: *2 Sided Copy*
- Apply Auto Paper Select: *Yes*

г A ⏍ appears next to the LCT if **[No]** is selected in Auto Paper Select.

♥ **Limitation**
г **[Auto Paper Select]** can only be selected for the copier function if **[No display]** and **[Recycled paper]** are selected. If **[No]** is selected, Auto Paper Select is not valid for the LCT.

∨ **Cover Sheet Tray**
Allows you to specify and display the paper tray that is setting cover sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

✐ **Note**
г Default:
- Tray to Program: *Off*

г Functions using the cover sheet tray setting are the front cover function and front/back cover function.

г When **[At Mode Selected]** is selected, cover sheet tray settings only appear when the cover function or slip sheet function is selected.

г When **[Full Time]** is selected, the cover sheet tray is always displayed.

г You can set Copying Method in Duplex only when **[At Mode Selected]** is selected.

⌕ **Reference**
"Covers", *Copy Reference*

∨ **Slip Sheet Tray**
Allows you to specify and display the paper tray that is inserting slip sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

✐ **Note**
г Default:
- Tray to Program: *Off*

г When **[At Mode Selected]** is selected, slip sheet tray settings only appear when the cover function or slip sheet function is selected.

$\mathcal{P}$**Reference**

"Slip Sheets", *Copy Reference*

Timer Settings

v **Auto Off Timer**

After a specified period has passed, following job completion, the machine automatically turns off, in order to conserve energy. This function is called "Auto Off".

The machine status after the Auto Off operation is referred to as "Off mode", or "Sleep mode". For the Auto Off Timer, specify the time to elapse before Auto Off.

4

$\mathscr{D}$**Note**

r Default: *1 minute(s)*

r The time can be set from 10 seconds to 240 minutes, using the number keys.

r From "Off mode" or "Sleep mode", the machine is ready to use within 10 seconds (Type 1), and 15 seconds (Type 2) respectively.

r Auto Off may not work when error messages appear.

v **Panel Off Timer**

Set the amount of time the machine waits before switching the panel off after copying has finished or performing the last operation.

$\mathscr{D}$**Note**

r Default: *1 minute(s)*

r The time can be set from 10 seconds to 240 minutes, using the number keys.

v **System Auto Reset Timer**

The System Reset setting automatically switches the screen to that of the function set in Function Priority when no operations are in progress, or when an interrupted job is cleared. This setting determines the system reset interval. See p.51 "Function Priority".

$\mathscr{D}$**Note**

r Default: *ON, 60 seconds*

r The time can be set from 10 to 999 seconds in 1 second increments, using the number keys.

v **Copier/Document Server Auto Reset Timer (copier/Document Server)**

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

$\mathscr{D}$**Note**

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

r Default: *ON, 60 seconds*

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

❖ **Facsimile Auto Reset Timer (facsimile)**
Specifies the time to elapse before the facsimile mode resets.

📎 **Note**
r Default: *30 seconds*
r The time can be set from 30 to 999 seconds, using the number keys.

❖ **Scanner Auto Reset Timer (scanner)**
Specifies the time to elapse before the scanner function resets.

📎 **Note**
r If **[OFF]** is selected, the machine will not automatically switch to the user code entry screen.
r Default: *ON, 60 seconds*
r The time can be set from 10 to 999 seconds, using the number keys.

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

📎 **Note**
r To change between year, month, and day, press **[←]** and **[→]**.

❖ **Set Time**
Set the time for the copier's internal clock using the number keys.

📎 **Note**
r To change between hours, minutes and seconds, press **[←]** and **[→]**.
r Enter the time using the 24–hour format (in 1 second increments).

Key Operator Tools

The key operator must set the following items. For settings or more information, contact the key operator.

The key operator is recommended to program an access code when performing the settings. See p.60 "Key Operator Code".

❖ **User Code Management**
Allows you to control who uses the machine by setting codes for users.
User codes must be registered for user code management. See p.70 "User Code".

📎 **Note**
r Default: *Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/Auto Program*
r By using Auto Program for the printer, you can keep a print log for each user code entered from the driver.

❖ **Key Counter Management**
Use the key counter to specify whether users are restricted or not.

✎ **Note**

❒ Default: *Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/OFF*

❖ **External Charge Unit Management**
Use the external charge unit to manage usage charges.

✎ **Note**

❒ Default: *Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/OFF*

❖ **Key Operator Code**
Specifies whether or not to use passwords (max. eight digits) to control Key Operator Tools settings for access codes.

✎ **Note**

❒ Default: *OFF*

❒ If you select **[ON]**, enter the access code (max. eight digits) using the number keys, and then select **[Partial]** or **[All Initial Settings]** to set the access limit.

- If you selected **[Partial]**
An access code is only required for the Timer Settings, Key Operator Tools for System Settings, and Key Operator Tools for Facsimile Features. **[Menu Protect]** can be set for **[Maintenance]** in Printer Features. If you set **[Menu Protect]**, you can set the key operator code for some Printer Features. See "Printer Features Parameters", *Printer Reference 2.*

- If you selected **[All Initial Settings]**:
An access code is required to access all items in System Settings, Copier/Document Server Features, Facsimile Features, Printer Features, and Scanner Features.

❒ If you select **[All Initial Settings]**, you must enter an access code to access the Key Operator Code display.

❖ **Extended Security**
Specify whether or not to use the security function.

✎ **Note**

❒ Default : *Off*

❒ You have to set a 6-digit key operator code to enable Extended Security. See p.60 "Key Operator Code".

❒ When the Extended Security function is on, a security mark 🔡 appears on the left side of the date, in the upper right of the display panel.

🔍 **Reference**

For details about security, see p.149 "Security".

❖ **Display/Print Counter**
Allows you to view and print the number of prints.

- Display/Print Counter
Displays the number of prints for each function (Total, Copier, Facsimile, Printer, A3/DLT, Duplex, and Staple).

- Print Counter List
Prints out a list of the number of prints made under each function.

- To print the counter list:

  A Press the 【User Tools/Counter】 key.

  B Press **[System Settings]**.

  C Press **[Key Operator Tools]**.

  D Press **[Display/Print Counter]**.

  E Press **[Print Counter List]**.

  F Press the 【Start】 key.

  G Press **[Exit]**.

❖ **Display/Clear/Print Counter per User Code**
Allows you to view and print the numbers of prints accessed with user codes, and to set those values to 0.

✎ **Note**

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

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

  - Print counter per user code
  Prints the number of prints made under each user code.

  - Clear counter per user code
  Sets the number of prints made under each user code to 0.

✎ **Note**

- Print list for each user code, see p.74 "Printing the Number of Prints for Each User Code".

  - Print counter for all user codes
  Prints the number of prints made under all user codes.

  - Clear counter for all user codes
  Sets the number of prints made under all user codes to 0.

∨ **Print Address Book: Destination List**
You can print the destination list registered in the Address Book.

- Print in Title 1 Order
  Prints the Address Book in Title 1 order.
- Print in Title 2 Order
  Prints the Address Book in Title 2 order.
- Print in Title 3 Order
  Prints the Address Book in Title 3 order.
- Print Group Dial List
  Prints the group Address Book.

A Select the print format.

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

C Press the 【Start】 key.
  The list prints out.

∨ **Address Book Management**
You can add, change, or delete user information in the Address Book, and facsimile/scanner functions destinations.
For details about these operations, see p.70 "User Code", p.76 "Fax Destination", and p.82 "E-mail Destination".

- **[Program/Change]**
  This registers new user codes. You can register and change the items below:
  - User name
    User (destination) name, key display, registration number, title selection
  - User code
    User code, available functions
  - Fax Dest.
    Facsimile number, international TX mode, fax header, label insertion
  - E-mail
    E-mail address, sender registration
  - Folder
    Protocol, path, user name, password, port no., server name
  - Protect dest.
    Sender's name, folder, protection code

- **[Delete]**
  Deletes a user.

✎ Note
r You can register up to 100 user codes. If you add the optional user account enhance unit, you can register up to 500 user codes.

r You can also register and manage data in the Address Book, using SmartNetMonitor for Admin (printer option required).

r You can also register and manage data in the Address Book using a Web browser. See the Web browser's Help.

∨ **Address Book: Program/Change/Delete Group**
You can register multiple users in a group.
This allows you to easily control registered users in each group.
For details about operations, see p.95 "Registering Destinations to a Group".

- **[Program/Change]**
This registers new groups, or changes the group name, key display, title selection, registration number or protection code. You can also protect folders.

- **[Delete]**
Deletes a group.

Note
r You can register up to 100 groups.

r You can also group users (destinations) using a Web browser. See the Web browser's Help.

∨ **Address Book: Program/Change/Delete Transfer Request**
You can register fax destinations for the Transfer Request function in facsimile mode.
For details about operations, see p.98 "Registering the Transfer Request".

- **[Program/Change]**
This registers new transfer requests and receiving stations, or changes the transfer request name, key display, title selection, registration number, fax destination, or e-mail address.

- **[Delete]**
Deletes a transfer request.

Note
r You can register up to 100 transfer requests.

∨ **Address Book: Change Order**
Changes the order of registered users (destinations).

Note
r You can rearrange the order of items on the same page, but you cannot move items to another page. For example, you cannot move an item from "PLANNING" (**[OPQ]**) to "DAILY" (**[CD]**).

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

② Press **[System Settings]**.

③ Press **[Key Operator Tools]**, and then press **[▼Next]**.

④ Press **[Address Book: Change Order]**.

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E Press the user (destination) key you want to move.

Note

r You can select a user using the number keys.

F Press the user (destination) key that is in the place you want to move to.

The user (destination) moves to the selected place, and the other users' keys will shift also.

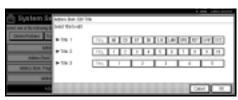

Note

r You can select a user using the number keys.

v **Address Book: Edit Title**

You can edit the title to easily find a user.

A Press the **【User Tools/Counter】** key.

B Press **[System Settings]**.

C Press **[Key Operator Tools]**, and then press **[▼Next]**.

D Press **[Address Book: Edit Title]**.

E Press the title key you want to change.

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

Ⓖ Press **[Exit]**.

∨ **Address Book: Select Title**
Specifies the title to select a user.

🖉 **Note**
r Default: *Title 1*

∨ **Auto Delete File**
Specifies whether documents stored in the Document Server are to be deleted or not after a specified period of time elapses.

🖉 **Note**
r Default: *Yes After 3 day(s)*
r If you select **[Yes]**, documents stored subsequently are deleted after the specified period.
r If you select **[No]**, documents are not automatically deleted.
r If you select **[Yes]**, enter a number of days from 1 to 180 (in 1 day increments).
r The default is 3 days, this means documents are deleted 3 days (72 hours) after they are stored.

∨ **Delete All Files**
Deletes all documents stored in the Document Server.

🖉 **Note**
r Even if a password is always set, all documents are deleted.
r A confirmation message appears. To delete all documents, select **[OK]**.

∨ **Password Management for Stored Files**
• Unlocking a locked document
When a document is locked due to a wrong password being entered, this function unlocks the document, allowing access.
• Temporarily disabling document security
Password-protected documents can be temporarily accessed, without entering the password.

🖉 **Note**
r Default: *Do not Unlock*
r Select **[Unlock]** only when you forget the password. After accessing the document, be sure to select **[Do not Unlock]**.

🔎 **Reference**
p.151 "Unlocking a locked document"
p.151 "Temporarily Disabling Document Security"

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v **AOF (Always ON)**
Specify whether or not to use Auto Off.

✐ **Note**
r Default: *ON*

v **Program/Change LDAP Server**
Programming an LDAP server allows you to look up e-mail destinations from the LDAP server Address Book directly. This function is available when you send scan files by e-mail in scanner mode.
You can program and change the identification name, server name, search base, port no., authentication, user name, password, and search options.

 Reference
For details about these operations, see p.102 "Programming/Changing LDAP Server".

v **Use LDAP Server**
Specify whether or not to use the LDAP server.

✐ **Note**
r Default: *OFF*

r If you select **[OFF]**, **[Search LDAP]** will not appear on the searching display.

Address Book

Registering user information, such as fax number and e-mail address, in the Address Book allows you to manage them together.

⚠️Important

r Address Book data is stored on the hard disk. It can be lost if there is some kind of hard disk failure. The manufacturer shall not be responsible for any damage resulting from data loss.
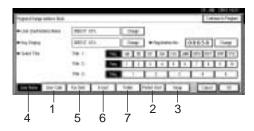
📝Note

r Using **[Address Management Tool]** in SmartNetMonitor for Admin, you can backup Address Book data. We recommend backing up data when using the Address Book.

🔎Reference

For details about SmartNetMonitor for Admin and how to install it, see *Printer Reference 1*.

For operating instructions, see SmartNetMonitor for Admin Help.

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

v **To manage registered items**
1. User Code
Register user codes to restrict particular functions to certain users, and check their use of each function.

🔎Reference

p.70 "User Code"
2. Protect Dest.

🔎Reference

p.69 "When using the scanner function"

p.69 "Registering Sender Information"
3. Group
Use this to display the group that the selected user (destination) belongs to.
You can group registered fax destinations, e-mail destinations, and folders to manage them better. For details about operations, see p.95 "Registering Destinations to a Group".

v **Items to register**
4. User Name

🔎Reference

p.68 "Registering the destination name and key display"

p.69 "Registering Sender Information"

4

5. Fax Dest.

🔎**Reference**

> p.68 "When using the fax function"

6. E-mail

🔎**Reference**

> p.68 "When using the fax function"
>
> p.69 "When using the scanner function"
>
> p.69 "Registering Sender Information"

7. Folder

🔎**Reference**

> p.69 "When using the scanner function"

• SMB

• FTP

Registering Destination Information

∨ **Registering the destination name and key display**

• User Name
Register the destination name and key display name. This is the basic information required for managing destinations.

🔎**Reference**

> p.70 "User Code"

∨ **When using the fax function**

• Fax Dest.
Register fax numbers in the Address Book. To send a fax, select the destination key as it appears on the initial fax function display, so you can specify the fax number. When you set Label Insertion to ON, the registered destination name, preceded by "To", is printed at the top of the page when it is received at the other end.

🔎**Reference**

> p.76 "Fax Destination"

• E-mail
Register e-mail addresses in the Address Book. To send an Internet Fax, select the destination key as it appears on the initial fax function display, so you can specify the e-mail address.

🔎**Reference**

> p.82 "E-mail Destination"

❖ **When using the scanner function**

- E-mail
  Register e-mail addresses in the Address Book. To send a scan file by e-mail, select the destination key as it appears on the initial scanner function display, so you can specify the e-mail address.

  Reference
  p.82 "E-mail Destination"

- Folder
  Register the path name, user name, and password. To send files directly to shared folders, select the destination key as it appears on the initial scanner function display, so you can specify the folder.
  Select SMB when sending files to shared Windows folders.
  Select FTP when uploading files to an FTP server.

  Reference
  p.85 "Registering Folders"
  You can stop unauthorized users accessing folders from the machine by setting a protection code.

  Reference
  p.93 "Registering a Protection Code"

Registering Sender Information

❖ **When using the scanner function**
You can set Register as Sender to ON for an e-mail address. If you do this, you can use it as the sender address when sending scan files by e-mail.

- User Name
  Register the user name and key display name. This is useful when selecting the sender from the Attach Sender's Name list. Register the user name so it will be recorded under Sender in Scanned Files Status. Also, the user name automatically appears in the From field of the e-mail.

  Reference
  p.70 "User Code"

- E-mail
  Register the e-mail address. You can use it as the sender address when sending scan files by e-mail using the scanner function. Also, the sender address automatically appears in the From field of the e-mail.
  To display a user key on the Attach Sender's Name list, you must register an e-mail address to it.

  Reference
  p.82 "E-mail Destination"
  You can prevent misuse of sender name by setting a protection code on the e-mail address.

  Reference
  p.93 "Registering a Protection Code"

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User Code

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

- Copier
- Document Server
- Facsimile
- Scanner
- Printer

Note

r The number of copies made of documents using the fax function stored in the Document Server is counted for each user code. This allows you to check each user's usage.

r The number of copies scanned in using the scanner function is counted for each user code. This allows you to check each user's usage.

r To automatically register the printer driver user code, select **[Auto Program]** for the printer in User Code Management. To use the user code set in User Tools, select **[ON]**. Set the user codes registered in User Tools for the printer driver. See p.59 "User Code Management".
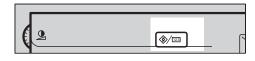
Reference

For details about setting user codes for the printer driver, see *Printer Reference 1* or the printer driver Help.

Important

r The functions associated with each user code are the same. If you change or delete user codes, management data and limits associated with that code become invalid.

Registering a New User Code

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

B Press **[System Settings]**.

C Press **[Key Operator Tools]**, and then press **[▼Next]**.

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

E Press **[New Program]**.

Note

r To assign a user code to a registered user, press the user (destination) key whose user code is to be registered, or enter the registered number using the number keys.

F Set the user information.

Note

r To register a user code to a registered user, proceed to step G.

To register the user name and key display

A Press **[Change]** on the right of the user name or key display.

The user name or key display entry display appears.

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

Note

r You can use the same user name as that assigned to the documents using the Document Server function. For this, the user code is not necessary. See p.33 "Document Server".

Reference

p.147 "Entering Text"

To select the title

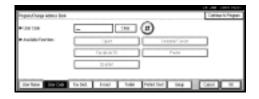**A** **Press the key for the classification you want to use under Select Title.**

Note

r The keys you can select are as follows:

- **[Freq.]**… Added to the page that is displayed first.
- [AB],[CD],[EF],[GH],[IJK],[LMN],[OPQ],[RST],[UVW],[XYZ], [1] to [10]… Added to the list of items in the selected title.

r You can select **[Freq.]**, and one more page for each title.

G **Press [User Code].**

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

Note

r If you make a mistake, press **[Clear]** or the 【Clear/Stop】 key, and then enter the code again.

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

J **To continue registering user codes, press [Continue to Program], and then repeat the procedure from step G.**

K **Press [OK].**

L **Press [Exit].**

M **Press the 【User Tools/Counter】 key.**

Changing a User Code

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

A **Press the 【User Tools/Counter】 key.**

B **Press [System Settings].**

C **Press [Key Operator Tools], and then press [▼Next].**

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

E **Select the registered user code you want to change.**

Press the user (destination) key, or enter the registered number using the number keys.

Note
r If you press 🔍, you can search for a user by user name/index, user code, fax destination, or e-mail address.

F **Enter the new information for the item you want to change.**

To change the user (destination) name or key display

A **Press [Change] on the right of the user (destination) name or key display.**

B **Enter the user (destination) name, and then press [OK].**

🔍 Reference
p.147 "Entering Text"

To change the title

A **Press the key for the classification you want to use from Select Title.**

Changing the user code

A **Press [User Code].**

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

C **Press [#].**

To change the available functions

A **Press [User Code].**

B **Press the key to select the functions to enable.**

Note
r Press the key to highlight it, and then the function is enabled.

G **Press [OK].**

H **Press [Exit].**

I **Press the 【User Tools/Counter】 key.**

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Deleting a User Code

⚠️Important

r This operation also deletes user codes registered to multiple functions. User control via the deleted user code is disabled.

A **Press the 【User Tools/Counter】 key.**

B **Press [System Settings].**

C **Press [Key Operator Tools], and then press [▼Next].**

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

To delete the user code

A **Select the user (destination) whose code is to be deleted.**

Press the user (destination) key, or enter the registered number using the number keys.

B **Press [User Code].**

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

D **Press [OK].**

To delete a user (destination)

A **Press [Delete].**

B **Select a user (destination) you want to delete.**

Press the user (destination) key, or enter the registered number using the number keys.

📝 Note

r If you press 🔍, you can search for a user by user name/index, user code, fax destination, or e-mail address.

C **Press [Yes] in the confirmation screen.**

E **Press [Exit].**

F **Press the 【User Tools/Counter】 key.**

Displaying the Number of Prints for Each User Code

You can check the number of prints made under each function's user code.

A **Press the 【User Tools/Counter】 key.**

B **Press [System Settings].**

C **Press [Key Operator Tools].**

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

E **Select [Print Counter], [Transmission Counter] or [Scanner Counter].**

Counters for individual function usage under each user code appear.

4

Printing the Number of Prints for Each User Code

You can print out the number of prints made under each user code using **[Print Counter]**, **[Transmission Counter]** or **[Scanner Counter]**.

To print the number of prints made under each user code

A **Press the 〖User Tools/Counter〗key.**

B **Press [System Settings].**

C **Press [Key Operator Tools].**

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

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

Note
r Press **[Select all on the page]** to select all user codes on the page.

F **Press [Print Counter List] under Per User Code.**

Note
r Enter the user code, and then press **[#]** if the user code is registered.

G **Select the function usage you want to print from [Print Counter], [Transmission Counter], and [Scanner Counter].**

H **Press [Print].**

To print the number of prints for all user codes

A **Press the 〖User Tools/Counter〗key.**

B **Press [System Settings].**

C **Press [Key Operator Tools].**

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

E **Press [Print Counter List] under All User Codes.**

Note
r Enter the user code, and then press **[#]** if the user code is registered.

F **Select the function usage you want to print from [Print Counter], [Transmission Counter], and [Scanner Counter].**

G **Press [Print].**

Clearing the Number of Prints

A **Press the 【User Tools/Counter】 key.**

B **Press [System Settings].**

C **Press [Key Operator Tools].**

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

E **Select the user code to clear.**

To clear the number of prints made under a user code

A **Select the user code from the left side of the display.**

✐ Note
r Press **[Select all on the page]** to select all user codes on the page.

B **Press [Clear] under Per User Codes.**

C **Select the function usage you want to clear from [Print Counter], [Transmission Counter], and [Scanner Counter].**

D **Press [OK].**

To clear the number of prints for all user codes

A **Press [Clear] under All User Codes.**

B **Select the function usage you want to clear from [Print Counter], [Transmission Counter] and [Scanner Counter].**

C **Press [OK].**

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Fax Destination

Register a fax destination so you do not need to enter fax numbers each time, and can send documents scanned in using the fax function.

- It is easy to select the fax destination if you register a "User (Destination) Name" and "Key Display" for the fax destination.
- You can register fax destinations as a group.

You can program the following items in a fax destination:

∨ **Fax number**
Registers the destination's fax number. You can enter a fax number using up to 128 digits. You must include every digit in the number.

∨ **SUB Code**
Registering a SUB Code allows you to use Confidential Transmission to send messages to the other fax machines which support a similar function called "SUB Code". You can also program an SID Code (Sender ID) under this function. A code can be up to 20 digits long.

∨ **SEP Code**
Registering a SEP Code allows you to use Polling Reception to receive faxes from the other fax machines which support Polling Reception. You can also program a PWD Code when you want to use a password under this function. A code can be up to 20 digits long.

∨ **Line**
If the optional extra G3 interface unit is installed, you can select the line type per destination.

∨ **Fax header**
You can select to print a fax header on fax messages the other party receives. The default is "1st Name". See *Facsimile Reference <Advanced Features>*.

∨ **Label insertion**
With this function you can have the receiver's name printed on the message when it is received at the other end. The name is printed at the top of the page and will be preceded by "To". You can also have a standard message stamped on the second and third lines after that.

Note
r Fax header and label insertion are also printed when sending by e-mail using fax functions.
r You can program a standard message apart from one of those registered in the machine. See "Programming, Changing, and Deleting Standard Messages", *Facsimile Reference <Advanced Features>*.

∨ **International TX mode**
When setting the International TX mode to **[ON]**, the machine transmits more carefully by lowering transmission speed. However, communication times increase.

Registering a Fax Destination

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

Zcas100e.eps

B **Press [System Settings].**

C **Press [Key Operator Tools], and then press [▼Next].**

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

E **Press [New Program].**

Note

r To register a fax destination to a registered user, press the user (destination) key, or enter the registered number using the number keys.

F **Set the user's information.**

Note

r To register a fax destination to a registered user, proceed to step **G**.

To register the user (destination) name and key display

A **Press [Change] under User (Destination) Name or Key Display.**

The user (destination) name or key display entry display appears.

B **Enter the user (destination) name or key display, and then press [OK].**

Note

r You can use the user name when selecting a fax destination.

r You can register the user code after the user name. For details, see p.70 "User Code".

Reference

p.147 "Entering Text"

To select the title

A **To associate a user with a title, press the title key under Select Title.**

Note

r The keys you can select are as follows:

- **[Freq.]**… Added to the page that is displayed first.

- [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]… Added to the list of items in the selected title.

r You can select **[Freq.]**, and one more page for each title.

G **Press [Fax Dest.].**

N Enter the fax number using the number keys, and then press [OK].

To select the line

A Press [Select Line].

B Select the line, and then press [OK].

To program the SUB Code

A Press [Adv. Features], and then select [SUB Code].

B Press [Change] under TX SUB Code.

C Enter a SUB Code using the number keys, and then press [OK].

D To enter a password, press [Change] under Password (SID).

E Enter a password using the number keys, and then press [OK].

F Press [OK].

To program the SEP Code

A Press [Adv. Features], and then select [SEP Code].

B Press [Change] under RX SEP Code.

C Enter a SEP Code using the number keys, and then press [OK].

D To enter a password, press [Change] under Password (PWD).

E Enter a password using the number keys, and then press [OK].

F Press [OK].

To set the International TX mode

A Press [Change] under International TX Mode.

B Select [OFF] or [ON], and then press [OK].

To select the fax header

✎ Note

r You can register the fax header name in Program Fax Information under the system settings of Facsimile Features. See *Facsimile Reference <Advanced Features>*.

A Press [Change] under Fax Header.

B Select [1st Name] or [2nd Name], and then press [OK].

To set label insertion

When Label Insertion is set to ON, the receiver's name and standard messages are printed on the fax message when it is received at the other end.

A Press [Change] under Label Insertion.

B Select [ON].

C Press [Change] under Line 2.

D Select a standard message to print on the second line. To stamp a customized message, press [Custom Message].

E Enter a message, and then press [OK].

🔍 **Reference**

p.147 "Entering Text"

F Press [OK].

G Press [Change] under Line 3.

H Select a standard message, and then press [OK].

I Press [OK].

🔟 Press [OK].

📝 **Note**

r When a group is registered, you can add this fax destination to the group. See p.95 "Registering Destinations to a Group".

Changing a Registered Fax Destination

🔟 Press the [User Tools/Counter] key.

🔟 Press [System Settings].

🔟 Press [Key Operator Tools], and then press [▼Next].

🔟 Press [Address Book Management].

🔟 Select the registered fax destination user you want to change.

Press the user (destination) key, or enter the registered number using the number keys.

📝 **Note**

r If you press 🔍, you can search for a user by user name/index, user code, fax destination, or e-mail address.

🔟 Press [Fax Dest.].

🔟 Enter the items.

To change the fax number

A Press [Change] under Facsimile No..

B Enter the new fax number using the number keys, and then press [OK].

To change the line

A Press [Select Line].

B Select the line type.

C Press [OK].

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To change the SUB Code

A Press **[Adv. Features]**.

B Press **[Change] under TX SUB Code.**

C Enter the new SUB Code, and then press **[OK]**.

D To change the password, press **[Change] under Password (SID)**.

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

F Press **[OK]**.

To change the SEP Code

A Press **[Adv. Features]**.

B Press **[Change] under RX SEP Code.**

C Enter the new SEP Code, and then press **[OK]**.

D To change the password, press **[Change] under Password (PWD)**.

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

F Press **[OK]**.

To change the fax header

A Press **[Change] under Fax Header.**

B Select the fax header, and then press **[OK]**.

To change the label insertion

A Press **[Change] under Label Insertion.**

B Press **[Change] under Line 2.**

C Select the new standard message, or press **[Custom Message]** to enter the new message.

D Press **[OK]**.

E Press **[Change] under Line 3.**

F Select the new standard message, and then press **[OK]**.

G Press **[OK]**.

H Press **[OK]**.

✎ **Note**

r To change the user name, see p.72 "To change the user (destination) name or key display".

Deleting a Registered Fax Destination

Note

r If you delete a destination that is a specified delivery destination, messages to its registered Personal Box, for example, cannot be delivered. Be sure to check the settings in the fax function before deleting any destinations.

A **Press the 【User Tools/Counter】 key.**

B **Press [System Settings].**

C **Press [Key Operator Tools], and then press [▼Next].**

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

To delete only the fax number

A Select the fax destination you want to delete.

Press the user (destination) key, or enter the registered number using the number keys.

B Press [Fax Dest.].

C Press [Change] under Facsimile No..

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

E Press [OK].

To delete all user information

A Press [Delete].

B Select a user you want to delete.

Press the user (destination) key, or enter the registered number using the number keys.

C Press [Yes].

E **Press [Exit].**

Note

r To delete user codes together, see p.73 "Deleting a User Code".

F **Press the 【User Tools/Counter】 key.**

E-mail Destination

Register e-mail destinations so you do not need to enter e-mail address every time, and can send scan files by e-mail, or send fax documents by Internet Fax.

- It is easy to select the e-mail destination if you register "User (Destination) Name" and "Key Display" for the e-mail destination.

- You can register e-mail destinations as a group.

- You can use the e-mail address as the sender address when sending scan files in scanner mode. If you do this, set a protection code on the sender address to prevent use by other people. See p.93 "Registering a Protection Code".

- You can select an e-mail address from an LDAP server, and then register it in the Address Book. For details about programming an LDAP server, see p.102 "Programming/Changing LDAP Server". For details about searching an e-mail address from an LDAP server, see "Sending Scan File by E-mail", *Scanner Reference.*

Registering an E-mail Destination

A **Press the 【User Tools/Counter】 key.**

B **Press [System Settings].**

C **Press [Key Operator Tools], and then press [▼Next].**

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

E **Press [New Program].**

Note

r   To register an e-mail address to a registered user, press the user (destination) key, or enter the registered number using the number keys.

F **Set the user's information.**

Note

r   To register an e-mail address to a registered user, proceed to step **G**.

To register the user (destination) name and key display

A **Press [Change] under User (Destination) Name or Key Display.**

The user (destination) name or key display entry display appears.

B Enter the user (destination) name or key display, and then press [OK].

📝 Note

r You can use the user name when selecting an address to send an e-mail to.

r You can register the user code after the user name. For details, see p.70 "User Code".

🔍 Reference

p.147 "Entering Text"

To select the title

A To associate a user with a title, press the title key under Select Title.

📝 Note

r The keys you can select are as follows:

- **[Freq.]**… Added to the page that is displayed first.

- [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]… Added to the list of items in the selected title.

r You can select **[Freq.]**, and one more page for each title.

7 Press [E-mail].

8 Press [Change] under E-mail Address.

9 Enter the e-mail address.

Entering the e-mail address

A Enter the e-mail address.

B Press [OK].

Using the e-mail address as the sender

A Press [ON] under Register as Sender.

10 Press [OK].

📝 Note

r When a group is registered, other e-mail destinations can be added to the group. See p.96 "Registering Destinations to a Group".

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Changing a Registered E-mail Destination

A **Press the 【 User Tools/Counter 】 key.**

B **Press [System Settings].**

C **Press [Key Operator Tools], and then press [▼Next].**

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

E **Select the registered e-mail address user you want to change.**

Press the user (destination) key, or enter the registered number using the number keys.

📝 Note

r If you press 🔍, you can search for a user by user name/index, user code, fax destination, or e-mail address.

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

G **Enter the items.**

To change the e-mail address

A **Press [Change] under E-mail Address.**

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

🔍 Reference

p.147 "Entering Text"

H **Press [OK].**

📝 Note

r To change the user name, see p.72 "To change the user (destination) name or key display".

Deleting a Registered E-mail Destination

A **Press the 【 User Tools/Counter 】 key.**

B **Press [System Settings].**

C **Press [Key Operator Tools], and then press [▼Next].**

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

To delete only the e-mail address

A **Select the e-mail address user you want to delete.**

Press the user (destination) key, or enter the registered number using the number keys.

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

C **Press [Change] under E-mail Address.**

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

E **Press [OK].**

To delete all user information

A **Press [Delete].**

B **Select a user you want to delete.**

Press the user (destination) key, or enter the registered number using the number keys.

C **Press [Yes].**

E **Press [Exit].**

Registering Folders

By registering a shared folder, you can send scan files to it directly.

There are two types of protocol you can use:

- SMB
  For sending files to shared Windows folders

- FTP
  For uploading files to an FTP sever

Note

r For details about protocols, server names, and folder levels, ask your network administrator.

r You can stop unauthorized users accessing folders from the machine. See p.93 "Registering a Protection Code".

r You can only select either SMB or FTP. If you change protocol after finishing your settings, all previous entries are cleared.

r You can register up to 50 folders per group. Files cannot be sent to a group with over 50 folders registered.

Reference

For details about network settings, see *Network Guide*.

For details about Scan to Folder, see *Scanner Reference*.

Using SMB to Connect

Note

r To register a folder in an FTP server, see p.89 "Using FTP to Connect".

To register an SMB folder

A Press the [User Tools/Counter] key.

B Press [System Settings].

C Press [Key Operator Tools], and then press [▼Next].

D Press [Address Book Management].

E Press [New Program].

Note

r To register a folder to a registered user, press the user (destination) key, or enter the registered number using the number keys.

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F Set the user's information.

✐ Note

r To register a folder to a regis-
tered user, proceed to step **G**.

To register the user (destination)
name and key display

**A Press [Change] under User
(Destination) Name or Key
Display.**

The user (destination) name or
key display entry display ap-
pears.

**B Enter the user (destination)
name or key display, and then
press [OK].**

✐ Note

r You can use the user name as
the folder name.

r You can register the user
code after the user name. For
details, see p.70 "User Code".

✐ Reference

p.147 "Entering Text"

To select the title

**A To associate a user with a title,
press the title key under Select
Title.**

✐ Note

r The keys you can select are as
follows:

• **[Freq.]**… Added to the
page that is displayed first.

• [AB], [CD], [EF], [GH],
[IJK], [LMN], [OPQ],
[RST], [UVW], [XYZ], [1] to
[10]… Added to the list of
items in the selected title.

r You can select **[Freq.]**, and
one more page for each title.

G Press [Folder].

H Press [SMB].

✐ Note

r To specify a folder, you can ei-
ther enter the path manually, or
locate the folder by browsing
the network.

✐ Reference

p.86 "To locate the folder manu-
ally"

p.87 "Using Browse Network to
locate the folder"

To locate the folder manually

A Press [Change] under Path.

**B Enter the path where the folder
is located.**

✐ Note

r Enter the path using this for-
mat: "\\ServerName\Share-
Name\PathName".

r You can also enter an IP ad-
dress.

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

C **Press [OK].**

✐ **Note**

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

D **Press [Change] under User Name.**

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

✐ **Note**

r This is a user name which is authorized to access the folder.

F **Press [Change] under Password.**

G **Enter the user's password, and then press [OK].**

Using Browse Network to locate the folder

A **Press [Browse Network].**

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

✐ **Note**

r You can enter your user name and password before pressing **[Browse Network]**. If you do, the Browse Network display only lists client computers you are authorized to access.

B **Select a client computer.**

Shared folders under it appear.

✐ **Note**

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

C **Select the folder you want to register.**

The Logon display appears.

✐ **Note**

r If you have already entered an authorized user name and password, the Logon display will not appear. Proceed to step **F**.

D **Enter the user name.**

✐ **Note**

r This is a user name which is authorized to access the folder.

E **Enter the user's password, and then press [OK].**

The Browse Network display reappears.

✐ **Note**

r If the entered user name or password is not correct, a message appears. Press **[Exit]**, and then enter the user name and password again.

F **Press [OK].**

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

10 **Press [Exit].**

✐ **Note**

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

11 **Press [OK].**

Changing a registered SMB folder

⏹ Press the 〔User Tools/Counter〕key.

⏹ Press [System Settings].

⏹ Press [Key Operator Tools], and then press [▼Next].

⏹ Press [Address Book Management].

⏹ Select the user of the registered folder you want to change.

Press the user (destination) key, or enter the registered number using the number keys.

✎ **Note**

r If you press ⌨, you can search for a user by user name/index, user code, fax destination, or e-mail address.

⏹ Press [Folder].

⏹ Select the items you want to change.

To change the protocol

A Press [FTP].

B A confirmation message appears. Press [Yes].

✎ **Note**

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

C Enter each item again.

🔍 **Reference**

See steps ⏹ to ⏹ on p.89 "To register an FTP folder".

Changing items under SMB

A Press [Change] under Path.

B Enter the new path where the folder is located, and then press [OK].

✎ **Note**

r You can also use Browse Network to specify a new folder. For details, see p.87 "Using Browse Network to locate the folder".

C Press [Change] under User Name.

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

This is a user name which is authorized to access the folder.

E Press [Change] under Password.

F Enter the new password, and then press [OK].

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

⏹ Press [Exit].

✎ **Note**

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

⏹ Press [OK].

✎ **Note**

r To change the user (destination) name, see p.72 "Changing a User Code".

Deleting a registered SMB folder

A Press the 【User Tools/Counter】 key.

B Press [System Settings].

C Press [Key Operator Tools], and then press [▼Next].

D Press [Address Book Management].

To delete only the registered folder

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

Press the user (destination) key, or enter the registered number using the number keys.

B Press [Folder].

C Press [FTP].

A confirmation message appears.

D Press [Yes].

E Press [OK].

Settings under SMB are all cleared.

To delete all user information

A Press [Delete].

B Select a user you want to delete.

Press the user (destination) key, or enter the registered number using the number keys.

C Press [Yes].

E Press [Exit].

Using FTP to Connect

📝 Note

r To register a shared folder configured in Windows, see p.85 "Using SMB to Connect".

To register an FTP folder

A Press the 【User Tools/Counter】 key.

B Press [System Settings].

C Press [Key Operator Tools], and then press [▼Next].

D Press [Address Book Management].

E Press [New Program].

📝 Note

r To register a folder to a registered user, press the user (destination) key, or enter the registered number using the number keys.

F Set the user's information.

📝 **Note**

r To register a folder to a registered user, proceed to step **7**.

To register the user (destination) name and key display

A Press [Change] under User (Destination) Name or Key Display.

The user (destination) name or key display entry display appears.

B Enter the user (destination) name or key display, and then press [OK].

📝 **Note**

r You can use the user name as the folder name.

r You can register the user code after the user name. For details, see p.70 "User Code".

🔗 **Reference**

p.147 "Entering Text"

To select the title

A To associate a user with a title, press the title key under Select Title.

📝 **Note**

r The keys you can select are as follows:

• **[Freq.]**… Added to the page that is displayed first.

• [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]… Added to the list of items in the selected title.

r You can select **[Freq.]**, and one more page for each title.

G Press [Folder].

H Press [FTP].

I Press [Change] under Server Name.

J Enter the server name.

📝 **Note**

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

K Press [Change] under Path.

L Enter the path.

📝 **Note**

r You can enter an absolute path, using this format: "/user/home/username"; or a relative path, using this format: "directory/sub-directory".

r If you leave the path blank, the login directory is assumed to be the current working directory.

r You can also enter an IP address.

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

M Press [OK].

Note

r To change the port number, press **[Change]** under Port No.. Enter the port number using the number keys, and then press **[#]**. You can enter 1 to 65535.

N Press [Change] under User Name.

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

Note

r This is a user name which is authorized to access the folder.

P Press [Change] under Password.

Q Enter the user's password, and then press [OK].

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

S Press [Exit].

Note

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

T Press [OK].

Changing a registered FTP folder

A Press the [User Tools/Counter] key.

B Press [System Settings].

C Press [Key Operator Tools], and then press [▼Next].

D Press [Address Book Management].

E Select the user of the registered folder you want to change.

Press the user (destination) key, or enter the registered number using the number keys.

Note

r If you press ✉, you can search for a user by user name/index, user code, fax destination, or e-mail address.

F Press [Folder].

G Select the items you want to change.

To change the protocol

A Press [SMB].

B A confirmation message appears. Press [Yes].

Note

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

C Enter each item again.

Reference

See steps **C** to **J** on p.85 "To register an SMB folder".

Changing items under FTP

A Press [Change] under Server Name.

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

C Press [Change] under Path.

D Enter the new path, and then press [OK].

E Press [Change] under User Name.

4

Registering a Protection Code

You can stop sender's names or folders being accessed by setting a protection code.
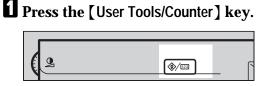
You can use this function to protect the following:

- Folders
  You can prevent unauthorized access to folders.
- Sender's names (when sending e-mails)
  You can prevent misuse of sender's names.

∅ Note

r This function is not available when using Internet Fax to send e-mails.

Registering a Protection Code To a Single User

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

B **Press [System Settings].**

C **Press [Key Operator Tools], and then press [▼Next].**

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

E **Press the user (destination) key you want to register a protection code to.**

F **Press [Protect Dest.].**

To protect the sender name

A **Press [Protect] under Sender's Name.**

To protect the folder

A **Press [Protect] under Folder.**

G **Press [Change] under Protection Code.**

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

∅ Note

r You can enter up to eight digits.

I **Press [OK].**

J **Press [Exit].**

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Registering a Protection Code To a Group User

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

B **Press [System Settings].**

C **Press [Key Operator Tools], and then press [▼Next].**

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

E **Press the group key you want to register a protection code to.**

F **Press [Protect Dest.].**

G **Press [Protect] under Folder.**

H **Press [Change] under Protection Code.**

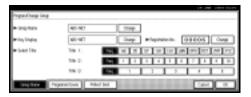**I** **Enter a protection code using the number keys, and then press [#].**

✐ Note

r You can enter up to eight digits.

J **Press [OK].**

K **Press [Exit].**

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Registering Destinations to a Group

Register destinations to a group to easily control registered fax, e-mail and folders for each group.

To group destinations, the groups must be registered beforehand.

📝 Note

r You can register up to 500 groups.

r When using Scan to Folder function, you cannot send scan files to a group with over 50 folders registered.

r You can set a protection code to prevent unauthorized access to the folders registered in a group. For details, see p.93 "Registering a Protection Code".

Registering a New Group

A Press the [User Tools/Counter] key.

B Press [System Settings].

C Press [Key Operator Tools], and then press [▼Next].

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

E Press [New Program].

F Press [Change] under Group Name.

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

The Key Display name sets automatically.

🔍 Reference

p.147 "Entering Text"

H Press the desired title key under Select Title, if necessary.

📝 Note

r The keys you can select are as follows:

- **[Freq.]**… Added to the page that is displayed first.

- [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]… Added to the list of items in the selected title.

r You can select **[Freq.]**, and one more page for each title.

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

J Press [OK].

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Registering Destinations to a Group

You can register destinations to a group.

When registering new destinations, you can also register groups at the same time.

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

B **Press [System Settings].**

C **Press [Key Operator Tools], and then press [▼Next].**

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

E **Select the user (destination) to register in a group.**

Press the user (destination) key, or enter the registered number using the number keys.

Note

r If you press ▨, you can search for a user by user name/index, user code, fax destination, or e-mail address.

F **Press [Group].**

G **Select a group to which you want to register the destinations.**

Note

r If you press ▨, you can search for the group by entering the group name.

H **Press [OK].**

Removing a Destination from a Group
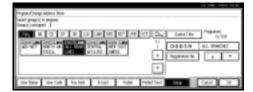
A **Press the [User Tools/Counter] key.**

B **Press [System Settings].**

C **Press [Key Operator Tools], and then press [▼Next].**

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

E **Select the user (destination) to remove from a group.**

Press the user (destination) key, or enter the registered number using the number keys.

F **Press [Group].**

G **Press the highlighted group key.**

H **Press [OK].**

Displaying Destinations Registered in Groups

You can check the user (destination) of each group.

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

B **Press [System Settings].**

C **Press [Key Operator Tools], and then press [▼Next].**

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

E **Select the group where the data you want to check is registered.**

F **Press [Programed Users].**

All the user (destination) names appear.

Press **[OK]**.

Changing a Group Name

A **Press the 〖User Tools/Counter〗 key.**

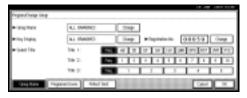B **Press [System Settings].**

C **Press [Key Operator Tools], and then press [▼Next].**

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

E **Press the group key you want to change.**

F **Enter the items.**

To change the group name and key display

A **Press [Change] under Group Name or Key Display.**

B **Enter the new group name or key display, and then press [OK].**

To change the title

A **Press the title key under Select Title.**

To change the registration number

A **Press [Change] under Registration No..**

B **Enter the new registration number using the number keys.**

C **Press [#].**

G **Press [OK].**

Deleting a Group

A **Press the 〖User Tools/Counter〗 key.**

B **Press [System Settings].**

C **Press [Key Operator Tools], and then press [▼Next].**

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

E **Press [Delete].**

F **Press a group key you want to delete.**

G **Press [Yes].**

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Registering the Transfer Request

This section describes how to register the Transfer Station and Receiving Station used in the fax function's Transfer Request.

Note

r Before you can use Transfer Request, you must program the Polling ID and set the Transfer Report. See "Programming a Polling ID"and "Transfer Report", *Facsimile Reference <Advanced Features>*.

v **Transfer Station**

This is the machine that receives the Transfer Request to forward incoming messages to another destination.

v **Receiving Station**

The facsimile or computer that receives messages from the Transfer Station.

Limitation

r When messages are transferred by fax, Transfer Stations must be machines of the same make as this, and have the Transfer Station function.

r When messages are transferred by e-mail, Transfer Stations must be machines of the same make as this, and have both the Transfer Station and Internet Fax functions.

r You cannot use Transfer Request without programming the fax number or e-mail address of the Requesting Party in the Address Book (Quick Dial or Speed Dial) of the Transfer Stations.

Note

r Polling ID's of the Requesting Party (this machine) and Transfer Stations must be identical.

r You can have up to 30 Receiving Stations per Transfer Station. If you specify a Transfer Station Group, the Group counts as a single receiver.

Registering a Transfer Station/Receiving Station

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

B **Press [System Settings].**

C **Press [Key Operator Tools], and then press [▼Next].**

D **Press [Address Book: Program/Change/ Delete Transfer Request].**

E **Press [New Program].**

F **Set the Transfer Request's information.**

To register the Transfer Request name and key display

A **Press [Change] under Transfer Request Name or Key Display.**

The user (destination) name or key display entry display appears.

B Enter the Transfer Request name or key display, and then press [OK].

  🔎 **Reference**

  p.147 "Entering Text"

To select the title

A To associate a Transfer Request name with a title, press the title key under Select Title.

  📎 **Note**

  r The keys you can select are as follows:

   • **[Freq.]**… Added to the page that is displayed first.

   • [AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ], [1] to [10]… Added to the list of items in the selected title.

  r You can select **[Freq.]**, and one more page for each title.

7 Press [Fax].

8 Enter the items. See steps 🖪and 🖸 on p.77 "Registering a Fax Destination".

9 Press [E-mail].

🔟 Enter the items. See steps 🖪and 🖸 on p.82 "Registering an E-mail Destination".

⑪ Press [Receiving Station].

⑫ Specify the Receiving Stations.

  📎 **Note**

  r When specifying the Receiving Stations, use the numbers stored in Quick Dial keys, Speed Dials or Groups in the Transfer Station.

Quick Dial

A Press [♯Quick Dial].

B Enter the number stored in the Quick Dial of the Transfer Station using the number keys.

  For example, to select the destination stored in Quick Dial 01 of the Transfer Station, enter 【0】【1】.

C To specify an additional Receiving Station, press [Add].

Speed Dial

A Press [♯✻Speed Dial].

B Enter the Speed Dial using the number keys.

  For example, to select the destination stored in Speed Dial 12 of the Transfer Station, enter 【1】【2】.

C To specify an additional Receiving Station, press [Add].

Group Dial

A Press [♯✻✻Group Dial].

B Enter the Group number using the number keys.

  For example, to select the destinations stored in Group 04 of the Transfer Station, enter 【0】【4】.

C To specify an additional Receiving Station, press [Add].

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M When you have specified all the Receiving Stations, press [OK].

N Press [Exit].

Changing a Registered Transfer Station/Receiving Station

A Press the 【User Tools/Counter】 key.

B Press [System Settings].

C Press [Key Operator Tools], and then press [▼Next].

D Press [Address Book: Program/Change/ Delete Transfer Request].

E Select the registered Transfer Station/Receiving Station user you want to change.

Press the user (destination) key, or enter the registered number using the number keys.

✎ Note

r If you press 🔍, you can search for a user by Transfer Request name, fax destination, or e-mail address.

F Enter the items.

To change the Transfer Request name and key display

A Press [Change] under Transfer Request Name or Key Display.

B Enter the new Transfer Request name or key display, and then press [OK].

To change the title

A Press the desired title key under Select Title.

To change the Transfer Station

A Press [Fax].

Proceed to step **C** when messages are transferred by e-mail.

B Change the Transfer Station's information. See steps G and H on p.79 "Changing a Registered Fax Destination".

C Press [E-mail].

D Change the Transfer Station's information. See steps G and H on p.84 "Changing a Registered E-mail Destination".

To change the Receiving Station

A Press [Receiving Station].

B Select the Receiving Station you want to change.

C Press [Clear] to clear the number, and then enter the new number using the number keys.

G Press [OK].

H Press [Exit].

Deleting a Registered Transfer Station/Receiving Station

A **Press the 【User Tools/Counter】 key.**

B **Press [System Settings].**

C **Press [Key Operator Tools], and then press [▼Next].**

D **Press [Address Book: Program/Change/ Delete Transfer Request].**

E **Press [Delete].**

F **Select a Transfer Request you want to delete.**

Press the Transfer Request key, or enter the registered number using the number keys.

G **Press [Yes].**

H **Press [Exit].**

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Programming/Changing LDAP Server

Programming an LDAP server allows you to look up e-mail destinations from the LDAP server Address Book directly. This function is available when you send scan files by e-mail using scanner function.

✐ Note
r Select **[ON]** in the Use LDAP Server setting to use this function. See p.66 "Use LDAP Server".
r This function supports LDAP Version 2 and 3.
r To ensure successful searching, make sure the server name and port number are entered correctly. For details, ask your network administrator.

Programming an LDAP Server

A **Press the 【User Tools/Counter】 key.**

B **Press [System Settings].**

C **Press [Key Operator Tools], and then press [▼Next] twice.**

D **Press [Program/Change LDAP Server].**

E **Enter the items.**

To enter an identification name

A **Press [Change] under Identification Name.**

B **Enter the server's identification name.**
C **Press [OK].**

To enter a server name

A **Press [Change] under Server Name.**
B **Enter the LDAP server name.**
C **Press [OK].**

To enter the search base

A **Press [Change] under Search Base.**
B **Enter the search base.**

✐ Note
r For example, if you enter "ou=sales department, o=ABC", searching will start below the sales department level of ABC company (here, "ou" stands for organization unit, and "o" stands for company).
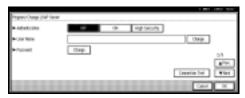
C **Press [OK].**

To enter a port number

A Press **[Change]** under Port No..

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

To set authentication

A Press **[Next]**.

B Press **[ON]** or **[High Security]** under Authentication.

Note

r **[High Security]** is not available with LDAP Version 2.

r When **[ON]** or **[High Security]** is selected, the administrator account name and password is required to access the LDAP server.

r When **[High Security]** is selected, you can use a generic password unique to the network. If you do this, the server also requires the same setting. For details, ask your network administrator.

To enter the user name and password

Note

r To use the administrator account for authentication, enter the account name and password here.

r If you leave the user name and password blank, users will be prompted for the password every time they attempt to connect to the LDAP server.

A Press **[Next]**.

B Press **[Change]** under User Name.

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

D Press **[Change]** under Password.

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

To test the connection

A Press **[Connection Test]**.

A connection test is carried out.

B Press **[Exit]**.

Note

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

To set search options

Note

r You can search the LDAP server data using keywords below: Name, E-mail Address, Fax Destination, Company Name, Department Name. You can specify an additional keyword. This must be predefined in your LDAP database.

A Press **[Next]** twice.

B Press **[Change]** under Attribute.

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

D Press **[Change]** under Key Display.

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E Enter the attribute's display name, and then press [OK].

📝 Note

r For example, if you want to sort e-mail addresses by employees' number, enter "employeeNo" in the Attribute field, and "Employee No." in the Key Display field.

F Press [OK].

G Press [Exit].

H Press the 【User Tools/Counter】 key.

Changing an LDAP Server

A Press the 【User Tools/Counter】 key.

B Press [System Settings].

C Press [Key Operator Tools], and then press [▼Next] twice.

D Press [Program/Change LDAP Server].

E Change the items.

To change an identification name

A Press [Change] under Identification Name.

B Enter a new identification name for the server.

C Press [OK].

To change the server name

A Press [Change] under Server Name.

B Enter the new LDAP server name.

C Press [OK].

To change the search base

A Press [Change] under Search Base.

B Enter the new search base.

C Press [OK].

To change a port number

A Press [Change] under Port No..

B Enter the new port number using the number keys, and then press [#].

To change authentication

A Press [Next].

B Select [ON] or [High Security] if you want to activate authentication. Select [OFF] to cancel it.

📝 Note

r **[High Security]** is not available when the LDAP Version is 2.

r When **[ON]** or **[High Security]** is selected, the administrator account name and password is required to access the LDAP server.

r When **[High Security]** is selected, you can use a generic password unique to the network. If you do this, the server also requires the same setting. For details, ask your network administrator.

To change the user name and password

A Press [Next].

B Press [Change] under User Name.

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

D Press [Change] under Password.

E Enter the new password, and then press [OK].

Note

r The user name and password are of a user who is authorized to access the LDAP server.

r You can press **[Connection Test]** to check if the new settings work.

To change search options

A Press [Next] twice.

B Press [Change] under Attribute.

C Enter a new attribute, and then press [OK].

D Press [Change] under Key Display.

E Enter the attribute's new display name, and then press [OK].

F Press [OK].

G Press [Exit].

H Press the [User Tools/Counter] key.

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